

## Overview

Southern Connecticut State University is required to collect attendance one-time at the start of each scheduled course. This allows Southern to comply with both federal and state reporting requirements and supports the disbursement of financial aid funds to students based on their verified enrollment. See the university catalog for the [Attendance Policy](#), the following pages provide the guidelines and procedures for reporting and reinstatement.

**Note:** Google Chrome is the recommended and supported browser for Banner Faculty self-service.

## Guidelines for Attendance Reporting

Instructors are required to schedule, at a minimum, weekly opportunities for academic engagement in the course. If a student has attended at least one class meeting, or participated in an *academically related activity*, mark them as 'Attended'. Students who start the course, but stopped attending, must also be reported as 'Attended'. As a reminder, students who are not on the class roster are not be permitted to attend your class.

### Academically Related Activities

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with an instructor about academic matters.

During the first two weeks of a semester, if a student has not attended any class meeting, nor participated in any *academically related activity*, mark them as 'Never Attended'. For a class that is less than eight weeks, the student must attend or participate by the end of the first week.

During the third week, instructors may consider requests for reinstatement based on the course attendance policy. For a class that is less than eight weeks, the student may be approved for reinstatement in the second week. Thereafter, reinstatement due to extenuating circumstances requires approval by the Dean of the college/school.

# Attendance Reporting

## Activities that do not Constitute Attendance

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

Students may start a practicum later than the start of the term and may be reported as in attendance, so long as they are registered and making progress towards starting a pending placement, and if all the following conditions below apply.

## Attendance for Learning Outside the Classroom

- All students in the program must participate in practicum or clinical experience and its completion is required for graduates to apply for licensure or authorization or practice occupation those students intend to pursue;
- The school has little or no control over the length or start/end dates of practicum or clinical experience. This may be due to constraints imposed by outside licensing bodies, or the need to accommodate schedules of entities with which students are being placed (e.g., school districts or hospitals, etc.); and
- The student is registered for the number of credit hours associated with practicum or clinical experience in the semester in which most of the training occurs, even if starting and ending dates do not exactly align with term dates and/or overlap with another term.

Any student who fails to start the placement as scheduled, must be promptly reported as 'Never Attended' to the Registrar's Office at [attendance@southernct.edu](mailto:attendance@southernct.edu). A late drop appeal may also be considered by the college or school Dean if the student placement was cancelled by the agency after the add/drop registration period closed for the term.

## **Attendance Reporting Procedure**

- Login to <https://login.southernct.edu>
- Click on Banner Faculty/Advisor
- Select Faculty Attendance Entry
- Click View Students for each course listed to report attendance.

# Attendance Reporting

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MY COURSES

**Instructions:** Click 'View Students' below to report attendance for each class roster. You may continue to make changes up to the [reporting deadline](#). If there are no courses listed below, you do not have any attendance due at this time.

Term	CRN	Subject	Course	Section	Title	Enrolled	
202240	41687	ANT	214	01	American Tongues: Politics of	1	<a href="#">View Students</a>

- Report students who *have* engaged academically in the course at least once as 'Attended'.
- Report students who *have not* engaged academically in the course at least once as 'Never Attended'. These students will have their registration status changed to 'NA'. This will remove the student from the class roster and an 'N' will be reported on the transcript. The Registrar's Office will notify both the student and instructor.

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**Instructions:** Report attendance for each student on the roster below and click Save. Visit [Attendance Reporting](#) for guidelines on activities that do or do not constitute attendance.

 ATTENDED, click once.

 NEVER ATTENDED, click twice.

Photo	Full Name	ID	Attendance
	Otus Demmi	XXXX1316	<input type="radio"/>

[Save](#)

Note: All students must be reported to 'Save'.

### **Reinstatement**

Instructors may approve reinstatement to the class during the third week of the term. For a class that is less than eight weeks, the student may be approved for reinstatement in the second week.

To ensure timely processing of reinstatements, Instructors are asked to reply to the original 'Never Attended' email from the Registrar's Office as all the pertinent student and course information is detailed in that correspondence.

Requests received after the reinstatement deadline, must be approved by the Instructor and the appropriate college or school Dean. Instructors must copy the Dean for approval when submitting the request.