

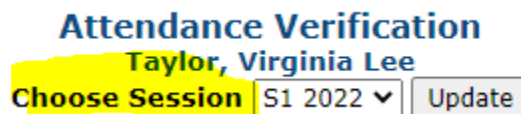
## Attendance Verification Process

As Faculty/Instructors, you must perform Attendance Verifications after each of your **first** face-to-face or In\*Sync class meeting OR after the first five days of a fully online or blended course. IF a student informs you they will not be attending the first day, but do plan to stay in the class, DO NOT mark them as a “no show.” If they continue to not show by the second week of class, please alert the Registrar’s Office so the students can be dropped.

For more information on reporting attendance in fully online courses, see **\*NOTE for Online courses** below.

### **ATTENDANCE VERIFICATION PROCESS:**

- Using your web browser, go to the Mount’s portal site: [mymount.msj.edu](http://mymount.msj.edu). In the designated fields, type in your user name and password. These are the same as you use to log in to campus email and the campus network. Click the  button or press enter.
- **Attendance Verification reporting appears under Academics > Progress and Attendance Reports on the far left side gray toolbar.**
- When you select “Attendance Verification Reports” link in the page, a new window or tab will open that displays a comprehensive list of the classes you are teaching in the term selected in the “Choose Session” drop-down list. Select the current term. Click Update to see your current term courses. (EX: Fall 2021 = S1 2022; Spring 2021 = S2 2022; Summer 2021 = S4 2022)



- You **will not** be able to report prior to the date on the screen. At that time, the date becomes a link and reporting opens.
- Once reporting opens, the “Status” column will show you when each class’ verification reporting begins. Reporting will remain open until you submit.
  - Each class list will appear with two additional columns beside the student names. The column headed “Attending” will be defaulted with check marks. **The other, “Not Attending” is designed for you to select when appropriate, thus reporting a student who is a “No Show.”**
  - After you have filled in the information, click the “**Submit**” button.
  - Once the submission is made, a *View* button will appear. This should eliminate any uncertainty you might have about whether or not you have already made a submission.
- Reporting the student as a “no show” will result in the student being immediately dropped from the class. Exceptions to this immediate drop are student athletes and students receiving veteran benefits. These students will be followed up by Don Thomason to confirm their intention not to

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attend before dropping. Changes in registered hours can affect billing, financial aid, veteran benefits, and athletic eligibility. After the first week of the class, it is recommended that students check their course schedule to make sure all is as it should be.

- **If a student is dropped from a course and wants to re-register**, they must follow the below:
  - **Student Athletes and VA Benefit Students:** Email Don Thomason at [Don.Thomason@msj.edu](mailto:Don.Thomason@msj.edu) and ask to be registered. Be specific on the course, section, and provide your ID#.
  - **All other students:** Can register through MyMount through Sunday of the first week. On Monday, they will need to sign an add slip. On day ten of the semester, they will also need an instructor signature. Non-athlete students must contact Student Administrative Services in the Conlan Center to re-register in person, or contact [Financial.Aid@msj.edu](mailto:Financial.Aid@msj.edu), or call (513)244-4418.
- **Have a student in your class NOT on your class list?** This situation indicates that s/he is not registered for your class. You can enter the student's name in the Attendance Verification function before submitting. The student is still responsible for registering for the class through Student Administrative Services (SAS). **If the student does not register for the class through SAS, please do not allow the student to remain in your class. Send the student immediately to SAS.**
- **\*NOTE for Online courses:** Students taking online courses are expected to attend each online week of the course. **Online attendance is defined as a student logging in to the *Blackboard (Bb)* online course. "Logging in" is considered attendance even if the student has not submitted any assignments or participated in any other aspect of the course.** A student is recorded either attending or not attending after the first five days from the date the course begins on the schedule. **Students who log in to the *Blackboard* online course, at least once in the first five days, will be reported as attending.** Students who do not log in at least once in the first five day period will be reported as a "no show" to the Registrar's Office and will not be charged for the course. Please refer to the drop policy when not meeting attendance requirements.