

Frequently Asked Faculty Questions about Attendance

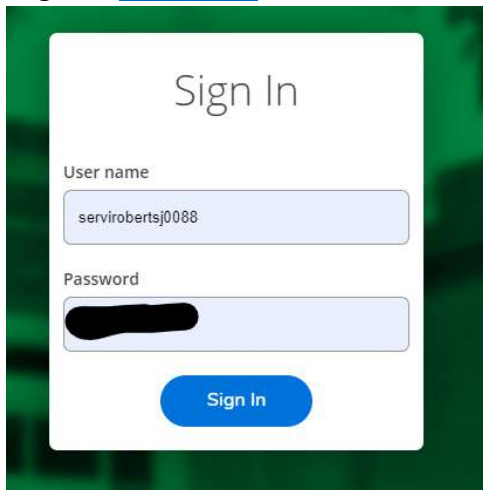
Updated January 8, 2024

Quick Start Tasks for Attendance

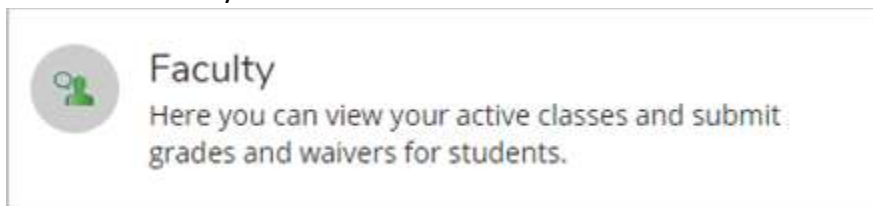
1. From the first day of class to the [census date](#), [record P \(Present\) dates](#) in Self-Service for in-person attendance and [entry activities for online courses](#) every day (for online sections) or every meeting date (for seated sections).
2. Immediately after the census date, complete documentation for [No Show students](#) and [certify attendance](#).
3. From the census date to the W date, record absences weekly. Start the [withdrawal process](#) for students who stop attending.
4. From W date to end of the semester, enter [F2 grades](#) for students who stop attending.
5. Notify the appropriate office if [Veteran](#) or [F-1 International](#) students stop attending.
6. At the end of the semester, when all class meetings have ended, Accept your [class roster verification agreement](#). Entering the Class

Where do I report attendance, certify census rosters, and accept class roster verification agreements for the classes I am teaching?


1. Log into [Self-Service](#).



2. Select the Faculty tab to access attendance and the census roster.



There you will see the courses you are teaching in the current semester:



[Daily Work](#)
[Faculty](#)
[Faculty Overview](#)

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations
ENG-241-001: British Literature I	T/Th 8:00 AM - 9:15 AM 1/9/2023 - 5/6/2023	Online, ONLINE Classroom Hours
ENG-241-100: British Literature I	T/Th 9:30 AM - 10:45 AM 1/9/2023 - 5/6/2023	Phillips (Building 3), 240 Classroom Hours

What is the census date and where can I find it?

The census date is the deadline by which a student must enter a course. Census dates vary from course to course but occur at the 10% point of the class in most cases. For curriculum courses, the census date can be found in [Self-Service](#) by accessing the Faculty button after logging in. You'll see the census date for each curriculum class in the right column.

Fall 2021					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ENG-112-014: Writing/Research in the Disc	8/16/2021 - 12/14/2021	Online, ONLINE Online Class	6 / 21 / 0		8/25/2021 Census
ENG-112-101: Writing/Research in the Disc	T/Th 8:00 AM - 9:15 AM 8/16/2021 - 12/14/2021	Phillips (Building 3), 220 Classroom Hours	9 / 23 / 0		8/26/2021 Census

The census date for continuing education classes must be retrieved by using an Informer report. Consult with your program director or chair for more information.

What is the deadline to enter a P (present) in [Self-Service](#) Attendance to note the first date a student enters the class?

During the census period, enter attendance daily. Finish entering all P's (Present) at the latest by the next business day after the census date. Then certify the census attendance (See [When and How to Certify Attendance](#)).

What is a No Show and how do I mark a student as a No Show?

A No Show status is assigned to a student who does not enter the course by the census date by physically attending a seated class, completing an entry activity for an online class, or doing at least one of those for a hybrid/blended class (For more information on entry activities in special types of classes, see [What If a Student Attends](#)).

The deadline for submitting No Show forms for students who have not entered a class are posted in the Faculty Important Dates handouts for each semester. These are posted under Instructor Resources section of the website under "Other," and program directors and chairs will send reminders of these dates to their faculty.

Marking a student as a No Show requires a 2-step process:

1. **New for Spring 2024**, record the student as Never Attended under the census tab in [Self-Service](#). Be sure to click on the Census tab to view this option.

Roster Attendance **Census** Grading Books Permissions

10/19/2023 Census

10/19/2023 Census

Certify

Student Name	Student ID	Never Attended	Class Level	Credits
		<input type="checkbox"/>		9.60 CEUs

2. Submit a Faculty No Show [eForm](#) to Student Records:

DURHAM TECH Student Information and Records Office
919-536-7214
Faculty No-Show

Faculty Name Faculty ID

This e-form no-show for the current term should be processed according to the Durham Tech Academic policy and grading.

NS: Student Never Attended Course

A student who never attends the course receives the **no-show (NS)** grade.

Student Name Student ID

Term Year Course Code Course Section Course Title

Ex: ENG-111 101 Writing & Inquiry

Faculty Authorization

By clicking on the **send** routing below I authorize Student Information and Records to process the above information. This will serve as my validated electronic signature.

Please allow 3-5 business days for the processing of forms.

Destination:
► Faculty ► Student Information and Records Office

When and how do I certify that my census date attendance is correct?

Certifying attendance provides an electronic signature to confirm that your attendance record is accurate up to the census period. You should certify your attendance soon after the census date has passed. Be sure that you have recorded attendance daily during the census period for every student on the roster. For any students who have never come to class, either in person by completing an online activity, be sure you mark them as Never Attended under the census tab and submit No Show forms via [eForms](#) (see [What Is a No Show](#)).

Here are the steps to certify your attendance after the census date. You will have a separate census roster for each individual class you taught.

1. Log into [Self-Service](#).

Sign In

User name

servirobertsj0088

Password

Sign In

2. Select the Faculty tab to access attendance and the census roster.

Faculty

Here you can view your active classes and submit grades and waivers for students.

3. Click on the section (course) title that you will be certifying. Make sure you have monitored attendance daily (using P for Present) through the census date and that you have accurately entered a P for the student's first day of attendance (physical attendance or documented online activity).

DURHAM TECH

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations
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4. Click the census date under the "Census" tab. Once you click the date, the "Certify" button becomes clickable.

Seats Available 14 of 20

Deadline Dates

Roster Attendance **Census** Grading

5/26/2021 Census [Click Here](#)

Student Name Student ID Notes/Attendance

5. Click the “Certify” button to submit. You will then be asked to sign.



6. After you certify your census roster, when you click on the Census tab, you should see the message “No census roster available.”
7. Repeat this process for any remaining courses that have passed the census date.

Note that at the end of the semester, after all the classes/sections your teaching have ended, you will need to accept your Class Roster Verification Agreement (See Census Rosters, Class Roster Verification Agreement, and Maintaining Compliance).

What if a student attends (or completes the entry activity) for the class but not its associated lab or corequisite course?

Instructors should make every attempt to communicate the importance of entry assignments and encourage students to complete them before the census date. If a student completes an assignment other than the entry assignment before the census date, instructors should still count that as entering the class (See [What If a Student Does Some Work](#) below).

When those efforts are not successful, if students attend or, in the case of an online class, complete the entrance assignment for one section of a linked class but not the other, the students should be recorded as Never Attended under the Census Tab in [Self-Service](#) and use [eForms](#) to complete a Faculty Withdrawal/No Show form for the section they never attended (see [What is a No Show](#) above). For the associated section the student did attend, faculty should withdraw the student by completing a Faculty Withdrawal form in [eForms](#). For example, if a student attended ENG 111 by the census date but did not attend the associated corequisite class ENG 011 by the census date, the student would be recorded as a No Show in ENG 011 and a Withdrawal in ENG 111. If different instructors teach the linked sections of the class, they will need to communicate with each other to verify that students have entered each section.

What If a Student Enters the Class After the Census Date?

If a student first demonstrates academically relevant engagement (See What Is Academically Relevant Engagement) after the census date but before the No Show submission deadline (see What Is the Census Date), then the faculty member may allow the student to stay in the class and avoid the No Show grade. The preference is to allow the student to enter the class if the student has a realistic chance of success in the course. If a student first enters the class after the No Show submission deadline has passed but early enough in the term that the faculty member thinks the student can succeed in the class, faculty may allow students to enter the class with the dean’s approval.

How do I determine students’ entry date (first date they were Present) in an online course?

To determine the students’ entry dates in an online, blended, or hybrid course, you will need to run the Course Entry Quiz Report in Canvas. Please see the [Course Entry Process for Online and Hybrid/Blended Courses](#) on our website.

What if a student in an online class does some work, but does not complete the course entry quiz?

If a student does not submit the Course Entry Quiz by the census date, but submits any other assignment in Canvas, or attends a live synchronous or in-person session during the census period, it counts as their entry activity and date. For example, if a student does not turn in their course entry quiz but does complete another assignment that meets the entry qualifications (i.e., Chapter 1 forum) during the census period, it can count as their entry work.

Recording Attendance

How often should I record attendance in Self-Service?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, attendance should be entered on a weekly basis (see [What Is the Census Date](#)).

How do I know which day(s) to record attendance in an online class?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, asynchronous online course attendance should be entered at least weekly, or more if you have more than one weekly due date. For example, if your weekly due date is Tuesday, you will record weekly attendance for your online course every Tuesday after the census period (see [What Is the Census Date](#)). For synchronous online classes, record attendance for every required synchronous meeting of the class.

If I have a date when online assignments are due, but a student turns in the assignment late, is the student still absent?

Yes, in an online class, if students do not submit work by the weekly deadline, they are counted as absent for that week for attendance.

In Self-Service Attendance, what is the difference between Absent No Excuse and Absent Excused?

Excused absences include proper documentation using the [Excused Absence Notification form \(PDF\)](#). Students are allowed only one excused absence per semester. Unexcused absences lack proper documentation (see [What Is the Policy for Excused Absences](#) and [Class Absences policy](#) for more information).

What is the policy for excused absences?

An [excused absence](#) is defined as a planned absence. Durham Tech students are allowed one excused absence per class per term for a planned event or observance. Students must submit an [Excused Absence Notification form \(PDF\)](#) and any supporting documentation at least 14 calendar days in advance of the scheduled absence date. There is also a separate form for [military service](#) and [pregnancy/childbirth](#). See Durham Tech's [Class Absence policy](#) for more information.

What is the policy for students who arrive late or leave before class has ended?

Students should be on time for each class session and should be prepared to remain for the full duration of the class. Tardiness or early departure from class that results in the student missing at least twenty (20) percent of the instructional session may be considered an absence. Chronic tardiness and/or leaving class early may adversely affect the student's course grade. See Durham Tech's [Class Absence policy](#) for more information.

Withdrawal from Classes

When can students withdraw from the class using Self-Service, and when do they need to use an eForm?

Students can withdraw from a class using [Self-Service](#) from the beginning of the registration period through the first 5 days of an 8-week class or the first 10 days of a 16-week class. Instructors can only drop students during this time using an Add/Drop Form, signed by a chair, program instructor, or dean and submitted to Admissions, Registration, and Records. Dropped courses do not appear on students' transcripts.

Between the end of the drop period to the course withdrawal date, students can withdraw from a class using [eForms](#). The student will receive a W grade on their transcripts. W grades do not affect GPA.

Additionally, faculty should report to Veterans Services' general email (vaservices@durhamtech.edu) any students who do not attend class for a week or who withdraw from a class (see [Special Considerations for Veteran Students](#)).

If you have any students on the F-1 international student visa (a note of this is indicated in the notes section of Self-Service for these students), please contact international@durhamtech.edu to let the International Student Advisors know about students who do not attend class for a week or who withdrawn from a class. F-1 international students that drop below full-time enrollment may have to leave the country if they are not maintaining their F-1 international student status.

In an online class, is the last date of attendance the actual date a student turned in their last assignment or the last time they were considered present on the instructor-determined weekly attendance day?

In an online class, the last date of attendance is the last date the student submitted an assignment.

In a hybrid, corequisite, or class-and-lab combination, what is the policy if a student stops attending one part of the class but keeps attending the other?

If the instructor teaches both parts of a linked class, the instructor should submit a Faculty Withdrawal via [eForms](#) for both.

If different instructors teach the parts of a linked class, instructors should submit a Faculty Withdrawal for the student in the section they teach, and the instructor for the other section of the class should withdraw the student from that section. Instructors will need to communicate with each other when teaching hybrid, corequisite, or class-and-lab combination classes.

If students ask whether they should withdraw from a class, what should we tell them?

Student situations will vary, but a conversation with the student about the withdrawal is optimal. Ideally faculty should encourage students to complete the class if they have a reasonable chance of completing it successfully. Faculty can refer students to College [student support resources](#) that may help the student complete the class successfully. Additionally, students who are using financial aid to pay for their classes should speak with their [Financial Aid Advisor](#) before withdrawing. The advisor can then let them know if an adjustment in their aid may occur.

Veteran students who are considering withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

F-1 International students (this is indicated in the Notes in Self-Service) who are considering withdrawing from a class must talk to their [International Student Advisor \(DSO\)](#) in the Center for the Global Learner.

What are the financial aid implications of a student withdrawing from a class?

Withdrawing from a course impacts a student's [Satisfactory Academic Progress](#) (SAP) for financial aid, which requires that students on financial aid complete 67 percent of the courses they attempt and maintain a 2.0 cumulative grade point average. Failure to maintain satisfactory academic progress may result in the suspension of aid. Veteran students who are withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

When and how do I enter an F2 in our Self-Service Grading?

An F2 is assigned when a student misses more than the allowed percentage of class meetings and the last absence occurs *after the withdrawal deadline*. If a student's last absence occurs before the withdrawal deadline and the student withdraws from the course using an e-form, the grade will be a W. After that date, students will earn an F2 if they stop attending. To assign an F2 at the end of the semester, go to [Self-Service](#), select the Grading tab, and click on Final Grade. Enter the F2 and, if not already entered, add the last date of attendance. You do not need to complete an eForm to withdraw the student in this case. Refer to the [Drop, Withdrawal, and Refund Deadlines web page](#).

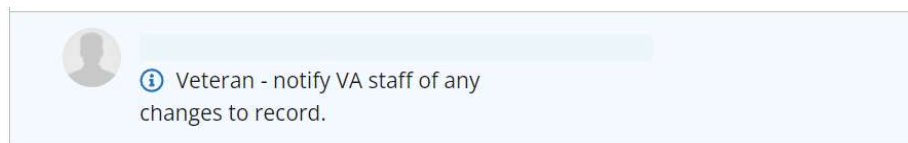
Waitlisted 0

Roster	Attendance	Census	Grading	Books	Permissions												
<div>Overview Final Grade</div> <table border="1"><thead><tr><th>Student Name</th><th>Student ID</th><th>Never Attended</th><th>Last Date of Attendance</th><th>Final Grade</th><th>Exp</th></tr></thead><tbody><tr><td></td><td></td><td><input type="checkbox"/></td><td><input type="text" value="M/d/yyyy"/></td><td><div>Select Grade</div></td><td>M</td></tr></tbody></table>						Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Exp			<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<div>Select Grade</div>	M
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Exp												
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<div>Select Grade</div>	M												


What special considerations should I make for Veteran students?

Students receiving Veterans Administration benefits will have a Veteran Student indicator on the attendance roster in [Self-Service](#).

Faculty will see it in their Class Rosters in Self-Service.




Advisors will see a similar notification in the Advising section of Self-Service:



[Daily Work](#) • [Advising](#) • [Advising Overview](#)

Advisee Details

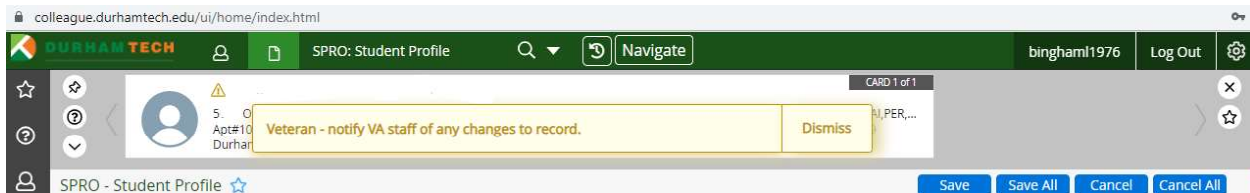
[Back to Advisees](#)

 Veteran - notify VA staff of any changes to record.

Program(s):
Associate in Science


Educational Goal: Transfer to College

And in Colleague:



colleague.durhamtech.edu/ui/home/index.html

DURHAM TECH SPRO: Student Profile [Navigate](#) bingham1976 Log Out

 5. 0
Apt#10
Durham

Veteran - notify VA staff of any changes to record. [Dismiss](#)

SPRO - Student Profile [Save](#) [Save All](#) [Cancel](#) [Cancel All](#)

Because Durham Tech is required to report changes in enrollment of anyone receiving veterans benefits to the Veterans Administration within 30 days, it is important that faculty are entering attendance information in [Self-Service](#) every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact the College's School Certifying Official (SCO). Additionally, faculty should report to Veterans Services' general email (vaservices@durhamtech.edu) any students who do not attend class for a week or who withdraw from a class.

What special considerations should I make for F-1 International students?

Students on the F-1 International Student Visa status will have a Note/indicator on their individual record in [Self-Service](#). Because Durham Tech is required to report students who drop below full-time within 21 days, it is important that faculty are entering attendance information in Self-Service every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact an [International Student Advisor](#) in the Center for the Global Learner.

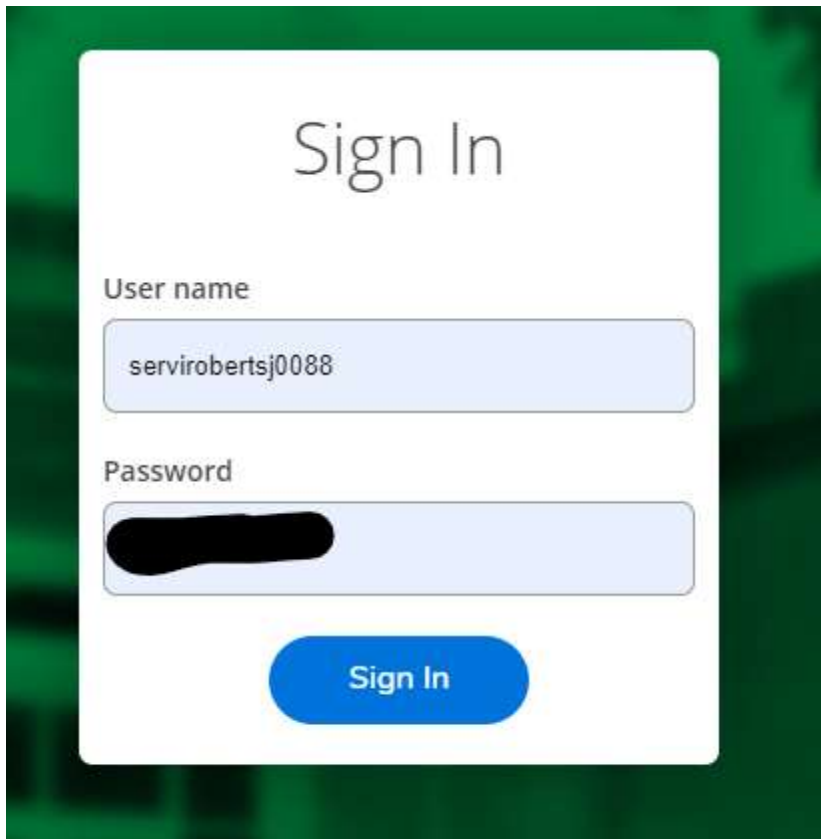
After the Class Has Ended

How do I accept my Class Roster Verification Agreement?

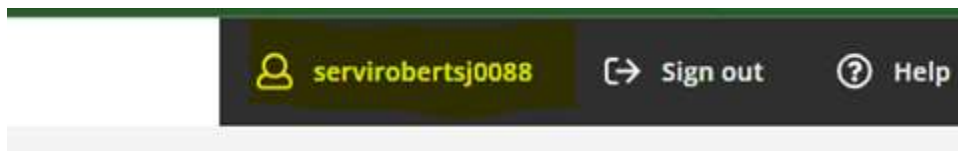
You need to accept your class roster verification agreement after all classes you taught for that term have ended. You will have one class roster verification agreement for all of the classes you taught in that term.

To sign the Agreement:

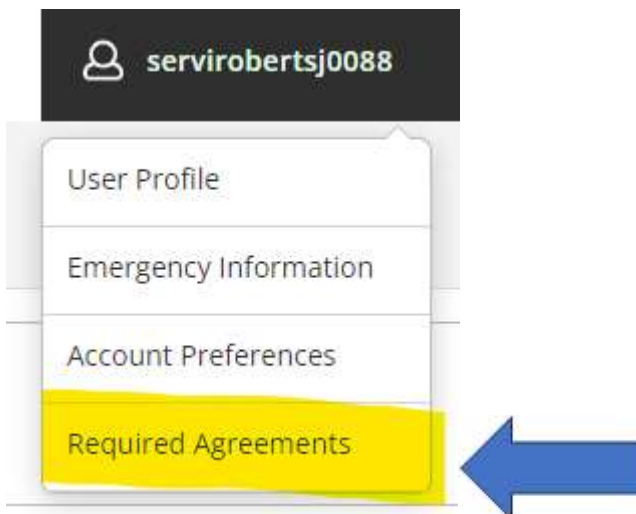
1. Enter your username and password to log into Self-ServiceSelf-Service.



2. Click on your Username in the top banner.



3. Select Required Agreements.



4. Select View for any agreements showing. The “Agreement Period” lets you know what term this agreement applies to.

Title	Agreement Period	Due Date	Status	Action
Class Roster Verification Agreement	Spring 2021	5/1/2021	Incomplete	View

5. Select “Accept” for the agreement after all classes you taught for that specific term have ended.

Class Roster Verification Agreement

Incomplete

Print

By accepting this agreement, I verify that the attendance and grade rosters for each course section taught by me this term have been reviewed. I certify that they are true and accurate.

Cancel Accept

6. Select Yes or No to print (Recommended: keep a copy for your records).

Agreement updated. Would you like to print a copy of your agreement?

Yes No

7. Confirm that the **Status of the agreement is now Accepted.**

Title	Agreement Period	Due Date	Status
Class Roster Verification Agreement	Spring 2021	5/12/2021	Accepted 3/6/2021

Special Situations

What is the policy for assigning an incomplete?

The I grade is reserved for extenuating circumstances (e.g., accident, illness) and is not appropriate for students who otherwise fail to turn in final assignments by the last regular class day or fail to appear for the final examination. The grade of Incomplete may be assigned, with chair/program director and dean's approval, if a student has completed at least eighty (80) percent of the coursework and has a grade of C or better at the time of the I grade request. For more information Refer to the [Grading System policy](#).

What is the policy for an emergency medical withdrawal?

Students with medical situations that necessitate requesting withdrawal from all credit courses, past the established withdrawal deadline for the applicable term, should complete the [Request for Medical Withdrawal form \(PDF\)](#). The student should then attach appropriate documentation and submit the form and documentation to a Durham Tech counselor, located in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call [919-536-7207, ext. 1413](tel:919-536-7207) or email counseling@durhamtech.edu. Refer to the [Student Medical Withdrawal web page](#).

How do we handle attendance for students who experience emergency situations that prevent them from attending during the semester?

When a student has an emergency situation that will cause them to miss a significant amount of class time, faculty should discuss with their program director or chair the best course of action to take. For some students, a temporary Accommodations Plan may be the best option, and the student should work with Accessibility Services to provide documentation and develop a plan that they then share with instructors. There is also a separate form for [military service](#) and [pregnancy/childbirth](#).

How do we handle attendance for students who have an Accommodations Plan on file with Accessibility Services?

The Office of Accessibility Services creates accommodations plans for students each semester. It is the students' responsibility to share their plans with faculty at the start of each class. Faculty should discuss the plan with students to make sure you both have the same understanding of the accommodations and how they will be implemented. If faculty have questions about attendance flexibility or any other accommodation on the plan, they can speak with Accessibility Services, accessibility@durhamtech.edu. For more information, see the [Accommodations for Students with Disabilities web page](#).