



## College of The Albemarle Procedure

Procedure Number: 5.2.2.2

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**Title: Never Attend Reporting**

**Related Policy: Policy 5.2.2 Withdrawal from Courses**

**Division of Responsibility: Learning; Student Success and Enrollment Management**

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Attendance through the ten percent (10%) date of the semester is reported using the MyService Attendance Tracking function. Faculty may enter their class census data on the first day after the census date. The director of registration and records is responsible for setting the census data report due date and communicating that information to faculty each semester. The due date falls within two (2) days after the ten percent (10%) date of the semester or course (if the course begins later in the semester).

Directions to report this:

1. Access MyService account, click on the Faculty tab
2. Select "Course"
3. Select "Census"
4. Select "Never Attended" for any student who has never attended by the census date of the course (10%)
5. Submit the report by clicking "Certify"

This report is subject to review by State Program Auditors; therefore, it must be accurate and submitted on time. Failure to report attendance correctly could result in significant costs to the student and the College. The director of registration and records will work with the department chairs/program coordinators to ensure attendance reports are completed by the deadline.

June 13, 2023

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N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**