

# Never Attended Procedures

## Attendance Statuses

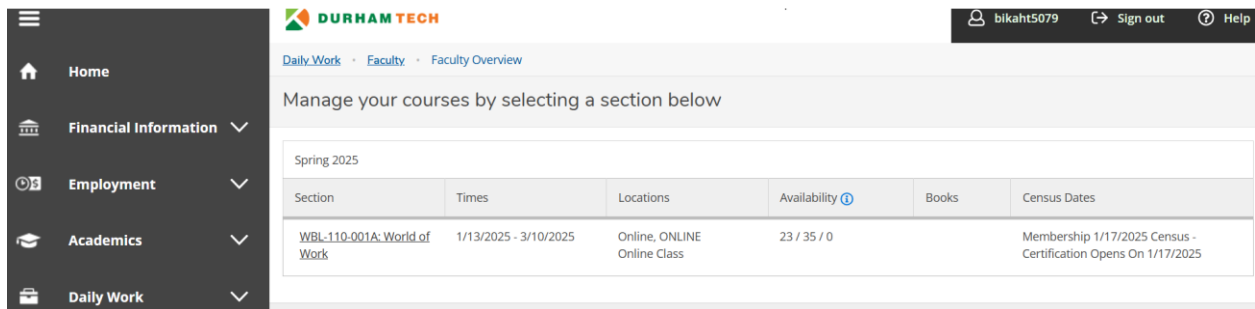
- P Present
- L Late
- A Absent
- E Excused Absent

Track attendance on the Attendance roster through the Census date. For traditional and synchronous online sections, **enter the correct status for each class meeting until the Census date for the section.**

For asynchronous sections, use the CEQ report to record students as present.

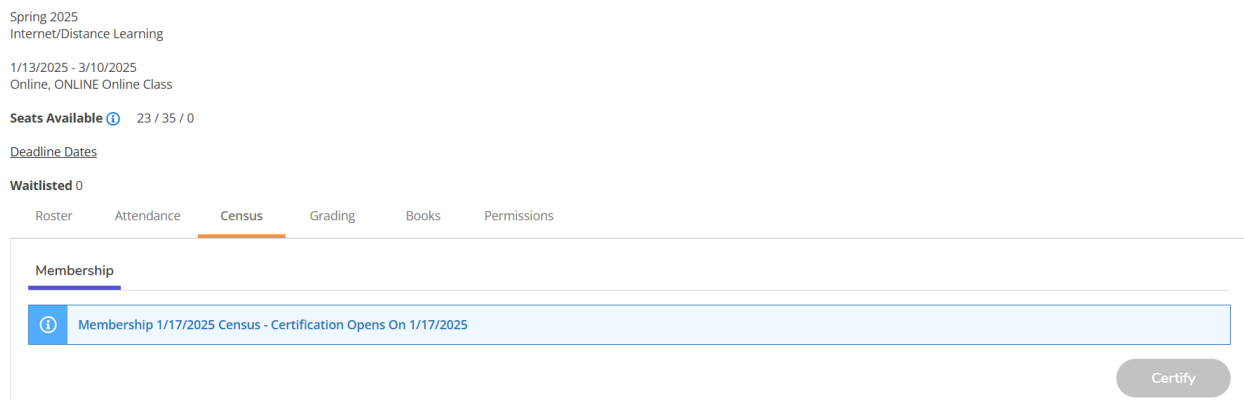
## Census Date

The Census date is located on Faculty Overview page in Self-Service. Click on Taskbar then choose Daily Work then Faculty.




## Census Roster

The Census roster will open on the census date for the section.



## Census Certification

Students who do not have a present status on the Attendance roster by the **Census Certification Deadline** for the section, should be flagged as “Never Attended” on the Census roster.

| Student Name   | Student ID | Never Attended                      | Last Date of Attendance | Class Level         | Credits |
|--|------------|-------------------------------------|-------------------------|---------------------|---------|
|  [REDACTED] | [REDACTED] | <input checked="" type="checkbox"/> |                         | Sophomore Associate | 1       |

Students marked as “Never Attended” on the Census roster will be de-registered. If the Census roster is certified prior to flagging a student never attended, complete the new “Never Attended” eform to have the student flagged for de-registration. The Census roster cannot be re-opened.

ENG-111-021B: Writing and Inquiry  
Fall 2024  
Internet/Distance Learning  
10/14/2024 - 12/10/2024  
Online, ONLINE Online Class  
Seats Available 10 / 21 / 0  
Deadline Dates  
Waitlisted 0

Roster Attendance **Census** Grading


**i** There is no census to certify for the section

## Grade Roster

Students flagged as never attended on the Census roster will be flagged on the Grade roster until de-registration, when students will drop off of the rosters.

Roster Attendance Census **Grading**

Overview **Final Grade**

| Student Name   | Student ID | Never Attended                      | Last Date of Attendance | Final Grade | Expiration Date | Class Level        | Credits |
|--|------------|-------------------------------------|-------------------------|-------------|-----------------|--------------------|---------|
|  [REDACTED] | [REDACTED] | <input checked="" type="checkbox"/> | M/d/yyyy                |             | M/d/yyyy        | Non Degree-Seeking | 4       |