

# Attendance Reporting Policy

## Instructions

### Fall 2010

Faculty in all SWTJC classes will report student attendance twice by class section. The reporting periods are given below:

Period Name	Date Range	Reporting Date
AR-3	August 23, 2010 - September 7, 2010	By Noon Thursday, Sept 9, 2010
AR-8	August 23, 2010 - October 15, 2010	By Noon Tuesday, Oct 19, 2010

The reporting procedure uses WebAdvisor and is the same as reporting midterm grades. The table below lists the absence reporting options for each student.

Absence Reporting Options	During the reporting period, the student...
R	Regularly attended class.
IR	Attended class though irregularly.
S	Attended class initially then stopped entirely.
N	Never attended class.
NP	Not Participating. <sup>1</sup>
LS	Late Start – Class has not started by reporting date

Below is a facsimile of the Midterm Reporting Screen as it should appear in WebAdvisor. The attendance reporting options will be placed in the columns marked “AR-3” and “AR-8” respectively. **No mid-term grade is entered in the "Mid" column for summer terms.** The columns labeled “N.A.” are not to be used.

*If a student receives an “LS” at either of the above reporting times, the reporting option should be appropriately updated after the class does start.*

*If a student is officially dropped before the end of the reporting period, choose the appropriate reporting option for the time before the drop was effective.*

*Students receiving a "N" or "S" will be withdrawn from the class. Students receiving an "IR" will receive a excessive absence warning. These action are automatic and do not require faculty intervention. At other times, faculty are expected to follow the college "Attendance Policy" of the current catalog. Note: Dev-Ed students are subject to different attendance policy. See the college catalog for specifics.*

Please address any questions regarding the attendance reporting policy to Dick Whipple (830) 591-7326.

<sup>1</sup> New for 2010-2011. Report students who are attending, but are not participating in class work, home work, and examinations.

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## Instructions

### Fall 2010

Class Name COSC-1336-BCC01  
Title Programming Fundamentals I  
Location Crystal City  
Term 2009SP Spring Semester 2009

#### Instructors

Richard B. Whipple

Student	ID	AR-3	AR-8	Mid	N.A	N.A.	N.A.	Stat	Credits	CEUs
								New	3.00	
								New	3.00	
								New	3.00	
								New	3.00	