

Attendance Reporting Policy

Instructions

Spring 2009

Beginning this spring, 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	January 19, 2009 - February 3, 2009	By Noon February 5, 2009
AR-8	January 19, 2009 - March 10, 2009	By Noon March 12, 2009

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.

Below is a facsimile of the Midterm Reporting Screen as it will appear in Webadvisor. The absence reporting options will be placed in the columns marked "AR-3" and "AR-8" respectively. At the time specified by the registrar's office, the midterm grade will be placed in the column labeled "Mid". The columns labeled "N.A." are not to be used.

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

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
██████████	██████████	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	3.00	
██████████	██████████	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	3.00	
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