

Attendance Reporting Policy Instructions Spring 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	January 18, 2010 - February 2, 2010	By Noon Thursday, February 4, 2010
AR-8	January 18, 2010 - March 9, 2010	By Noon Friday, March 12, 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.
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. 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.

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.

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
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