



## FINANCIAL AID - NEVER ATTENDED REPORTING PROCEDURES

Dear Faculty Member:

The Federal financial aid regulations as stated in the 2017-2018 *Federal Student Aid Hand Book Volume 3* require that Colleges have a procedure to know whether a student has begun attendance in all classes for purposes of the Federal Pell Grant Program.

Therefore, we require your assistance by using MC Self-Service to report students in your classes that have **never attended**. This important information will also be utilized by the College's Student Success Coaches to conduct outreach to determine if guidance/support can be provided to these students that have been absent from classes.

Below you will find guidelines and the procedures for entering this information through MC Self-Service. **Please be advised that by indicating a student "Never Attended" will not result in a student being withdrawn from the course and therefore still may require grades (APN, Midterm & Final) be provided if the student remains active on your course roster during these grading periods.**

### Timing

The Self-Service - Never Attended reporting system will be activated the first week of the term and faculty should begin entering this information for students who Never Attended the course at the completion of the first week that the course section has met. Below are the suggested dates for submission of information for the fall 2021 semester:

1. September 14, 2021: Never Attended Reporting Begins Full-term/1<sup>st</sup> Seven Week courses
2. October 4, 2021: Never Attended Reporting Begins Fall II courses
3. October 29, 2021: Never Attended Reporting Begins 2<sup>nd</sup> Seven Week courses

### Definition of Attending

If a student has academically related activities for the class, the student is considered attending the class.

Academically related activities include but are not limited to the following:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

**In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.** A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include the following activities which demonstrate active participation:

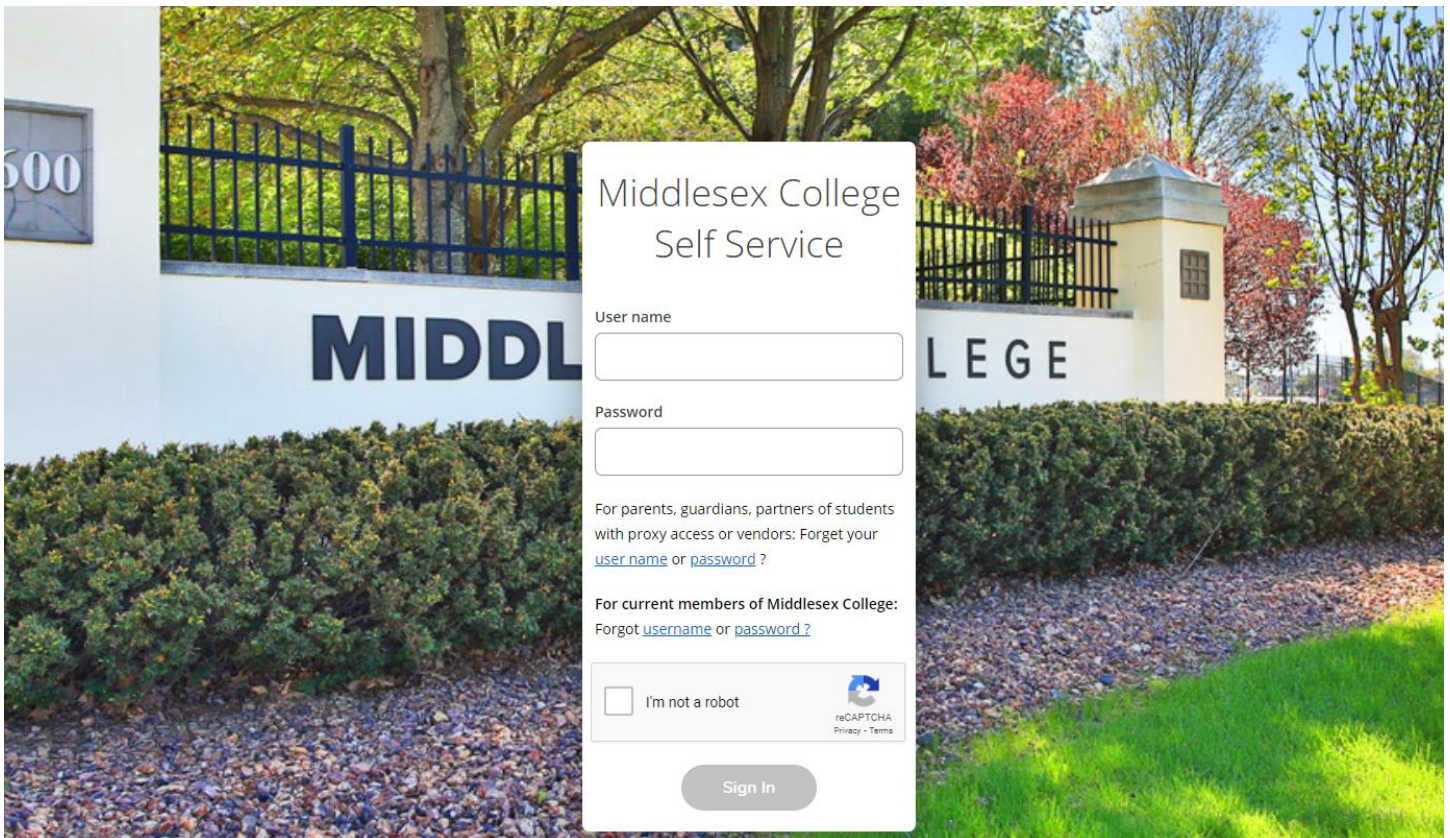
- student submission of an academic assignment,

- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

**NOTE: If a student should subsequently show up to class after the Never Attended information is reported, you may follow the instructions below and simply uncheck the box next to that student’s ID Number.**

## MC - SELF-SERVICE PROCEDURES

1. Login to [MC Self-Service](#) by entering your User Name and Password. Click on “I’m not a robot” reCAPTCHA checkbox and follow instructions. Once verified by reCAPTCHA you may click Sign-In



2. Once logged in, click on the “Faculty” Icon



## Faculty

Here you can view your active classes and submit grades and waivers for students.



[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Summer I 2021

Section	Times	Locations	Books
<a href="#">ESL-077-C1: Reading and Speaking Level 3</a>	M/T/W/Th 8:30 AM - 10:55 AM 5/17/2021 - 7/1/2021	TBD Lecture	
<a href="#">PSY-123-INC1: Introductory Psychology</a>	M/T/W/Th - 5/17/2021 - 7/1/2021	Internet	

3. Select the course section for **Never Attended Reporting** under the **Fall 2021** Term by clicking on the link.
4. Click on 'Grading' on the top menu and then click on the '**ACADEMIC PERFORMANCE NOTIFICATION AND NEVER ATTENDED REPORTING**' Tab. **At this time you are not entering Academic Performance Grades, you are only entering the Never Attended Reporting information.**
5. For each student that meets the definition of having Never Attended the course, **CHECK** the box to the right of the student's ID number under the Never Attended column. When done, simply exit the grading page, there is no need to Save/Submit as the student records are updated upon entry. ***NOTE: If a student should subsequently show up to class after the Never Attended information is reported, you may follow these instructions and simply uncheck the box next to that student's ID Number.***

Roster    **Grading**

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Overview   Final Grade   Midterm Grade   **Academic Performance Notification & Never Attended Reporting**

Student Name	Student ID	Never Attended	Last Date of Attendance	Select a Grade	Class Level	Credits
 Hiba A. Chaudry		<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	Freshman	3
 Joshua D. De Silva		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	Freshman	3
 Preethi Devarapalli		<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	Freshman	3

If you have any questions concerning this process, please contact Taina Morales, Interim Director of Financial Aid or Richard Cole, Registrar.

Sincerely,

Richard D. Cole  
Registrar

Taina Morales  
Interim Director of Financial Aid