ATTENDANCE VERIFICATION

TABLE OF CONTENTS

PROCESS

The Office of the Registrar is charged with maintaining accurate records of class enrollment. Conducted once each regular term, the faculty attendance verification process serves two important purposes:

1. To ensure university records are accurate and complete, and faculty have reliable class lists on which to post student grades at the end of term:
    * Students who are reported as enrolled, but not-attending are notified to return to class and to contact their instructors for appropriate academic guidance to complete the class. If they do not intend to complete the class, students are advised to make enrollment adjustments prior to midterm.
    * Students who are reported as attending, but not enrolled are instructed to register in the class, as appropriate.
    * Students who are completing the course, but in a different class section from their enrolled class, are generally changed to the class they are attending.

    NOTE: Students who are attending to remove a prior grade of incomplete should not re-enroll in the course.

2. To comply with federal regulations, Augusta University must confirm the presence in class of students receiving financial assistance through federal and state student assistance programs. Federal regulations require the institution to confirm students are attending classes before Financial Aid will be released.

RESPONSIBILITIES

REGISTRAR'S OFFICE

At the end of Add/Drop the Registrar's Office will contact class instructors to request they verify their class roster via POUNCE.

INSTRUCTORS

To comply with federal student aid requirements, instructors must verify students listed on their class roster(s):

- that are attending
- those who have stopped attending
- those who have never attended (including students who have dropped or withdrawn after the first week of classes or may still appear as enrolled in the class).

INSTRUCTIONS

1. Log into POUNCE.
   https://pounce.augusta.edu/bprd/twbkwbis.P_WWWLogin

   Username: [_____]

   Password: [_____]

   [Login]

2. Click the "Faculty Services" menu in the top left menu.

   Faculty Services

   Search [_____] [Go]

3. Click "Attendance Verification from the menu options.

   Faculty Services

   This menu has been reordered in alphabetic format.

   Advisee Grade Summary
   View Grades for Your Advisees for the term selected.

   Advisor Menu
   Advisors and Faculty Advisors can access unofficial student transcripts, JagTrax, and Advising Student Profile.

   Appeal to Participate in Commencement
   Advisors access to the appeal to participate in commencement workflow.

   Assignment History
   Instructors can view course assignments.

   Attendance Verification
   Verify student attendance in your assigned courses.

4. Select the appropriate CRN from the dropdown menu.
5. Click the button with the correct CRN, not the Print Roster button.

NOTE: All assigned course sections for the current terms will display. *All class rosters for the term must be verified.* Click the CRN to verify attendance for students in that course section.

Attendance Verification

Click a CRN to verify attendance.

Courses for Fall 2019:

CRN	Subject	Course	Section	Title	Instructor	Status	
13087	ACCT	2101	A	Prin of Acct I	Turner, D.	Complete	Print Roster
13088	ACCT	2101	B	Prin of Acct I	Verdery, R.	Complete	Print Roster
13089	ACCT	2101	C	Prin of Acct I	Verdery, R.	Incomplete	Print Roster

6. After choosing the CRN, your class roster will display.

Attendance Verification

Students enrolled in the selected course are displayed below. Choose an Attendance Status for each student from the drop-down list.

Attend is defined as having attended at least one class.
Did Not Attend is defined as never having attended or having contacted the instructor.
Hold Seat is no longer an option. A student must be marked as attending or did not attend by the attendance verification deadline.

You may mark all students as attending by pressing the **Mark All As Attending** button.

NOTE: You have 30 minutes to save your attendance verification before timeout. If you do not save the form within that timeframe, you may receive an error when you do press **Save Attendance Verification**.

Term	Spring 2022		
CRN	24068	Primary Instructor	Etterlee, Walter C
Course	ACCT 2101 A	Department	0030 - Hull College of Business
Course Title	Prin of Acct I	Total Enrolled	22
Course Dates	01/06/2022 thru 05/10/2022		

Rec#	Name	ID Number	Cr.Hrs.	Attendance Status	Mark All As Attending
1			3		
2			3		
3			3		

7. Select the appropriate attendance status for each student listed.
   A. **Attendance:** Attended at least one class.
   B. **Did Not Attend:** Never attended or contacted the instructor.

Online course attendance should reflect the student has indicated in some way they are "attending" by logging in or contacting you in some other way.

NOTE: You may also press the "Mark All as Attending" button to mark all students as attending.

8. Click "Save Attendance Verification" when you are done entering an appropriate status for each student.

Save Attendance Verification

NOTE: You will have the ability to go back to your attendance verification roster and verify any students who may have added your class after your original submission before the deadline date.

9. Since students sometimes add courses late, we recommend you double check your rolls near the deadline to be sure that latecomers have been verified.

CONTACT

If you have any additional questions, please contact our office at records@augusta.edu.