# ATTENDANCE VERIFICATION





OFFICE OF THE REGISTRAR
USER INSTRUCTIONS

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### **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- those who have never attended (including students who have dropped or withdrawn after the first week of classes or may still appear as enrolled in the class).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
sername	_

Login

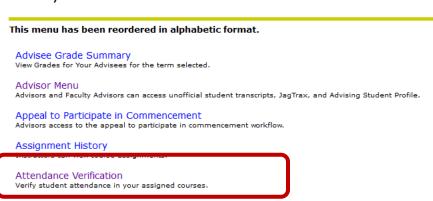
Password:

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



3. Click "Attendance Verification from the menu options.

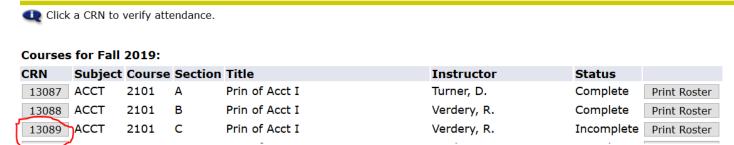
#### **Faculty Services**



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

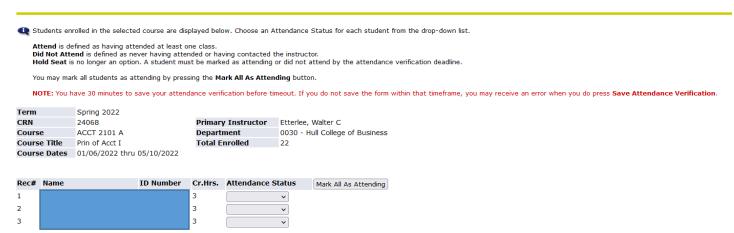
**NOTE:** All assigned course sections for the current terms will display. \*All class rosters for the term must be verified.\* Click the CRN to verify attendance for students in that course section.

#### Attendance Verification



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

Attendance Verification



- 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.