

Frequently Asked Faculty Questions about Attendance

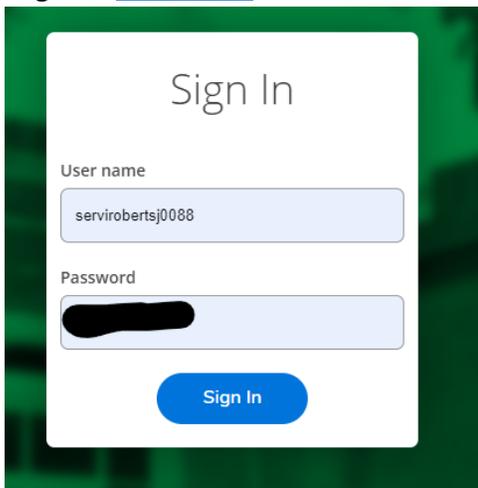
Updated March 10, 2025

Quick Start Tasks for Attendance

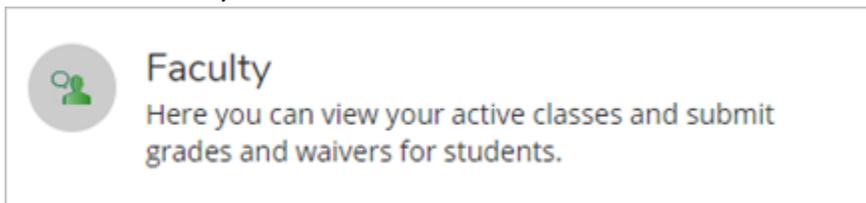
1. From the first day of class to the [census date](#), [record attendance](#) in Self-Service for in-person attendance and [entry activities for online courses](#) every day (for online sections) or every meeting date (for seated sections).
2. Immediately after the census date, flag students who have never attended as [No Shows](#) and [certify attendance](#).
3. From the census date to the last day of class, [record absences weekly](#).
4. For [students who stop attending](#), mark the Last Date of Attendance. After the official withdrawal date to the last day of class, assign [F2 grades](#) for students who stop attending. Be sure to notify the appropriate office if [Veteran](#) or [F-1 International](#) students stop attending.
5. At the end of the semester, when all class meetings have ended, accept your [class roster verification agreement](#).

Where do I report attendance, certify census rosters, and accept class roster verification agreements for the classes I am teaching?

1. Log into [Self-Service](#).



2. Select the Faculty tab to access attendance and the census roster.



There you will see the courses you are teaching in the current semester:



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

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations
ENG-241-001: British Literature I	T/Th 8:00 AM - 9:15 AM 1/9/2023 - 5/6/2023	Online, ONLINE Classroom Hours
ENG-241-100: British Literature I	T/Th 9:30 AM - 10:45 AM 1/9/2023 - 5/6/2023	Phillips (Building 3), 240 Classroom Hours

What is the census date and where can I find it?

The census date is the deadline by which a student must enter a course. Census dates vary from course to course but occur at the 10% point of the class in most cases. For curriculum courses, the census date can be found in [Self-Service](#) by accessing the Faculty button after logging in. You will see the census date for each curriculum class in the right column.

Fall 2021

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ENG-112-014: Writing/Research in the Disc	8/16/2021 - 12/14/2021	Online, ONLINE Online Class	6 / 21 / 0		8/25/2021 Census
ENG-112-101: Writing/Research in the Disc	T/Th 8:00 AM - 9:15 AM 8/16/2021 - 12/14/2021	Phillips (Building 3), 220 Classroom Hours	9 / 23 / 0		8/26/2021 Census

The census date for continuing education classes must be retrieved by using an Informer report. Consult with your program director or chair for more information.

During the census period, enter attendance daily. Finish marking all students as present beginning the next business day after the census date. Then certify the census attendance (See [When and How to Certify Attendance](#)).

What is a No-Show and how do I flag a student as a No-Show?

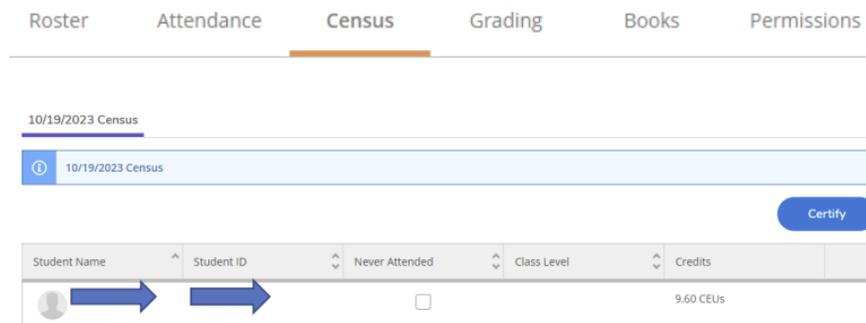
No-Show status is assigned to a student who does not enter the course by the census date by physically attending a seated class, completing an entry activity for an online class, or doing at least one of those for a hybrid/blended class.

The deadline for flagging students for the No-Show designation is posted in the Faculty Important Dates handouts for each semester. This handout is posted under the [Instructor Resources](#) section of the website under "Other," and program directors and chairs will send reminders of these dates to their faculty.

To flag a student as a No-Show,

1. Open the Census tab in the Faculty Grading section of [Self-Service](#).

2. Click on the Never Attended box next to the student's name on the Census roster.

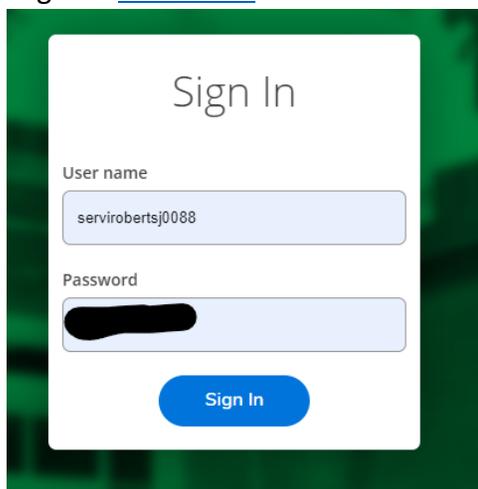


When and how do I certify that my census date attendance is correct?

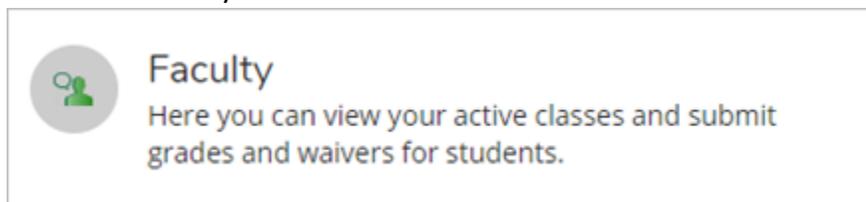
Certifying attendance provides an electronic signature to confirm that your attendance record is accurate up to the census period. You should certify your attendance when you have marked all students who have attended Present and flagged those who have not attended as a No Show, beginning the day after the census date.

Here are the steps to certify your attendance after the census date. You will have a separate census roster for each individual class you taught.

1. Log into [Self-Service](#).



2. Select the Faculty tab to access attendance and the census roster.



3. Click on the section (course) title that you will be certifying. Make sure you have monitored attendance daily for all students through the census date and that you have accurately entered the students' first day of attendance (physical attendance or documented online activity).

4.

The screenshot shows the Durham Tech Faculty Overview page. The header includes the Durham Tech logo and navigation links for Daily Work, Faculty, and Faculty Overview. Below the header, there is a section titled "Manage your courses by selecting a section below". A table lists two course sections for Spring 2023:

Section	Times	Locations
ENG-241-001: British Literature I	T/Th 8:00 AM - 9:15 AM 1/9/2023 - 5/6/2023	Online, ONLINE Classroom Hours
ENG-241-100: British Literature I	T/Th 9:30 AM - 10:45 AM 1/9/2023 - 5/6/2023	Phillips (Building 3), 240 Classroom Hours

5. Click Census tab. Once the census date has passed, click the “Certify” button.

The screenshot shows the Census tab interface. At the top, it says "Seats Available: 14 of 20". Below that, there are tabs for Roster, Attendance, Census, and Grading. The Census tab is selected. A red circle highlights the "8/26/2021 Census" link, and a red arrow points to it with the text "Click Here". Below the link, there is a table with columns for Student Name, Student ID, and Never Attended.

6. Click the “Certify” button to submit. You will then be asked to sign.

The screenshot shows the Census tab interface. The "8/26/2021 Census" link is highlighted in blue. A red arrow points to the "Certify" button in the bottom right corner of the interface.

7. Repeat this process for any remaining courses that have passed the census date.

8. After you certify a census roster, when you click on the Census tab, you should see the message “There is no census to certify for the section.”

Note that at the end of the semester, after all the **continuing education classes/sections** you are teaching have ended, you will need to accept your Class Roster Verification Agreement (See the separate handout [Census Rosters, Class Roster Verification Agreement, and Maintaining Compliance](#)).

What should I do if I certify my Census roster before I flag a student Never Attended?

While in most cases, faculty no longer need to submit a Never Attended form, there is one scenario that still requires a form. If faculty certifies their roster and then sees they did not mark a student as "Never Attended" who should have been marked as such, faculty should fill out a "Never Attended Late Submission Form" for that student. **Only if the Census roster is certified prior to flagging a student Never Attended**, complete the [Never Attended Late Submission Form](#) in Etrieve for ARR to flag the student as Never Attended. The Census roster cannot be re-opened.

Never Attended Late Submission Form

Faculty

Faculty Name	Faculty ID	Date
<input type="text" value="Terra Pegram Bikah"/>	<input type="text" value=""/>	<input type="text" value="03/03/2025"/>

NS: Student Never Attended Course

Complete this form for students who were not certified as never attended on the Self-Service Census roster. Once this form is processed by ARR staff, the student will be removed from your view in Self-Service and Canvas. For curriculum students, deregistration and refunding will occur. For continuing education students, a grade of NS will be assigned.

Student Name	Student ID		
<input type="text"/>	<input type="text"/>		
Course Code/Section/Title	Term	Year	
<input type="text"/>	<input type="text" value="Fall"/>	<input type="text" value="2025"/>	

What if a student attends (or completes the entry activity) for the class but not its associated lab or corequisite course?

Instructors should make every attempt to communicate the importance of entry assignments and encourage students to complete them before the census date. If a student completes an assignment other than the entry assignment before the census date, instructors should still count that as entering the class (See [What If a Student Does Some Work](#) below).

When those efforts are not successful, if students attend or, in the case of an online class, complete the entrance assignment for one section of a linked class but not the other, the students should be recorded as Never Attended under the Census Tab in [Self-Service](#) (see [What is a No-Show](#) above). For the associated section the student did attend, faculty should withdraw the student by completing an [Administrative Withdrawal Form](#). For example, if a student attended ENG 111 by the census date but did not attend the associated corequisite class ENG 011 (through Summer 2025) or ENG 045 (starting Fall 2025) by the census date, the student would be flagged as a No-Show in ENG 011/045 and faculty should complete the [Administrative Withdrawal Form](#) for ENG 111. If different instructors teach the linked sections of the class, they will need to communicate with each other to verify that students have entered each section.

What If a Student Enters the Class After the Census Date?

If a student first demonstrates academically relevant engagement (attendance in a seated or synchronous class, completion of class assignments, questions about assignments) after the census date but before the No-Show submission deadline (see [What Is the Census Date](#)), then the faculty member may allow the student to stay in the class and avoid the No-Show designation. The preference is to allow the student to enter the class if the student has a realistic chance of success in the course. If a student first enters the class after the No-Show submission deadline has passed but early enough in the term that the faculty member thinks the student can succeed in the class, faculty may allow students to enter the class with the dean's approval.

How do I determine students' entry date (first date they were Present) in an online course?

To determine the students' entry dates in an online, blended, or hybrid course, you will need to run the Course Entry Quiz Report in Canvas. Please see the [Course Entry Process for Online and Hybrid/Blended Courses](#) for step-by-step instructions.

What if a student in an online class does some work, but does not complete the course entry quiz?

If a student does not submit the Course Entry Quiz by the census date, but submits any other assignment in Canvas, or attends a live synchronous or in-person session during the census period, it counts as their entry activity and date.

Recording Attendance

How often should I record attendance in Self-Service?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, attendance should be entered on a weekly basis (see [What Is the Census Date](#)).

How do I know which day(s) to record attendance in an online class?

During the census period, attendance should be entered in [Self-Service](#) daily. After the census period, asynchronous online course attendance should be entered at least weekly, or more if you have more than one weekly due date. For example, if your weekly due date is Tuesday, you will record weekly attendance for your online course every Tuesday after the census period (see [What Is the Census Date](#)). For synchronous online classes, record attendance for every required synchronous meeting of the class.

If I have a date when online assignments are due, but a student turns in the assignment late, is the student still absent?

Yes, in an online class, if students do not submit work by the weekly deadline, they are counted as absent for that week for attendance.

In Self-Service Attendance, what is the difference between Absent No Excuse and Absent Excused?

Excused absences include proper documentation using the [Excused Absence Notification form \(PDF\)](#). Students are allowed only one excused absence per semester. Unexcused absences lack proper documentation (see [What Is the Policy for Excused Absences](#) and [Class Absences policy](#) for more information).

What is the policy for excused absences?

An [excused absence](#) is defined as a planned absence. Durham Tech students are allowed one excused absence per class per term for a planned event or observance. Students must submit an [Excused](#)

[Absence Notification form \(PDF\)](#) and any supporting documentation at least 14 calendar days in advance of the scheduled absence date. There is also a separate form for [military service](#) and [pregnancy/childbirth](#). See Durham Tech's [Class Attendance policy](#) for more information.

What is the policy for students who arrive late or leave before class has ended?

Students should be on time for each class session and prepared to remain for the full class. Tardiness or early departure from class that results in the student missing at least twenty (20) percent of the instructional session may be considered an absence. Chronic tardiness and/or leaving class early may adversely affect the student's course grade. See Durham Tech's [Class Absence policy](#) for more information.

Withdrawal from Classes

When can students withdraw from the class using Self-Service, and when do they need to use a Form?

Students can drop a class using [Self-Service](#) from the beginning of the registration period through the first 5 days of an 8-week class or the first 10 days of a 16-week class. Dropped courses do not appear on students' transcripts.

Between the end of the drop period to the course withdrawal date, students can withdraw from a class using [Student Forms](#). The student will receive a W grade on their transcripts. W grades do not affect GPA.

If students ask whether they should withdraw from a class, what should we tell them?

Student situations will vary, but a conversation with the student about the withdrawal is optimal. Ideally faculty should encourage students to complete the class if they have a reasonable chance of completing it successfully. Faculty can refer students to College [student support resources](#) that may help the student complete the class successfully. Additionally, students who are using financial aid to pay for their classes should speak with their [Financial Aid Advisor](#) before withdrawing. The advisor can then let them know if an adjustment in their aid may occur.

Veteran students who are considering withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

F-1 International students (this is indicated in the Notes in Self-Service) who are considering withdrawing from a class must talk to their [International Student Advisor \(DSO\)](#) in the Center for the Global Learner.

What are the financial aid implications of a student withdrawing from a class?

Withdrawing from a course impacts a student's [Satisfactory Academic Progress](#) (SAP) for financial aid, which requires that students on financial aid complete 67 percent of the courses they attempt and maintain a 2.0 cumulative grade point average. Failure to maintain satisfactory academic progress may result in the suspension of aid. Veteran students who are withdrawing from a class must talk to their School Certifying Officer (SCO) (see [Special Considerations for Veteran Students](#)).

What is the process for students who stop attending class without withdrawing?

Faculty should mark a student's last date of attendance in Self-Service when they have consecutive absences that exceed 15% of class time.

Additionally, faculty should report to Veterans Services' general email (vaservices@durhamtech.edu) any students who do not attend class for a week or who withdraw from a class (see [Special Considerations for Veteran Students](#)) .

If you have any students on the F-1 international student visa (a note of this is indicated in the notes section of Self-Service for these students), please contact international@durhamtech.edu to let the International Student Advisors know about students who do not attend class for a week or who withdrawn from a class. F-1 international students that drop below full-time enrollment may have to leave the country if they are not maintaining their F-1 international student status.

In an online class, is the [last date of attendance](#) the actual date a student turned in their last assignment or the last time they were considered present on the instructor-determined weekly attendance day?

In an online class, the last date of attendance is the last date the student submitted an assignment.

In a hybrid, corequisite, or class-and-lab combination, what is the policy if a student stops attending one part of the class but keeps attending the other?

If the instructor teaches both parts of a linked class, the instructor should submit an Administrative Withdrawal Form via [forms](#) for both.

If different instructors teach the parts of a linked class, instructors should submit the [Administrative Withdrawal Form](#) for the student in the section they teach, and the instructor for the other section of the class should withdraw the student from that section. Instructors will need to communicate with each other when teaching hybrid, corequisite, or class-and-lab combination classes.

What if a student who has stopped attending starts coming again?

If a student for whom the instructor has entered an last date of attendance in Self-Service once again starts coming to class and or engaging in meaningful academic activities (completing assignments or asking questions about assignments), the instructor should have a conversation with the student, letting the student know where they stand as far as grading. If the student wishes to stay in the class, the instructor completes a Reinstatement Form in [Forms](#).

When and how do I enter an F2 in our Self-Service Grading?

An F2 is assigned when a student misses more than the allowed percentage of class meetings and the last absence occurs *after the withdrawal deadline*. If a student's last absence occurs before the withdrawal deadline and the student withdraws from the course using a form, the grade will be a W. After that date, students will earn an F2 if they stop attending. To assign an F2 at the end of the semester, go to [Self-Service](#) , select the Grading tab, and click on Final Grade. Enter the F2 grade and, if not already entered, add the last date of attendance. You do not need to complete a form to withdraw the student in this case. Refer to the [Drop, Withdrawal, and Refund Deadlines web page](#).

Waitlisted 0

Roster Attendance Census **Grading** Books Permissions

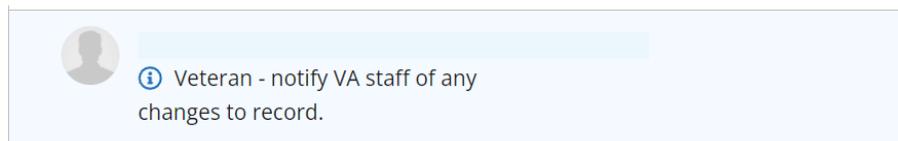
Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Exp
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	M

What special considerations should I make for Veteran students?

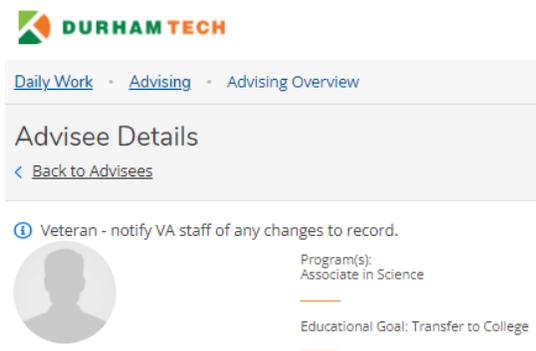
Students receiving Veterans Administration benefits will have a Veteran Student indicator on the attendance roster in [Self-Service](#).

Faculty will see it in their Class Rosters in Self-Service.



 **Veteran** - notify VA staff of any changes to record.

Advisors will see a similar notification in the Advising section of Self-Service:



DURHAM TECH

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

Advisee Details

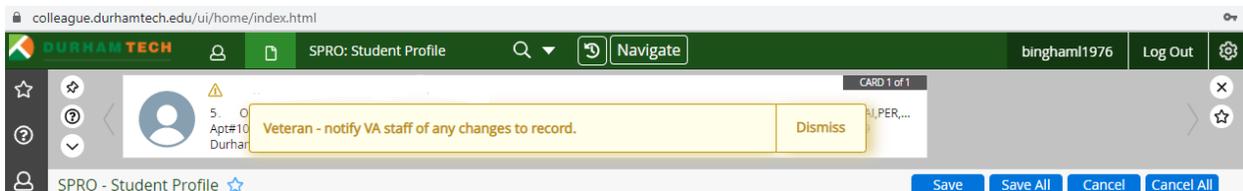
[Back to Advisees](#)

Veteran - notify VA staff of any changes to record.

 Program(s): Associate in Science

Educational Goal: Transfer to College

And in Colleague:



colleague.durhamtech.edu/ui/home/index.html

DURHAM TECH SPRO: Student Profile bingham11976 Log Out

Veteran - notify VA staff of any changes to record.

SPRO - Student Profile

Because Durham Tech is required to report changes in enrollment of anyone receiving veterans benefits to the Veterans Administration within 30 days, it is important that faculty enter attendance information in [Self-Service](#) every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact the College's School Certifying Official (SCO). Additionally, faculty should report to Veterans Services' general email (vaservices@durhamtech.edu) any students who do not attend class for a week or who withdraw from a class.

What special considerations should I make for F-1 International students?

Students on the F-1 International Student Visa will have a note indicating their F-1 Visa Status in the Notes section in Self Service. Because Durham Tech is required to report students who drop below full-time within 21 days, it is important that faculty enter attendance information in Self-Service every week. Faculty and advisors should encourage students who are thinking about withdrawing from a class to contact an [International Student Advisor](#) in the Center for the Global Learner.

After the Class Has Ended

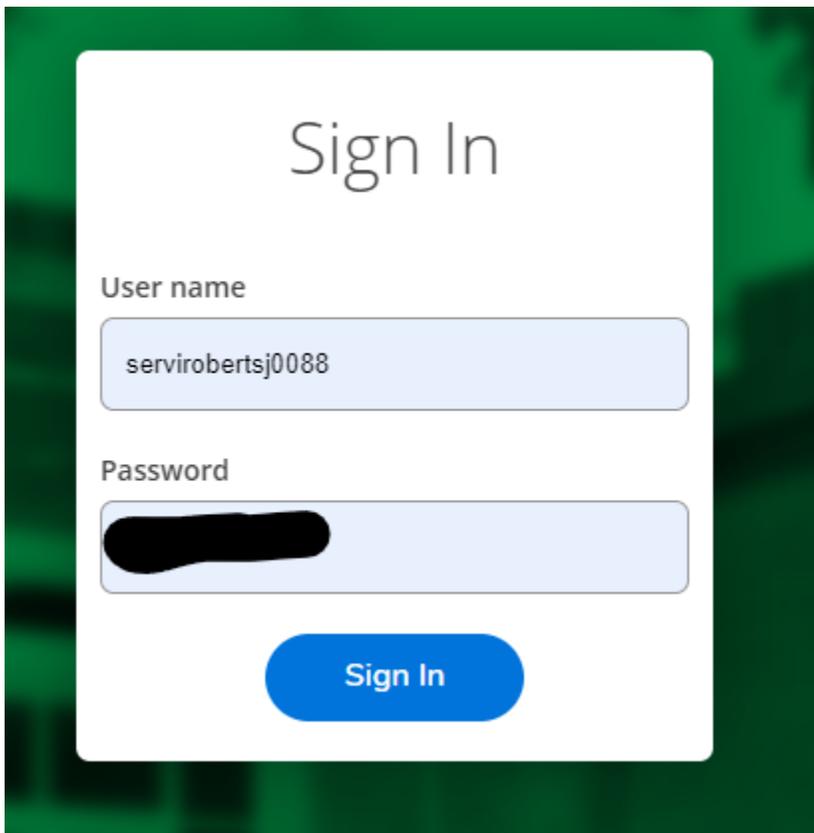
How do I accept my Class Roster Verification Agreement?

Effective Spring 2025, the Class Roster Verification Agreement (Agreement) is not a requirement for curriculum classes. [Certification of the Census roster](#) will satisfy compliance for curriculum classes.

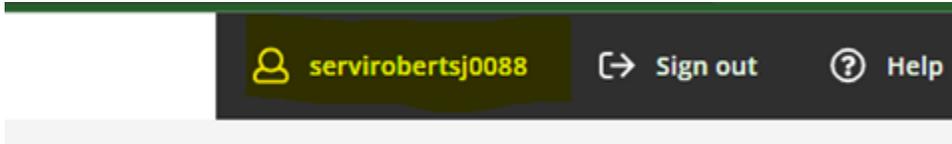
The Agreement satisfies compliance for continuing education classes. Continuing education faculty need to accept the Agreement at the end of the term once all attendance and grades have been entered for continuing education classes taught during the term. You will have one Agreement for all the continuing education classes you taught in that term.

To complete the Agreement for Continuing Education classes:

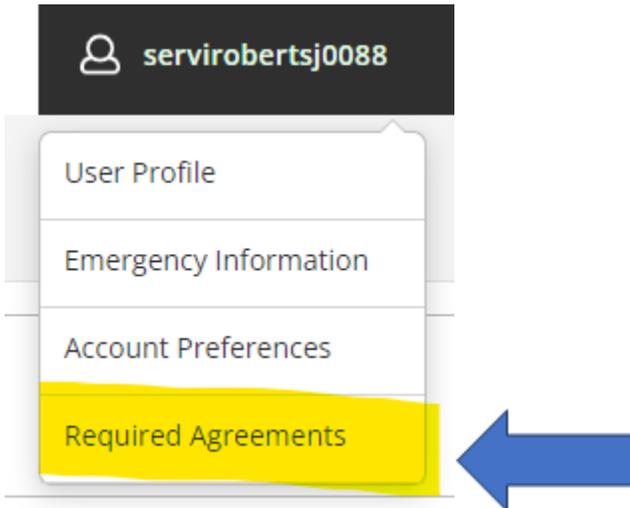
1. Enter your username and password to log into Self-ServiceSelf-Service.

A screenshot of a web-based sign-in form. The form is white with rounded corners and is set against a dark green background. At the top, the text "Sign In" is displayed in a large, grey, sans-serif font. Below this, there are two input fields. The first is labeled "User name" and contains the text "servirobertsj0088". The second is labeled "Password" and is filled with black dots. At the bottom of the form is a blue button with the text "Sign In" in white.

2. Click on your Username in the top banner.



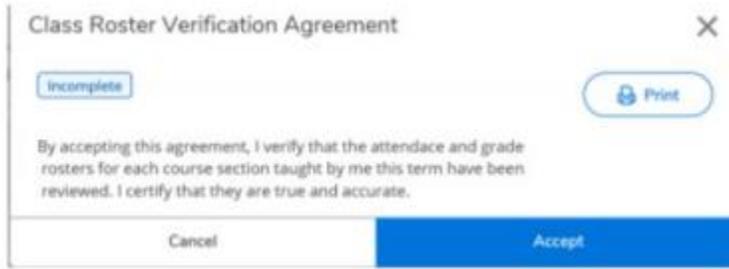
3. Select Required Agreements.



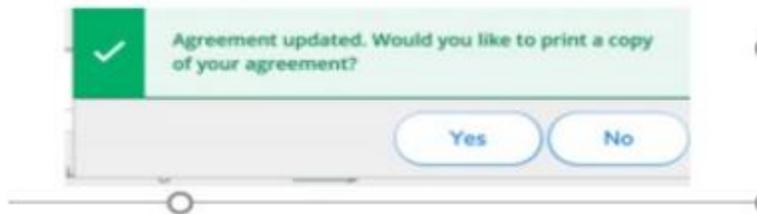
4. Select View for any agreements showing. The “Agreement Period” lets you know what term this agreement applies to.



5. Select “Accept” for the agreement after all classes you taught for that specific term have ended.



6. Select Yes or No to print (Recommended: keep a copy for your records).



7. Confirm that the **Status of the agreement is now Accepted**.

Title	Agreement Period	Due Date	Status
Class Roster Verification Agreement	Spring 2021	5/12/2021	Accepted 3/6/2021

Special Situations

What is the policy for assigning an incomplete?

The I grade is reserved for extenuating circumstances (e.g., accident, illness) and is not appropriate for students who otherwise fail to turn in final assignments by the last regular class day or fail to appear for the final examination. The grade of Incomplete may be assigned, with chair/program director and dean's approval, if a student has completed at least eighty (80) percent of the coursework and has a grade of C or better at the time of the I grade request. For more information Refer to the [Grading System policy](#).

What is the policy for an emergency medical withdrawal?

Students with medical situations that necessitate requesting withdrawal from all credit courses, past the established withdrawal deadline for the applicable term, should complete the [Request for Medical Withdrawal form \(PDF\)](#). The student should then attach appropriate documentation and submit the form and documentation to a Durham Tech counselor, located in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call [919-536-7207, ext. 1413](tel:919-536-7207) or email counseling@durhamtech.edu. Refer to the [Student Medical Withdrawal web page](#).

How do we handle attendance for students who experience emergency situations that prevent them from attending during the semester?

When a student has an emergency situation that will cause them to miss a significant amount of class time, faculty should discuss with their program director or chair the best course of action to take. For some students, a temporary Accommodations Plan may be the best option, and the student should work with Accessibility Services to provide documentation and develop a plan that they then share with instructors. There is also a separate form for [military service](#) and [pregnancy/childbirth](#).

How do we handle attendance for students who have an Accommodations Plan on file with Accessibility Services?

The Office of Accessibility Services creates accommodations plans for students each semester. It is the students' responsibility to share their plans with faculty at the start of each class. Faculty should discuss the plan with students to make sure you both have the same understanding of the accommodations and how they will be implemented. If faculty have questions about attendance flexibility or any other accommodation on the plan, they can speak with Accessibility Services, accessibility@durhamtech.edu. For more information, see the [Accommodations for Students with Disabilities web page](#).

<https://selfservice.durhamtech.edu/>