

Attendance Procedure for 2-week Late Start and 16-week Credit Courses (SNAP)

SSC Faculty:

According to the Illinois Community College Board and the South Suburban College Board of Trustees, your cooperation in completing the 2-week and 16-week SNAP attendance report will help SCC to expedite this attendance reporting for our students. It will also help monitor federal grant programs. If the student attends at least one class session, do not mark NA (Never Attended.) **Please remember that students must process all withdrawals personally.**

Please follow these instructions carefully:

1. Sign in to the "Faculty WebAccess System" using your Faculty ID (Social Security Number without any dashes) and your PIN that has been provided for you by the Office of Academic Services. Note: The "Faculty WebAccess System" is down and unavailable every evening from 10:00 p.m. until Midnight, except for Wednesday night when it is down and unavailable from 10:00 p.m. until 7:00 a.m. (Thursday).
2. Click on the "Grade/Attendance" Tab.
3. A list of available course rosters for your current term will then appear.
4. Highlight and click on the course you want to process.
5. If applicable, mark *stopped attendance for any student in that course. (This should not include any student who has withdrawn, audited or who has previously received an "Instructor F" for non-attendance.)
6. If you need a copy of your submission, please print the page prior to submitting.
7. Review all entries prior to clicking the "Final Submission Button", as these entries cannot be edited or changed after submission. You should receive the message "**The sheet was successfully closed**" for all submissions.
8. For security purposes, be sure to click on "**Logout**" at the top of the page when you have entered all of your attendance information, as this will also close your browser.

***WEEK STOPPED-TEACHER "F":** If, in the opinion of the instructor, the student has unsatisfactory attendance which jeopardizes successful completion of the course, then the designated column should be marked, utilizing the dates listed at the top of the sheet. Marking this column relates to the disbursement of Financial Aid money for qualified students. Marking NA (Never Attended), or any other column, generates a Teacher's "F" for non-attendance notice. If a student has never attended, or stops attending class, and does not formerly withdraw by the dates listed on the term Delivery Schedule or on the yearly Academic Calendar, he/she will receive an "F" grade. It is preferable, if possible, to use this attendance record to record Teacher F's. In order to return to class after a Teacher "F" has been issued, the student must complete and process a **Petition to Return** to class form.

NOTE: The Absence From Class (Instructor F) form will be available in department offices for instructors who wish to report student absences on a more regular basis, or if the last date of attendance does not fit the parameter dates listed at the top of the attendance record.

Attendance records also have a section entitled "**MESSAGE CODE**". These messages are used to formulate a "Student Notification of Academic Progress" (SNAP) letter from the Vice President. If you choose to send a message to your students, select the number that comes closest to your student's progress, but **NO MORE THAN TWO MESSAGE CODES** per student per course. The message codes will generate paragraphs in a letter, which suggests various remedies, and actions a student may take. However, none of these message codes will generate a "Teacher F" notification. (See page 2 for expanded paragraphs of the messages.)

MESSAGE CODES:

1. **Please see your instructor**
2. **Attendance is unsatisfactory**
3. **Progress is better than average**
4. **Progress is excellent**
5. **Improvement is needed**
6. **Please study more**
7. **Please seek tutoring**
8. **Spelling, Grammar or Usage of English needs improvement**
9. **Telecourse/Internet course progress needs improvement.**

Leave the "Message Code" blank if none of the above message codes apply.

PLEASE COMPLETE AND SUBMIT ON OR BEFORE 10:00 A.M. ON THE DUE DATE ON THE ACADEMIC CALENDAR OR THE DELIVERY SCHEDULE FOR THIS TERM.

MESSAGE CODES:

1. **PLEASE SEE YOUR INSTRUCTOR:** “Your instructor(s) indicated that your performance is not adequate for ___. Please see your instructor(s) to discuss your academic progress.”
2. **ATTENDANCE IS UNSATISFACTORY:** “Your classroom attendance needs improvement. Regular attendance is an important factor in achieving satisfactory progress, and may affect your financial aid, if applicable. I encourage you to contact your instructor(s) to discuss your attendance in ___.”
3. **PROGRESS IS BETTER THAN AVERAGE:** “Your instructor(s) indicated that your academic work is better than average. If you would like to discuss your progress with your instructor(s), I urge you to do so.”
4. **PROGRESS IS EXCELLENT:** “Your instructor(s) indicated that your academic work is excellent. I want you to keep up the good work. Your instructor(s) and the Student Services Personnel are proud of your progress.”
5. **IMPROVEMENT IS NEEDED:** “Your instructor(s) indicated that your academic work needs improvement. I urge you to discuss your progress with your instructor(s). Improvement is needed in ___.”
6. **PLEASE STUDY MORE:** “Your instructor(s) for __ reported that you need to study more. Poor study habits are a common cause of academic difficulty. If you have not already done so, you may want to take the Study Skills 100 course, or you may want to attend one of the academic survival skills workshops offered periodically throughout the semester. Please contact the Academic Assistance Center at extension 2397 concerning these programs.”
7. **PLEASE SEEK TUTORING:** “Your instructor(s) recommended that you seek tutoring or additional assistance in ___. I want to inform you that you may obtain free services in the Academic Assistance Center, located in room 2264. Tutoring and other academic aids are available for most classes. Please contact the Academic Assistance Center at extension 2397 for help.”
8. **SPELLING, GRAMMAR OR USAGE OF ENGLISH NEEDS IMPROVEMENT:** “Your instructor(s) indicated that you are experiencing problems with your language skills. Free additional help is available in the Academic Assistance Center in room 2264. Please contact extension 2397 for help.”
9. **TELECOURSE/INTERNET COURSE PROGRESS NEEDS IMPROVEMENT:** “You are currently enrolled in one or more Telecourse(s) and/or Internet course(s). Progress in these courses is measured by the number of tests that have been completed or work processed. Your instructor(s) for indicated that your progress needs improvement. Please contact the Telecourse Coordinator at extension 2464, or your individual instructor(s), to discuss your progress.”