

MID-TERM ATTENDANCE /FIRST OR SECOND 8 WEEKS

Dear College Faculty:

According to the Illinois Community College Board and the South Suburban College Board of Trustees, your cooperation in completing the Mid-term Attendance Report will help SCC to expedite attendance reporting for our students. Per ICCB policy and the SSC Board, mid-term attendance reporting is mandatory. Your cooperation in completing the midterm attendance report will help SSC to monitor state and federal grant programs, to qualify for maximum state apportionment monies and to expedite the attendance reporting to students. 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 Web Access 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 (This should not include any student who has withdrawn, audited or who has previously received an “Instructor F” for non-attendance.)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** – If, in the opinion of the instructor, the student has unsatisfactory attendance which jeopardizes successful completion of the course, please click the proper column according to the dates located at the top of the page

If you mark NA, or one of the weeks stopped, the student will receive a **Teacher “F”** notice. If a student has never attended class and does not officially withdraw by the withdrawal date on the Academic Calendar or on the Delivery Schedule, he/she will receive an “**F**” grade.

LEAVE FIELD BLANK IF NONE OF THE ABOVE STOPPED ATTENDANCE OPTIONS APPLIES.

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