



MEMORANDUM

DA: August 28, 2019

FR: Tracee Smith 
Registrar & Director of Student Records

TO: Deans and Chairs

RE: "No Shows" and UW Grade Reporting

As a student success initiative, all instructors are responsible for reporting students who have not attended class (no-shows) by submitting a "UW" via BANNER Online Services. The deadline for submitting all no shows or "UW" grades will be at 5:00 p.m. on Thursday, August 29, 2019. The Office of Student Records will open the portal at 5:00 p.m. on today and instructors may proceed with submitting the "UW" grades. Listed below are instructions on how to access the class schedule via BANNER Online Services.

BANNER Online Services: Recording "UW" grades

- Go to www.alcorn.edu
- Click on Faculty/Staff
- Click on BANNER Online Services
- Login (ID number and Password)
- Click on "Faculty Services"
 - Select "Term Selection" and Submit
 - Select CRN Selection and Submit
- Select "Summary Class List"
- Go to the column "Midterm"
 - Click on "Enter"
 - Go to the "Grade" column
 - Click on the drop down arrow and select "UW" for the students who have not attended class
- Once all "UW" grades are selected for the class, click Submit
- Repeat the process beginning at "Select CRN Selection and Submit" if there are additional classes.

Reporting online students for non-attendance

Remember, attendance tracking started on August 19, 2019 for all students to include those in our online environment. Instructors may log on to Canvas. Select the class. Click on "People". Scroll down the list of students while observing the "Last Activity" column. If you do not see any activity (date or time) for your student, then the student has not attended class this semester. *Students with no activity will have an empty space.*

Once all students - who have not attended class - are identified, follow the instructions above and record the "UW" grade in BANNER Online Services.

WHAT IF...

Q: If a student was dropped for non-attendance, but I am willing to allow him/her to re-enroll in class, what should I do?

A: Once you have dropped the student from your roster, but wish to re-enroll, feel free to submit your petition [here](#). The student must provide a substantial reason for requesting re-enrollment. Also, the request must be received before the 25% rule is in effect.

Q: If the student misses 25% of the class, should I allow the student to re-enroll?

A: No. According to the attendance rule, students missing 25% of the class, should receive a failing grade.

Q: I missed the deadline for submitting UWs. What should I do?

A: Contact your dean as soon as possible. Your dean will inform the Office of Academic Affairs through the Provost portal.

Q: If I submit a UW for a student who was recently enrolled in class, what should I do?

A: Being that you agreed to allow the student to register for your class and it is within the 25% attendance rule, feel free to submit a petition [here](#) and the student will be added back to the class.

Scenario: The class is scheduled for Thursday at 6:00 p.m. A student is granted permission to enroll in a class on Wednesday. No shows are reported on Thursday at 5:00 p.m. and the instructor reviews the roster, but does not see the student in attendance (and does not remember giving permission to the student the day before). The student is therefore dropped from the class, but returns to the instructor and reminds him/her of the agreement on Wednesday. The instructor remembers the agreement and submits the petition [here](#).

Check Rosters – BANNER houses the official record of enrollment, therefore, check all rosters in Canvas, Pearson, or any other third party platform to ensure all are reflecting the same names listed in BANNER Online Services. If a student is listed in a third party platform, but not in BANNER Online Services, the student is not registered for the class and must be advised to review his/her digital schedule in BANNER Online Services.

Non-Payment of Fees

If students are dropped due to non-payment of fees because of a bona-fide delay (i.e. financial aid, scholarships, stipends, graduate assistantships, veterans affairs benefits, and remission of fees), the payor must submit a written notification to the Office of Student Records. **Only students with proof of payor payment will receive a reasonable abeyance. Only students in this situation may complete the abeyance form → [here](#). All unpaid accounts will be dropped for non-payment.** Students who have not paid fees and have not submitted a request via the abeyance form will be removed from all instructor class rolls and under no circumstance should remain in class.

Please share this communication with your instructors.