



Registrar's Office

Attendance and Grade Reporting Schedule

Fall Semester 2017-18

Reporting of Grades and Attendance

Required reporting windows of grades and attendance (no-shows) in WebAdvisor are listed below. Reporting windows close at 4:00 PM the day indicated. Grades are viewable by students within 6 hours.

Attendance

Attendance must be “academic attendance” which means **direct participation/interaction between the instructor and student regarding academic matters.**

No-Shows

Students who have no academic attendance by the second meeting of the class should be reported as a "NO-SHOW" in the **Never Attended** column.

For online sections, students who have no academic attendance by the second assignment/activity should be reported as a "NO-SHOW" in the **Never Attended** column.

Last Date of Attendance (LDA)

When a student drops or withdraws from a class, report the LDA. An LDA is also needed for a final grade of F, U, or IP. This is imperative for compliance with enrollment and financial aid regulations.

Midterms

Midterm grades are a snapshot of the student's grade in the class at the halfway point of the class in classes that are 8-weeks or longer (after Week 4 in 8-week classes, after Week 8 in 16-week classes).

Term	No-Show Reporting Window	Midterm Grade Reporting Window	Final Grade Reporting Window
Fall (FS) 8/28 - 12/16	9/2 - 9/8 by 4PM	10/16 - 10/24 by 4PM	12/11 - 12/19 by 4PM
Fall Early (FE) 8/28 - 10/21	9/2 - 9/8 by 4PM	9/18 - 9/26 by 4PM	10/16 - 10/24 by 4PM**
Fall Late (FL) 10/23-12/16	10/28 - 11/3 by 4PM	11/13 - 11/21 by 4PM	12/11 - 12/19 by 4PM
Mod A 8/28 - 9/23	8/28 - 9/3 by 4PM	not required	9/18 - 9/26 by 4PM
Mod B 9/25 - 10/21	9/25 - 10/1 by 4 PM	not required	10/16 - 10/24 by 4PM
Mod C 10/23 - 11/18	10/23 - 10/29 by 4PM	not required	11/13 - 11/21 by 4PM
Mod D 11/20 - 12/16	11/20 - 11/26 by 4PM	not required	12/11 - 12/19 by 4PM

** Grades for Fall Early developmental math are due by 6PM on Oct 22nd so the appropriate drops and rescheduling can take place for students in a subsequent Fall Late math class.