

Attendance Rosters & Reporting Instructions

Attendance should be reported once per semester no later than the dates listed in the chart below. The Pledge does **NOT** count as Attendance or Academic Engagement.

| Spring 2026 Session | Start Date | Attendance Due by 10:00 a.m. |
|---------------------|------------|------------------------------|
| JW3 | 1/6/26 | Friday, 1/9/26 |
| JW5 | 1/6/26 | Tuesday, 1/20/26 |
| 15W | 1/24/26 | *Monday, 2/9/26 |
| 7H1 | 1/24/26 | *Monday, 2/9/26 |
| 10A | 1/24/26 | *Monday, 2/9/26 |
| 5W1 | 1/24/26 | *Monday, 2/9/26 |
| 13W | 2/7/26 | Wednesday, 2/18/26 |
| 10B | 2/28/26 | Wednesday, 3/11/26 |
| 5W2 | 2/28/26 | Wednesday, 3/11/26 |
| 7H2 | 3/18/26 | Friday, 3/27/26 |
| 5W3 | 4/11/26 | Wednesday, 4/22/26 |

*Dates revised due to weather closures.

Section 1: Reporting Attendance

Faculty must report attendance for every course by the deadlines listed in the attendance chart.

Attendance for all course formats (Online, Face-to-Face, Structured Remote, Hybrid) is defined as academic engagement, which includes any of the following:

- Attending a synchronous class, lecture, recitation, or field/laboratory activity (in person or online) where interaction with the instructor occurs.
- Submitting an academic assignment, including participation in an online introductory post.
- Taking an assessment or exam.
- Participating in an interactive tutorial, webinar, or other computer-assisted instruction.
- Joining a study group, group project, or online discussion assigned by the instructor.
- Interacting with an instructor about academic matters.

For additional guidance, visit: [Attendance Reporting FAQs and Faculty Support How-To Guides](#)

Section 2: Important Reminders

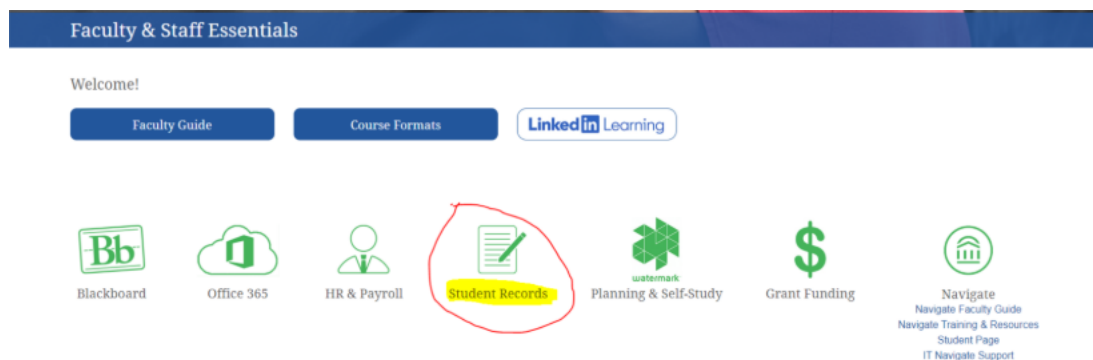
- Financial aid and veteran benefits cannot be released until attendance is reported.
- Department of Education enrollment reports are inaccurate if attendance is not submitted by the deadline.
- Attendance must be reported through PeopleSoft to create an official college record.
- Do not change attendance reports after initial submission to PeopleSoft. If an erroneous attendance report is submitted, email FinancialAid@frederick.edu.

Section 3: How to Report Attendance in PeopleSoft

Follow these steps to report attendance:

[Faculty & Staff -Frederick Community College](#)

1. Log in to [PeopleSoft Student Records](#)
2. Enter your PeopleSoft username (first initial of first name + last name). Contact your Academic Office Manager if you need assistance.
3. Enter your network password (same as Outlook or Blackboard).
4. Follow on-screen instructions to access and complete your attendance roster.



Password Help:

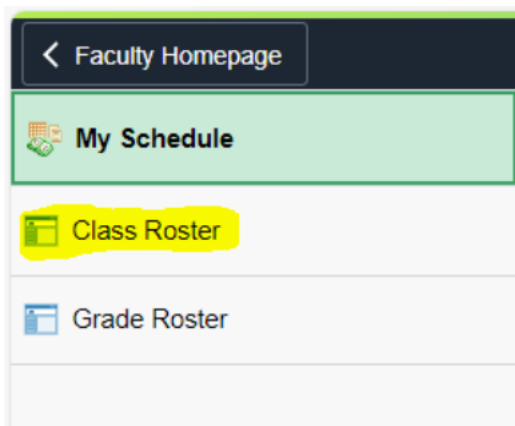
- [IT Helpdesk](#)
- Email: helpdesk@frederick.edu
- Phone: 301.846.2509

Steps to Access Your Attendance Roster:

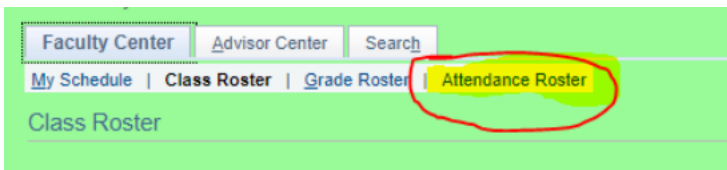
1. Click FCC Faculty Center



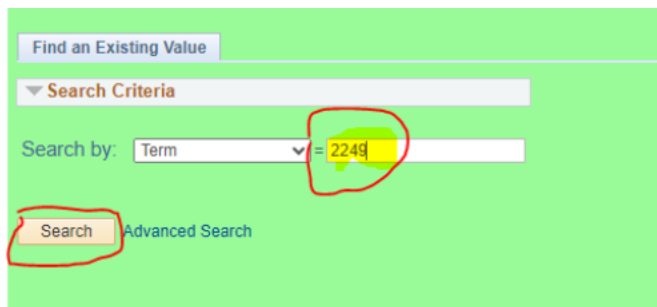
2. Click Class Roster



3. Click Attendance Roster



4. Search by Term (e.g., SPRING TERM = 2263). Note: Term is not the same as year.



5. Open the roster by clicking the Term column for the class you are reporting.

Search Results

View All

First1-2 of 2Last

| Term | Subject Area | Catalog Nbr | Session | Class | Section Description | Course ID | Course Offering Nbr | Class Nbr | Course Component | Attendance Type | Attendance Date | Attendance Date To |
|------|--------------|-------------|---------|-------|-----------------------------|-----------|---------------------|-----------|------------------|-----------------|-----------------|--------------------|
| 2249 | ACCE | 107 | 5W2 | ONL1 | Choosing a Major or Career | 005414 | 1 | 1797 | Lecture | Meeting | 10/01/2024 | 10/01/2024 |
| 2249 | ACCE | 112 | 13-week | ONL1 | Academic Engagement Seminar | 013460 | 1 | 1837 | Lecture | Meeting | 09/10/2024 | 09/10/2024 |

- Mark each student as Present or select a Non-Attending Status (Never Attended or Stopped Attending).
- After marking attendance for **all** students, click **SAVE**.

Important:

- Every student must have a designation selected.
- Incomplete reports occur when one or more students lack an attendance response.

| ID | Preferred Name | Primary Name | Present | Non Attending Status | Student Success Alert |
|----|----------------|--------------|--------------------------|----------------------|-----------------------|
| 1 | [REDACTED] | [REDACTED] | <input type="checkbox"/> | [Dropdown] | Student Success Alert |
| 2 | [REDACTED] | [REDACTED] | <input type="checkbox"/> | [Dropdown] | Student Success Alert |

Example:

| Present | Non Attending Status | Student Success Alert | |
|-------------------------------------|----------------------|-----------------------|---|
| <input type="checkbox"/> | Stopped attend ▼ | Student Success Alert | B |
| <input checked="" type="checkbox"/> | | Student Success Alert | B |
| <input type="checkbox"/> | Never attendee ▼ | Student Success Alert | |

***Students who are not on your class roster should not be attending the class.** Please notify Records and Registration immediately by emailing Registration@frederick.edu. If you have a student attending your class who is not on the class roster and/or attendance list. **Please include an email with the following information: student name, ID, and detailed course information.**