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	Wednesday, 2/4/26
7H1	1/24/26	Wednesday, 2/4/26
10A	1/24/26	Wednesday, 2/4/26
5W1	1/24/26	Wednesday, 2/4/26
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

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

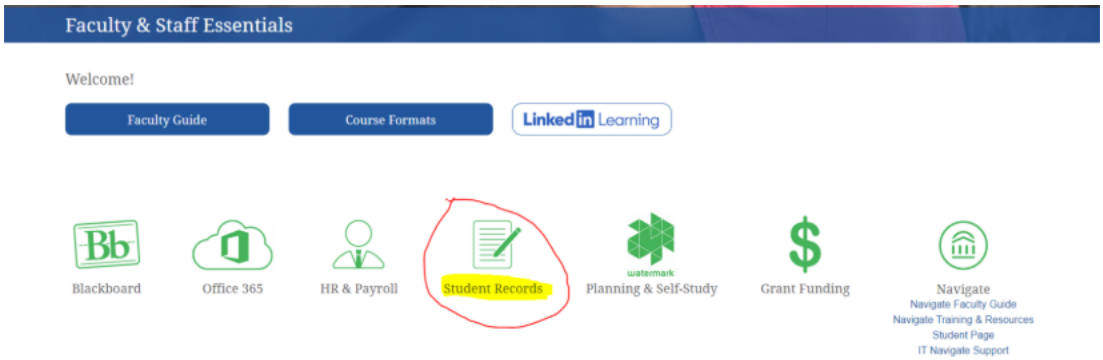
- Financial aid and veteran benefits cannot be released until attendance is reported.

- 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.



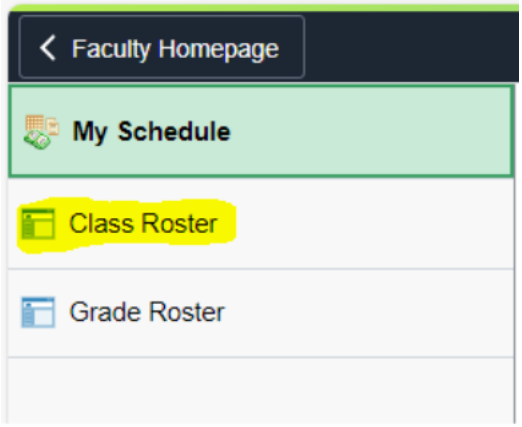
Password Help:

- IT Helpdesk
- Email: helpdesk@frederick.edu
- Phone: 301.846.2509

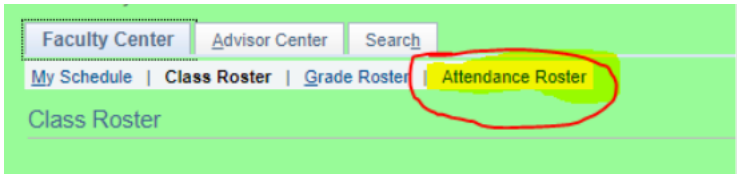
Steps to Access Your Attendance Roster:

1. Click FCC Faculty Center

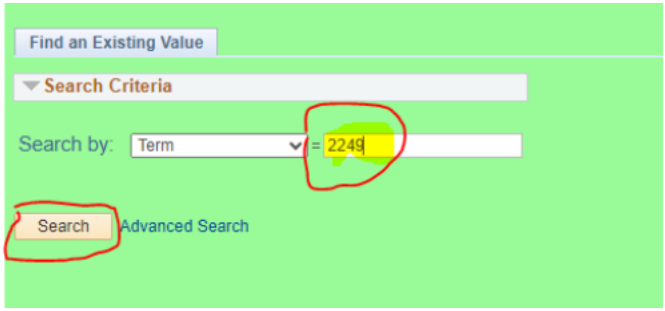
2. Click Class Roster



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

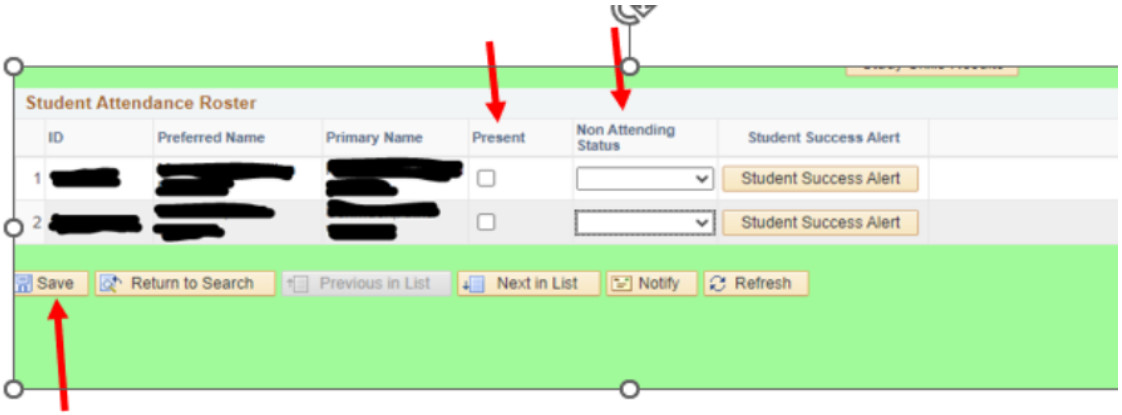
View All — First 1-2 of 2 Last

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

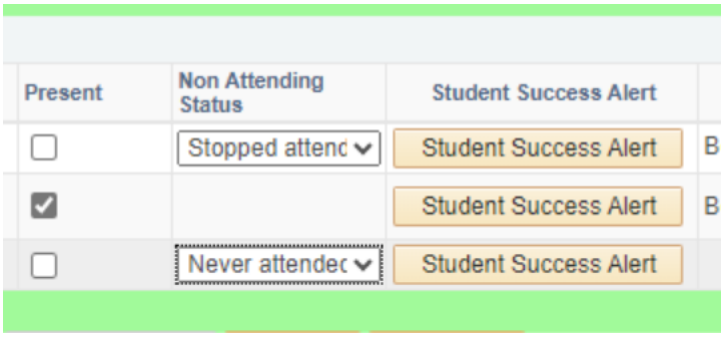
6. Mark each student as Present or select a Non-Attending Status (Never Attended or Stopped Attending).
7. After marking attendance for **all** students, click **SAVE**.

Important:

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



Example:



***Students who are not on your class roster should <u>not</u> 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.**