

Reporting Attendance

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.

Summer 2024 Session	Start Date	Attendance Due by 11:59 p.m.
10A	5/29/2024	6/7/2024
3W1	6/5/2024	6/10/2024
5W1	5/29/2024	6/7/2024
8W1	6/12/2024	6/24/2024
3W2	7/8/2024	7/11/2024
5W2	7/8/2024	7/13/2024

Report attendance for all courses by the due dates listed. Attendance for all course structures (e.g.: Online, F2F, Structured Remote, and Hybrid) is defined by a student participating in academic engagement such as:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment, which includes participation in an online introductory post;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution;
- or
- Interacting with an instructor about academic matters.

Attendance Reporting FAQs are available under the online Faculty Support site

Please keep in mind:

- Financial aid and veteran funds may not be released until attendance is reported.
- Enrollment reports required by the Department of Education are inaccurate when attendance is not reported by the due date.
- Reports must be submitted through PeopleSoft to provide a College Record.
- Attendance reports should **not** be changed after the Due Date. Please contact Pam Grzybowski (pgrzybowski@frederick.edu) with questions or if an erroneous attendance report is submitted.

PeopleSoft Reporting Instructions:

- Log into PeopleSoft <https://cs.frederick.edu/psp/csprd/?cmd=login> by entering your PeopleSoft username (first initial of your first name followed by your last name). Please contact your Academic Office Manager if you need assistance with this.
- Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

Password Help:

Online: <https://password.frederick.edu/>

E-mail: helpdesk@frederick.edu Phone: X3333 or (301) 846-25091

1. Click FCC Faculty Center



2. Click Class Roster



3. Click Attendance Roster



Faculty Center

Attendance and Early Alert Roster

Course ID: 66260 Section: 00000 Institution: Foothill Community College
 Subject: SH24 ID: 66260 Term: 2019 Summer
 Class Size: 247 Enroll: 4561 Section: 1984006

Template No: 1
 Attendance Type: UTC Class Ending: [Red Arrow] [Red Arrow] If the student is not currently attending, please select from the drop-down list under the attending status otherwise check the Present box to indicate the student is attending. [Yellow Box: Study Skills Referral]

Attendance Date: 06/13/2019

Student Attendance Roster

ID	Name	Present	Non-Attending Reason	Attendance (Final)	Student Success Alert
1	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

[Yellow Box: Student Success Alert]

[Buttons: Next, Return to Statistics, Previous 10, Next 10, Refresh]

Notify Records and Registration immediately by dialing (301) 846-2431 if you have a student attending who is not on this list.