Directions to Report Enrollment or Remove the Reported Enrollment in Error for Fall or Spring Terms.

1. TO REPORT ENROLLMENT

Instructors must report enrollment up to the established census freeze date for the Fall and Spring semesters. After that date, enrollment information may be reported at midterm and final grade entry to reflect an unearned grade.

1. Log into your Banner Web Account with your credentials.

2. Click on More once you have logged in.
3. Scroll down until you get to Midterm Grades. This is where you will report the students’ enrollment.

4. Enter the term for which you will be reporting enrollment.
5. Click on drop down arrow and select the course you are teaching for that term and then click Submit.

6. In accordance with enrollment reporting, enter the appropriate code:
   - NA for students who Never Attended or SA for students who Stopped Attending.

Faculty Mid-Term Grade Worksheet

- If the word "Confidential" appears next to a student name, information is to be kept confidential.
- Click on a student name to view the student address(es) and phone(s).

Course Information
Intermediate Mathematics - MAT 100 91
CRN: 11266
Students Registered: 5

Please submit the grades often. There is a 60 minute time limit starting at 11:30 am on Jul 11, 2013 for this page.
You have made no changes to the mid-term grades. No changes were made to the database.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Last Attend Date</th>
<th>Attended Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black, Jacob</td>
<td>501986357 2.000</td>
<td>&quot;Registered*&quot; Jul 10, 2013</td>
<td>Freshman</td>
<td>NA</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cullens, Edward</td>
<td>501983393 2.000</td>
<td>&quot;Registered&quot; Jul 10, 2013</td>
<td>Freshman</td>
<td>N/A</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Newton, Mike</td>
<td>501982586 2.000</td>
<td>&quot;Registered*&quot; Jul 10, 2013</td>
<td>Freshman</td>
<td>B</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Swan, Bella</td>
<td>50196354 5.000</td>
<td>&quot;Registered*&quot; Jul 10, 2013</td>
<td>Freshman</td>
<td>C</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tanner, Bree</td>
<td>501963398 2.000</td>
<td>&quot;Registered*&quot; Jul 10, 2013</td>
<td>Freshman</td>
<td>D</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

6. For student who you have reported as NA: Never Attended, the Last Attend Date should be reported as the first day of the class meeting or the first day of the semester. This code must be used to report students prior to the census freeze date during the third week of the Fall and Spring semesters.

   a. For online and hybrid classes it is implied the first day of class is the first day of the semester.
8. For students who you have reported as SA: Stopped Attending, the Last Attend Date should be accurately reported. This code may be reported during the census enrollment period (first three weeks), at midterm grade submission and at final grade submission.

9. Once you submit, the system will indicate the student has not withdrawn from the class. This notification is communicated to the Registrar’s Office so they may contact the student. The student will be withdrawn from the course, by the Registrar’s Office, based on the enrollment information submitted.

It is the instructor’s discretion to determine if a student has stopped attending and should be reported as such, or if they have in fact earned a final grade of “F.”
II. To Remove the Attendance Code and Last Day of Attendance

1. If the student shows up to your class several classes later and you believe the student can catch up with the class lectures and assignments, please update the information by going back to the beginning of this document and follow steps 1-5.

2. Next, change the NA: Never Attended or SA: Stopped Attending to NONE and remove the Last Attend Date, this will prevent the student from appearing on the Registrar’s follow-up list.

3. If you have any question please call the Registrar’s Office (203) 837-9207.

Last revised: January 11, 2015