SUNY Adirondack Office of Records and Registration

ADDRESS: 640 Bay Road, Queensbury, NY 12804-1445 CALL: 518.743.2279 | FAX: 518.832.7601 | EMAIL: registrar@sunyacc.edu

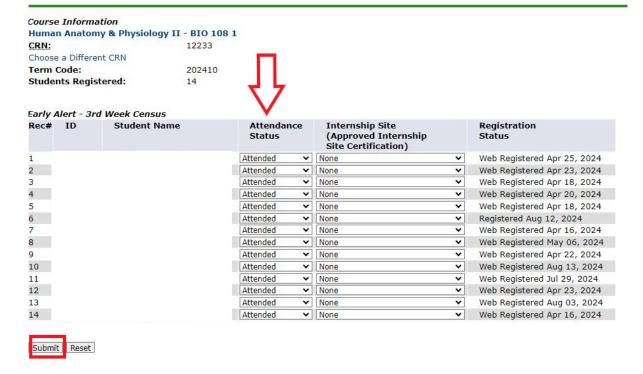
State Certification/Attendance Reporting Requirements

The college is required to report student attendance to the State University of New York by semester and part of term. The census reporting period is generally the first 20% of each part of term. Students who have failed to physically attend in-person classes or have not demonstrated active online participation* in online classes during the census reporting period will be considered a "no-show" and deregistered from their courses.

All faculty members are required to submit their State Certifications each semester through the Banner Self-Service Faculty Portal to verify students attendance as outlined below.

- 1. Faculty should login to Banner Self-Service: https://banner.sunyacc.edu/pls/prod/twbkwbis.P_WWWLogin
- 2. Go to the Faculty Services Tab
- 3. Click on State Certification Reporting link
- 4. For each student registered and listed in your class, either:
 - a. Change the student to never attended or
 - b. Leave them marked as attended to indicate that the student has attended at least 1 class or
 - c. If a student is attending your course and <u>not on the roster</u>, please contact <u>registrar@sunyacc.edu</u> for sections taught on campus and online or <u>chs@sunyacc.edu</u> for College in the High School sections.

Early Alert Reporting



^{*}Active online academic participation includes submitting an academic assignment, taking an exam, interacting in a study group, group project or online discussion assigned by the college, interacting with an instructor about academic content. Logging into an online class or tutorial without any further participation or participating in academic counseling/advisement do not qualify as active online participation.