



Admissions and Records

## Positive Attendance Information

1. **What is Positive Attendance, and why do I need to record it?** Faculty shall record the actual attendance hours of each student for each class meeting for positive attendance classes. The attendance records must be submitted via Ellucian-Self Service

Where a class has both scheduled meeting times and hours by arrangement, faculty shall record the attendance hours of each student for both the scheduled meeting times and the hours by arrangement, and shall document the instructional activities that take place during the hours by arrangement.

Apportionment is based upon the total number of hours each student attends. Faculty members must keep a record of the hours students attend throughout the entire class.

2. **Why are we using Ellucian Self-Service instead of Ellucian WebAdvisor?** Ellucian Self-Service is the replacement for WebAdvisor (which is slowly phasing out) and will be permanently unsupported by Ellucian in the near future.
3. **When is the absolute deadline to submit my positive attendance for full-term classes?** The deadline is synonymous with the deadline for grade submissions.
4. **What are the consequences if I submit my positive attendance late or do not submit my positive attendance at all?**

The college receives apportionment based on the number of students reported.

5. **What happens if I submit my positive attendance late or if I don't submit them at all?** The Director of Admissions and Records will send a notification to you and your dean/VPI, and you will be required to submit the missing class roster. Disciplinary action may follow for noncompliance.
6. **When can I start entering positive attendance?** Instructors can begin entering positive attendance online using the Ellucian Self-Service faculty attendance tab at the start of the term. You have access to enter the hours for the current day or any day preceding. You do not have access to enter hours for future days.
7. **How do I know my positive attendance was successfully entered?** You can go to a different date or tab, then go back and see your data is entered. It is automatically entered into Ellucian Colleague.



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**8. Once I enter my positive attendance, can I make edits?**

Yes, once your positive attendance roster has been entered, you can still make changes.

**9. I have never used the Ellucian Self-Service to submit positive attendance. Do you have instructions?** Yes. Instructions are provided with the email at the beginning of the term, and they are also available on the Admissions and Records Faculty Resource [page](#).

**10. Are there training workshops that I can attend to help me learn more about the system?**

Yes. Please get in touch with the Admissions and Records office.

**11. Why do we have electronic positive attendance submissions instead of paper?**

Paper rosters are very costly and time-consuming. They must be processed manually by the faculty member and the admissions office. Paper rosters are not timely and rely on a delivery method that may not arrive on time, and they are no longer an option.

**12. What happens if I have trouble logging into Ellucian Self-Service and submitting my positive attendance?** You should try login into my Ellucian Self-Service faculty attendance tab before the positive attendance roster due date. You have access to your positive at the start of the term. A&R staff is not available to address issues on the weekend. Try login into your Ellucian Self-Service and accessing your positive attendance rosters during a typical workday so that assistance is available.

**13. Whom should I contact if I experience technical issues?**

*Please submit a support ticket through the ServiceDesk app.*