

Addendum Attendance Certification Procedures
Return to Title IV

- I. Communicate instructions and deadlines
 - a. Office of the Registrar provides a notice about the attendance certification procedures and deadlines to the vice president of academic affairs, school deans, and faculty 14 days before each

student during the term for any courses for which they paid. Financial aid monies will be reduced according to the number of classes the student never attended. For example, if a student registers for 12 credits and never attends 3 credits, their full-time award will be reduced to three-quarter time. Keying must be completed within six business days after the last day to add/drop or census and should be completed prior to the disbursement of financial aid to reduce the number of student obligations resulting from over awards.

- b. Official withdrawals: The Office of the Registrar keys a drop action for each student's class for which a [JSRCC Form No. 11-0002](#), Add/Drop/ Withdraw from Classes, is received. The date keyed in the system should be the date the form is submitted to the Office of the Registrar or Advising Services. This will produce a W on the student record. No refund will be issued to the student during the term for any courses for which they paid. Official withdrawals should be keyed on the date the forms were submitted to the college by the student.
- c. Unofficial withdrawals: Using the last date of attendance as reported by the instructor on the stopped attending survey, the Office of the Registrar keys a drop action for each student reported as stopped attending within six business days of the 60% date. The Office