

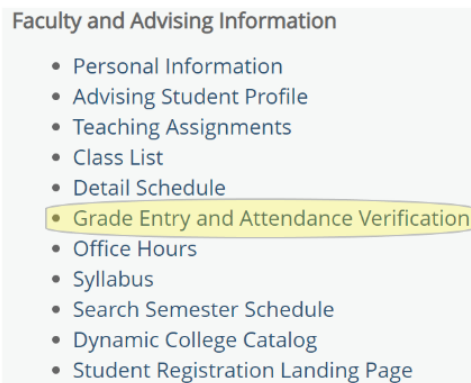
## Financial Aid Attendance Verification for All Faculty

### OVERVIEW:

- New procedures require **all** faculty to enter a **Last Attend Date** in Banner early in the semester to indicate the student has attended the course in compliance with financial aid regulations.
- Students on financial aid will **not** be able to **receive their financial aid disbursements** until the Last Attend Date has been entered in Banner.
- Non-traditional courses (Internet, Hybrid, etc.) may **also** be required to account for attendance when physical attendance is not required early in the semester but will still need to **enter dates in Banner**.

To verify attendance for **all students**, log in to **OneACCS Online Services (SSB)** and follow these steps:

1. Click on the **Faculty Services** tab
2. Click **Faculty and Advisor Landing Page**
3. Click **Grade Entry and Attendance Verification**



4. Select the current **term** if prompted to select a term
5. Select the **CRN** for which you want to verify attendance
6. Enter each student's **initial date of attendance in the Last Attend Date** field

Final Grade	Rolled	Last Attend Date	Hours Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Click **Save** when finished

### AT THE END OF TERM:

- If the student **attended and received an F or I** (Incomplete) grade, the Last Attend Date (LAD) should be changed to the **actual last date of attendance**.
- If the student has **never attended and is assigned an F** grade, the Last Attend Date (LAD) field should be **blank**.
- If the student **attended and grades of A, B, C, or D** are entered, you **do not have to change** the initial LAD.