

Internet and Hybrid Course Attendance Checklist

- **Participation Quiz** or Activity (Hybrid and Internet)
Note: Encourage all students to complete Participation Activity by the reporting deadline date.
Note: Instructors may request a quiz template imported into course. Email HelpDesk with course CRN.
- [Attendance Verification](#) (PDF)
Note: All Faculty must complete Attendance Verification in Banner by the required deadline.
Note: Only the primary instructor will be able to enter attendance data for a class.
Note: The deadline for faculty to record attendance is based on the first financial aid disbursement (allows students to be eligible for the first disbursement).
- **"ReInstatement"** Process
Note: Students are dropped from Bb Course if Attendance is not verified.
Note: Instructors receive emails of any students who did not complete Participation Activity Requirement.
Note: Instructors must complete "ReInstatement" Email Form once student completes requirement.
Note: Completed information is sent to the Business Office for student to be reinstated in the class upon tuition payment.