

## 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.