



MEMORANDUM

DA: September 15, 2018 (Revised 9.17.18)

FR: Tracee Smith 
Interim Registrar & Director of Student Records

TO: Deans and Chairs

RE: UW Reporting

All instructors are responsible for reporting students who have not attended class by submitting a “UW” via BANNER Online Services. The deadline for submitting all no shows or “UW” grades is Monday, September 17, 2018 at 5:00 p.m. The Office of Student Records has opened the portal and instructors may proceed with submitting the “UW” grades. The portal will close at 5:00 p.m. on Monday, September 17, 2018. Listed below are instructions on how to access the class schedule via BANNER Online Services.

BANNER Online Services: Recording "UW" grades

- Go to www.alcorn.edu
- Click on Faculty/Staff
- Click on BANNER Online Services
- Login (ID number and Password)
- Click on “Faculty Services”
 - Select "Term Selection" and Submit
 - Select CRN Selection and Submit
- Select "Summary Class List"
- Go to the column “Midterm”
 - Click on “Enter”
 - Go to the “Grade” column
 - Click on the drop down arrow and select “UW” for the students who have not attended class
- Once all “UW” grades are selected for the class, click Submit
- Repeat the process beginning at “Select CRN Selection and Submit” if there are additional classes.

Reporting online students for non-attendance

Log on to Canvas. Select the class. Click on “People”. Scroll down your list of students while observing the “Last Activity” column. If you do not see any activity (date or time) for your student, then the student has not attended class this semester. *Students with no activity will have an empty space.*

Once all students - who have not attended class - are identified, follow the instructions above and record the “UW” grade in BANNER Online Services.

Please note: Once students are dropped for non-attendance, they will not be added back to the course(s) as this action coincides with the 25% attendance rule. Additionally, if students are dropped due to non-payment of fees because of a bona-fide delay (i.e. financial aid, scholarships, stipends, graduate assistantships, veterans affairs benefits, and remission of fees), the payor must submit a written notification to the Office of Student Records. **Only students with proof of payor payment will receive a reasonable abeyance. Only students in this situation may complete the abeyance form → [here](#). All unpaid accounts will be dropped for non-payment.** Furthermore, students who have not paid their fees should under no circumstance remain in class and on instructor class rolls.

Please share this communication with your instructors.