WKCTC WEST KENTUCKY COMMUNITY & TECHNICAL COLLEGE

Recording Last Attendance Date at 60% Point for Students Who Have Stopped Attending Class

Do NOT Enter a Date for Students Who were Reported as a No Show, who are Still Attending Class or Who Have a "W" or Other Grade Recorded in the Grade Column

Faculty MUST GO INTO EACH CLASS ROSTER for courses included in this reporting cycle even if they do not have any students to report as stopped attending in a section. Only the faculty member assigned to teach a course has access to the class roster to report; therefore, no one else can enter the information in PeopleSoft for the faculty.

Students who have previously attended but who have stopped attending a class must be recorded using a roster within the PeopleSoft Faculty Center. This excludes any student who was reported as a no show or who has officially withdrawn from the course and has a "W" in the grade column. Recording the last day of attendance for students who have initially attended the class, but who have stopped attending will assist WKCTC in its efforts to address Return to Title IV (financial aid) funds.

Follow the instructions within this section to record the last attendance date for students who have stopped attending.

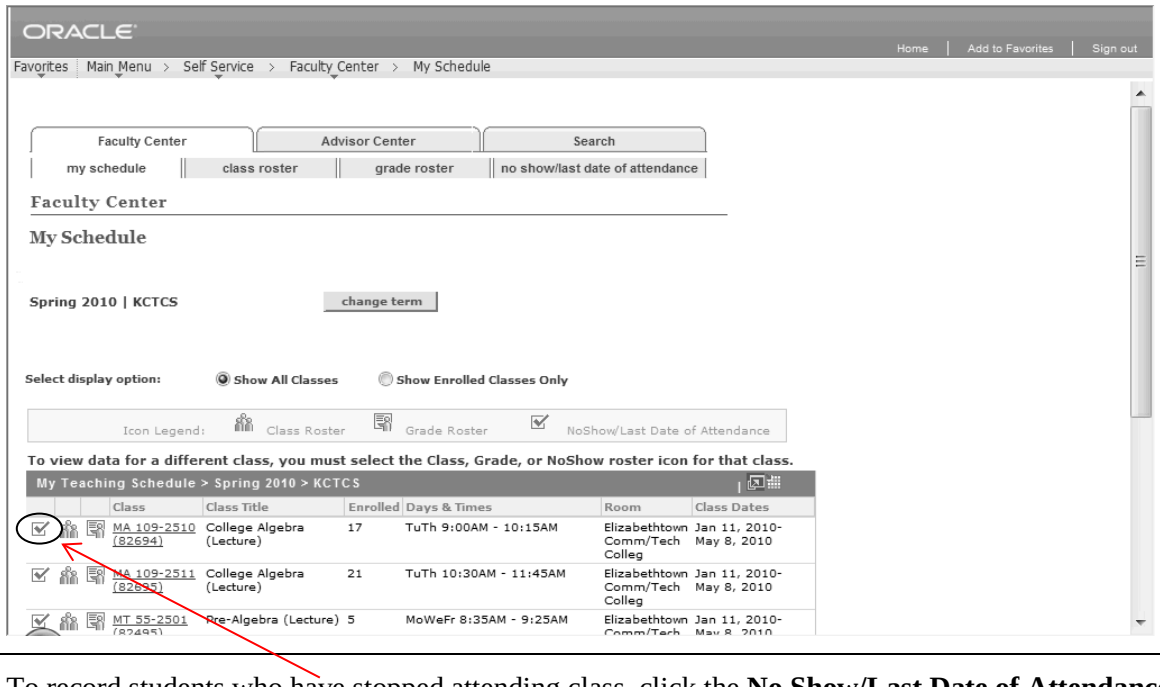
1. Stopped attending reporting is completed from the Faculty Center in PeopleSoft. Complete the following steps to access PeopleSoft.

    - Go to the following Web address to access PeopleSoft: **https://kctcs.mycmsc.com**
    - Click "STUDENT ADMIN PRD."
    - Type your KCTCS user ID (i.e., jdoe0001) & password, then click on SIGN IN.

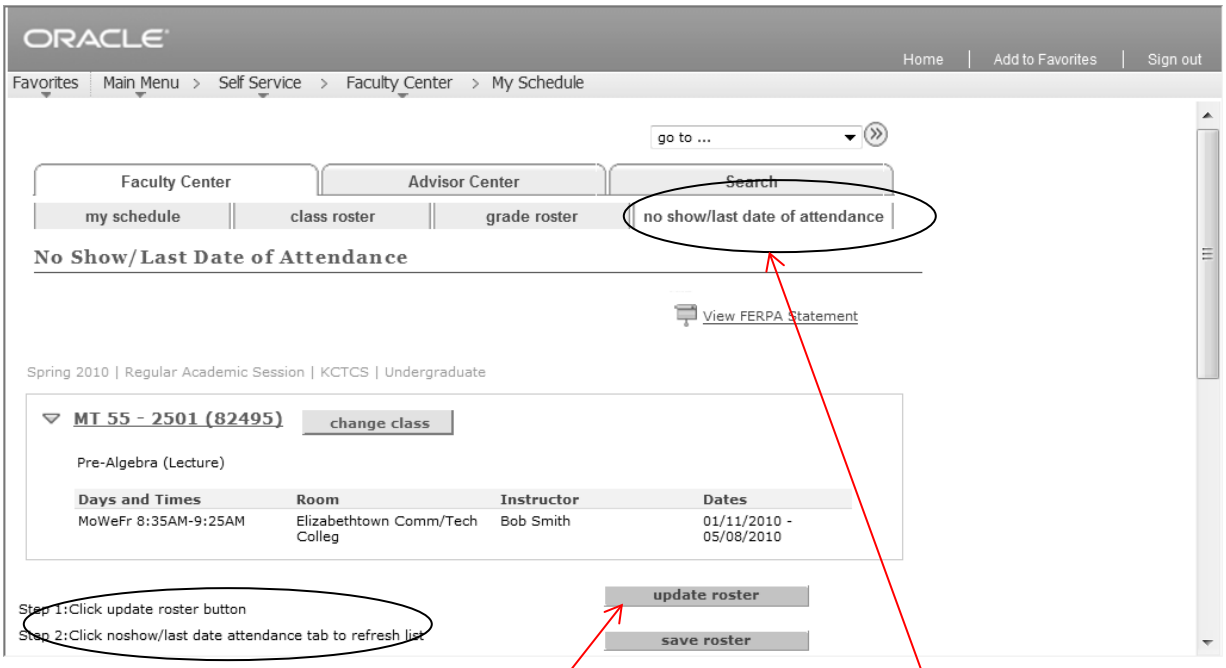
2. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not, you may navigate to it by selecting **Main Menu**, **Self Service**, **Faculty Center**, **My Schedule**.*

3. Verify that you are viewing classes from the correct term.

☞ *To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.*

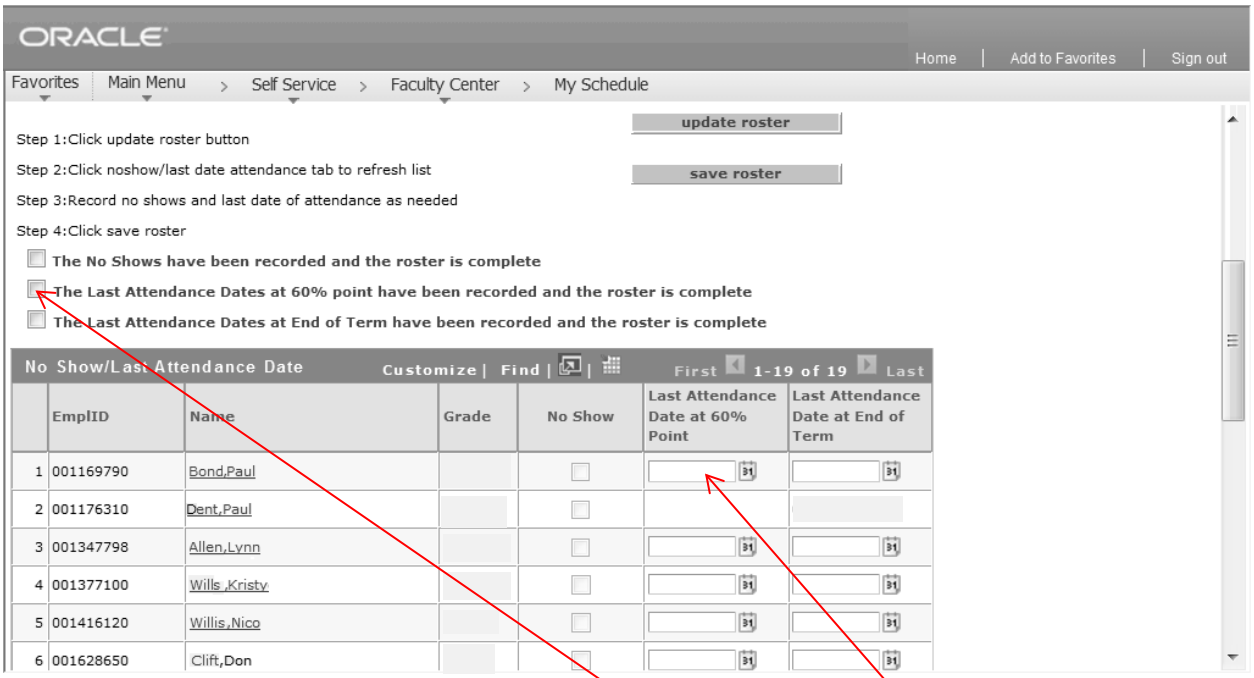


4. To record students who have stopped attending class, click the **No Show/Last Date of Attendance** roster icon for the preferred class. You MUST click the check box icon to get to the **No Show/Last Date of Attendance** roster.



5. To record information on the **No Show/Last Date of Attendance** roster, follow the instructions listed in steps on the page to populate the roster.

- Click the **Update Roster** button. *This will ensure that the roster has the most recent enrollment data.*
- Click the **No Show/Last Date of Attendance** page tab to refresh the page and display the most recent roster data.



- **Enter** a date in the **Last Attendance Date at 60% Point** box for any student who attended class at least one time but who **stopped attending** class, who is no longer submitting work or no longer participating in an online class.

  DO NOT enter a date for any student who:

  - **is continuing to attend class,**
  - **was reported as a No Show (a check mark will display in the no show reporting box) or**
  - **has a "W" or other grade recorded.**

- Once you have entered dates for students who have stopped attending, check **The Last Attendance Dates at 60% point have been recorded and the roster is complete** box. Skipping this step and failing to save the roster will mean PeopleSoft will not reflect that reporting is complete in this section.

- **If you do not have any students to report as stopped attending in this class, check The Last Attendance Dates at 60% point have been recorded and the roster is complete box.**

- Click the **Save Roster** button.

- Skipping any of the above steps will mean that no show reporting in this class is incomplete and your division dean will notify you of missing rosters.

6. To view a different attendance roster, click the **Change Class** button to return to the **My Schedule** page and click on the **No Show/Last Date of Attendance** roster icon for a different class to view that roster

7. Click the **Home** link when finished.

☞ *If you enter data in error, send an e-mail to wkctcrecords@kctcs.edu. The e-mail MUST include the student's name, complete course ID information (i.e., Mary Smith - 78290 ENG 101 B502) and last date of attendance if applicable. Omitting any of the required information will result in the Records Office returning the e-mail requesting the required information before the change can be processed.*