# Non-Attendance/Non-Participation Reporting Instructions

## Instructors

Required Instructor Reporting Dates:

- FULL/TIME 1 Classes
  - Wednesday, January 18 (beginning at 12:01 am) Friday, January 20 (reports must be submitted for all of your Full Semester & Time 1 classes by 11:59 pm on the final day of reporting).
- TIME 2 Classes
  - Tuesday, March 7 (beginning at 12:01 am) Thursday, March 9 (reports must be submitted for all of your Time 2 classes by 11:59 pm on the final day of reporting).

## Please note:

- -It is very important that you report non-attendance/non-participation during the required reporting window and through the appropriate means as outlined below.
- -For courses with multiple instructors, only the reporting instructor will receive a copy of the email message that is sent to the student.

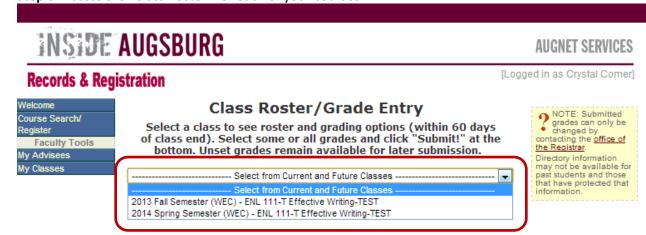
## Instructors Must (complete Steps 1-6):

Step 1: Log into Inside Augsburg and click on "Records & Registration" on the left.

Step 2: Click on "My Classes" on the left.

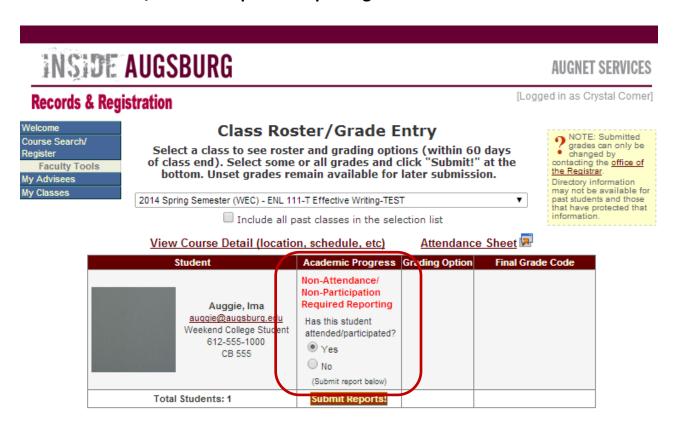


Step 3: Access the "Class Roster" for each of your courses.

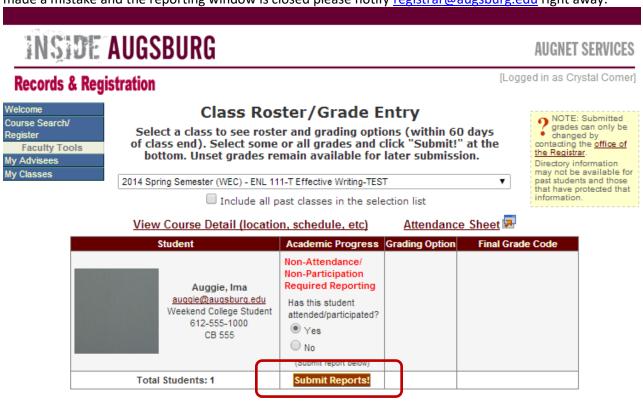


**Step 4:** In the "Academic Progress" column click on the button to the left of "No" for each student that has never attended/participated in your class and has made no contact with you.

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**Step 5:** After identifying all non-attending/non-participating students, click the "Submit Reports" button at the bottom. As long as the reporting window is still open you can make changes even after the report has been submitted. If you made a mistake and the reporting window is closed please notify registrar@augsburg.edu right away.



STEP 6: If you are contacted by the student you must forward the result of the conversation to registrar@augsburg.edu

# **Non-Attendance/Non-Participation Reporting Instructions**

After the instructor reporting timeframe closes the following automated email will be sent to the student:

(cc to Instructor and Academic Advisor)

Subject: IMMEDIATE ACTION REQUIRED - Augsburg Attendance Alert for [course]

[preferred name],

You have been reported as not attending [course].

#### **ACTION REQUIRED:**

You must reply to this email no later than [deadline\_description] if you plan to continue in this course. *You will be dropped from this course and your financial aid will be re-evaluated if you fail to reply to this email by the deadline*. You will be billed a Failure to Withdraw Fee of up to \$300. Students who have been dropped and wish to re-enroll must submit an Academic/Financial Petition.

For information on how this may impact your long term plan, contact your Academic Advisor: [acad\_adv\_name], Email: [academic\_advisor\_email] Phone: [acad\_adv\_phone].

For information on how this drop may impact your financial aid please contact Student Financial Services. Email: studentfinances@augsburg.edu Phone: 612-330-1046.

Student: [full\_name]

ID: [student\_no]