

Class Attendance Reporting Procedures

The college requests that you provide attendance reports three times during the semester (specific dates will be provided each semester):

- After your first class meeting
- Immediately before the last day to add/drop a course
- Immediately before the last day to withdraw

Your cooperation with this request will enable us to:

- Determine the student count for the census for Institutional Research;
- Make necessary financial aid adjustments for students;
- Ensure accurate class rosters for grading; and
- Prevent add/drop/withdrawal problems for students.

The reporting feature is available in faculty members' myGoucher account and at the following link: www.goucher.edu/x36962.xml (includes instructions for using the reporting tool).

Questions should be directed to Andy Westfall, College Registrar, at andrew.westfall@goucher.edu or 410-337-6095.