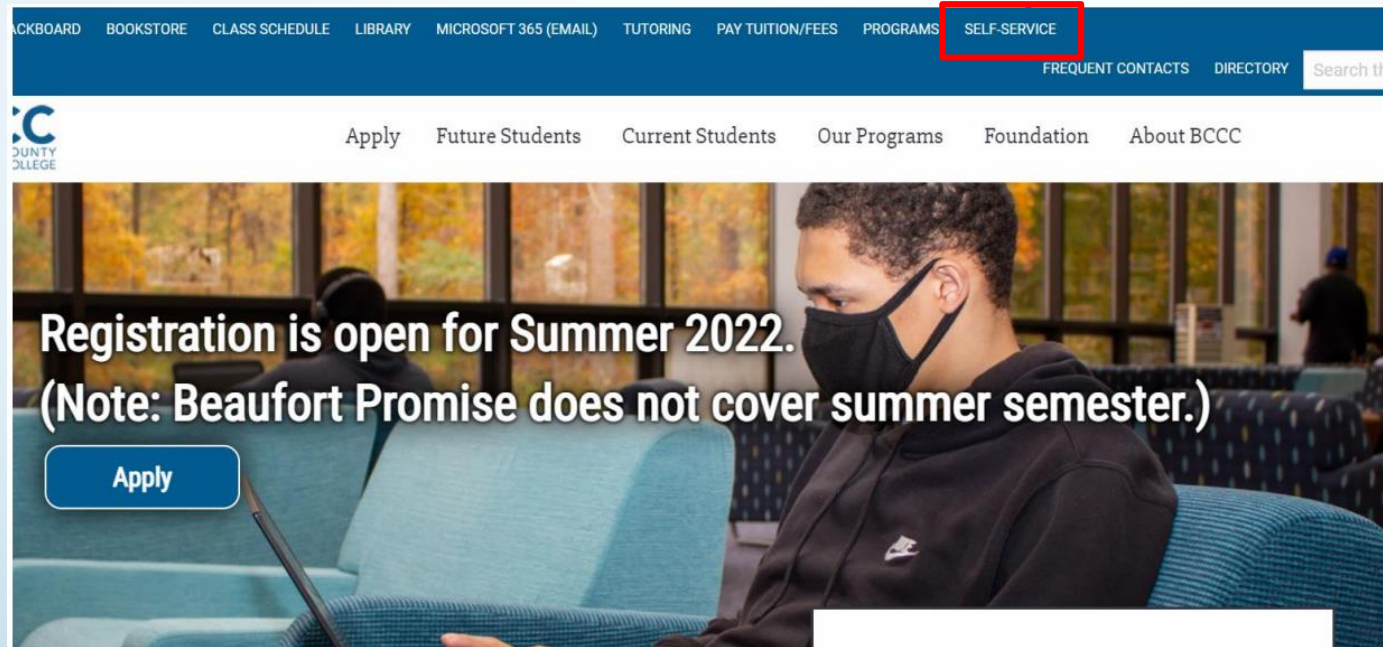




Self-Service Attendance

Go to the BCCC Homepage, Click on Self-Service



Click on the Faculty tab

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

Here you will see your courses by semester.
Select the course to enter attendance.

Manage your courses by selecting a section below

2022SP

Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-110-205: Introduction to Computers	TBD 4/1/2022 - 5/11/2022	Internet Course, NET Classroom Hours	0 / 2 / 0		
	TBD 4/1/2022 - 5/11/2022	Internet Course, NET Lab/Shop Hours			
CTI-110-600: Web, Pgm. & Db Foundation	M/W 12:00 PM - 12:50 PM 4/1/2022 - 5/11/2022	Bldg 002, 0112 Classroom Hours	0 / 2 / 0		
	TBD 4/1/2022 - 5/11/2022	Internet Course, NET Lab/Shop Hours			

2021SP

Once the course is selected, the section roster and other details will be displayed.

[← Back to Courses](#)

CIS-110-205: Introduction to Computers

2022SP
Online Web Training

TBD
4/1/2022 - 5/11/2022
Internet Course, NET Classroom Hours



TBD
4/1/2022 - 5/11/2022
Internet Course, NET Lab/Shop Hours

Seats Available 0 of 2

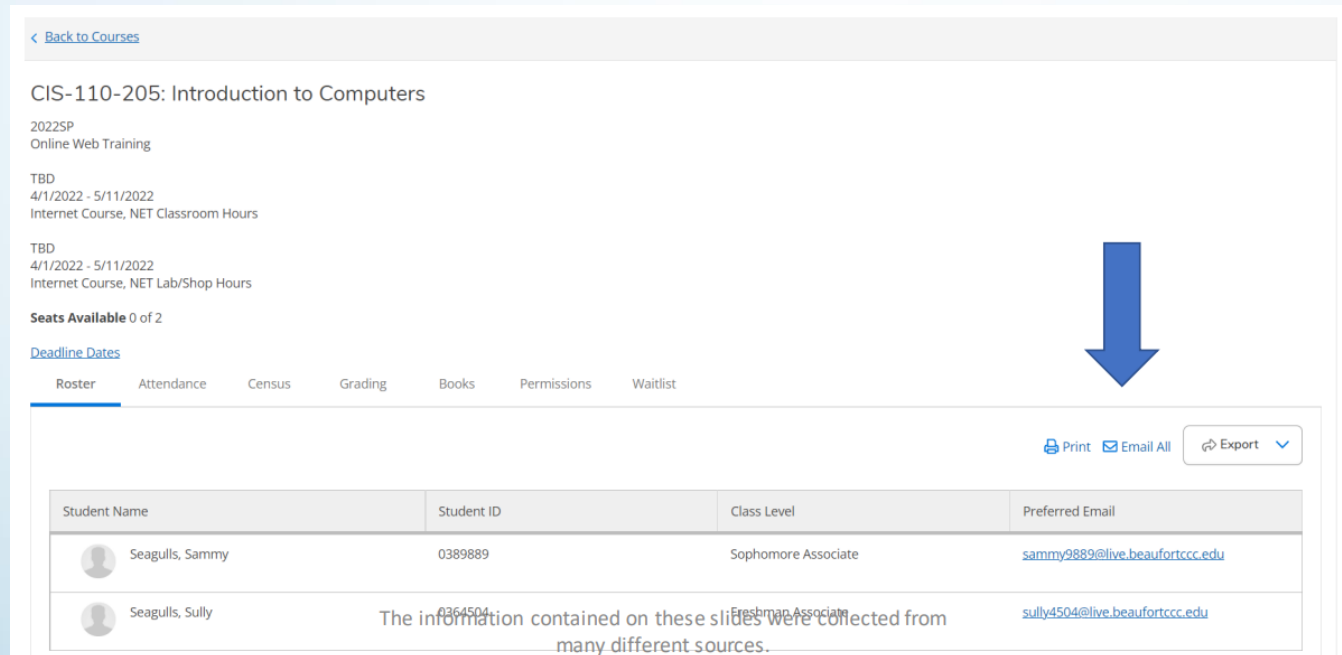
[Deadline Dates](#)

[Roster](#) [Attendance](#) [Census](#) [Grading](#) [Books](#) [Permissions](#) [Waitlist](#)



[Print](#) [Email All](#) [Export](#) ▼

Student Name	Student ID	Class Level	Preferred Email
 Seagulls, Sammy	0389889	Sophomore Associate	sammy9889@live.beaufortccc.edu
 Seagulls, Sully	0364504	Freshman Associate	sully4504@live.beaufortccc.edu

On the section roster you will have the option to export, print, or email one or all of the students.



The screenshot shows a web interface for a course roster. At the top, there is a navigation link "[Back to Courses](#)". The course title is "CIS-110-205: Introduction to Computers". Below the title, there are two sections of course information, both with "TBD" for the semester and "4/1/2022 - 5/11/2022" for the dates. The first section is "Online Web Training" and the second is "Internet Course, NET Classroom Hours". The "Seats Available" is 0 of 2. There is a "Deadline Dates" link. Below this, there are tabs for "Roster", "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist". The "Roster" tab is selected. In the top right corner of the roster area, there are buttons for "Print", "Email All", and "Export" (with a dropdown arrow). A large blue arrow points down to these buttons. Below the buttons is a table with the following data:

Student Name	Student ID	Class Level	Preferred Email
 Seagulls, Sammy	0389889	Sophomore Associate	sammy9889@live.beaufortccc.edu
 Seagulls, Sully	0364504	Freshman Associate	sully4504@live.beaufortccc.edu

The information contained on these slides were collected from many different sources.

Self-Service Notes

- Only faculty can access attendance for their courses in Self-Service.
- All attendance must be recorded – “Present” as well as “Absent”.
- All of the instructional modalities are available on one screen.
- Changes are made as soon as you select an option. You do NOT have to save or submit changes.
 - Recommend double-checking to make sure attendance recorded.
- Instructors should mark all absences as “Absent, unexcused”.
 - Do NOT use “Absent, excused”.
- Instructors may mark students as late but the system counts the student as present.
- Attendance must be recorded weekly. Weekly attendance is mandatory.
 - **MANDATORY:** Attendance must be recorded by the end of business on Friday of each week (by 1PM).
 - You should not have assignments due on holidays, student-faculty vacation days, or faculty work days.

Beginning of Semester Notes

- A student's first "Present" has to be recorded on or before the census date of the class.
- Be sure NOT to record anything for a student before they are first marked "Present".
 - For hybrid and blended courses, once a student is marked present face-to-face or online, you can begin marking absences and presents on both rosters.
- ****If a student requests a drop or withdraw on or before the census date of the class, please do NOT enter an LDA.****
 - Refer the student to the Registrar's office as they will need to complete and turn in the drop/add form before the last day to drop for that class.

On the section detail screen, click the Attendance tab.

CTI-110-600: Web, Pgm, & Db Foundation

2022SP
Main Campus



M/W 12:00 PM - 12:50 PM
4/1/2022 - 5/11/2022
Bldg 002, 0112 Classroom Hours

TBD
4/1/2022 - 5/11/2022
Internet Course, NET Lab/Shop Hours

Seats Available 0 of 1

[Deadline Dates](#)

Roster Attendance Census Grading Books Permissions Waitlist

Student Name	Student ID
 Seagulls, Sammy	0389889
 Seagulls, Sully	0364504

Attendance : Instructional Methods

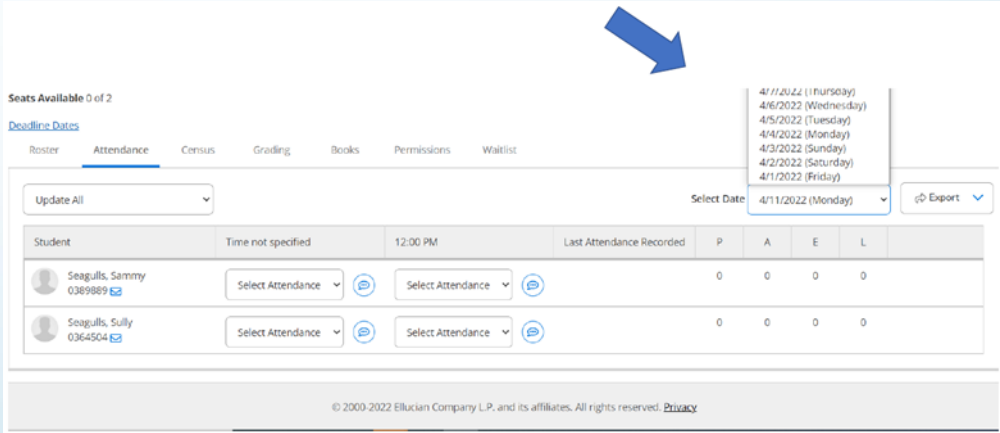
- ONLINE: Choose any day of the week to record attendance. Online attendance column is labeled "Time not specified"
 - It is recommended that you record attendance for the day that your weekly assignments are due.
 - ****When you record an LDA though, it has to be recorded on the day that the student last attended class, either online or face-to-face.**
- HYBRID/BLENDED/FACE-TO-FACE: Must take attendance on the same day as the class meeting time. This column is labeled with the specific meeting time.

The screenshot shows a course page for '11-11U-000: Web, Pgm, & UD Foundation'. The 'Attendance' tab is selected. A table lists students with columns for 'Time not specified', '12:00 PM', and 'Last Attendance Recorded'. Annotations include a blue arrow pointing to the 'Attendance' tab labeled 'Synchronous Attendance', and another blue arrow pointing to the 'Time not specified' column labeled 'Online'.

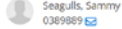

Student	Time not specified	12:00 PM	Last Attendance Recorded	P	A	E	L
Seagulls, Sammy 0389889	Select Attendance	Select Attendance		0	0	0	0
Seagulls, Sully 0364504	Select Attendance	Select Attendance		0	0	0	0

By default, the current date is selected. However, you can use the Select Date drop down menu to choose different dates.

- The Export feature on the attendance tab allows you to view your full attendance record on one sheet.
 - This is helpful if you need a view of all your attendance in one screen for the whole class up to the current day.
 - Self-Service does not show future dates.

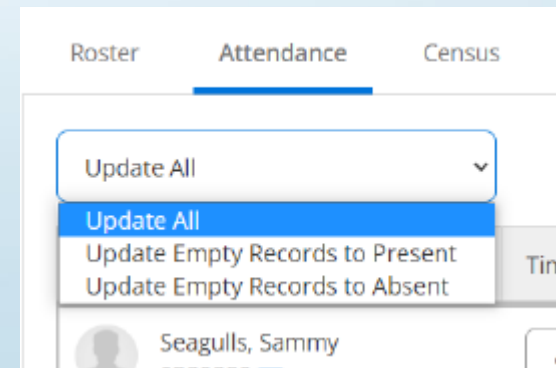
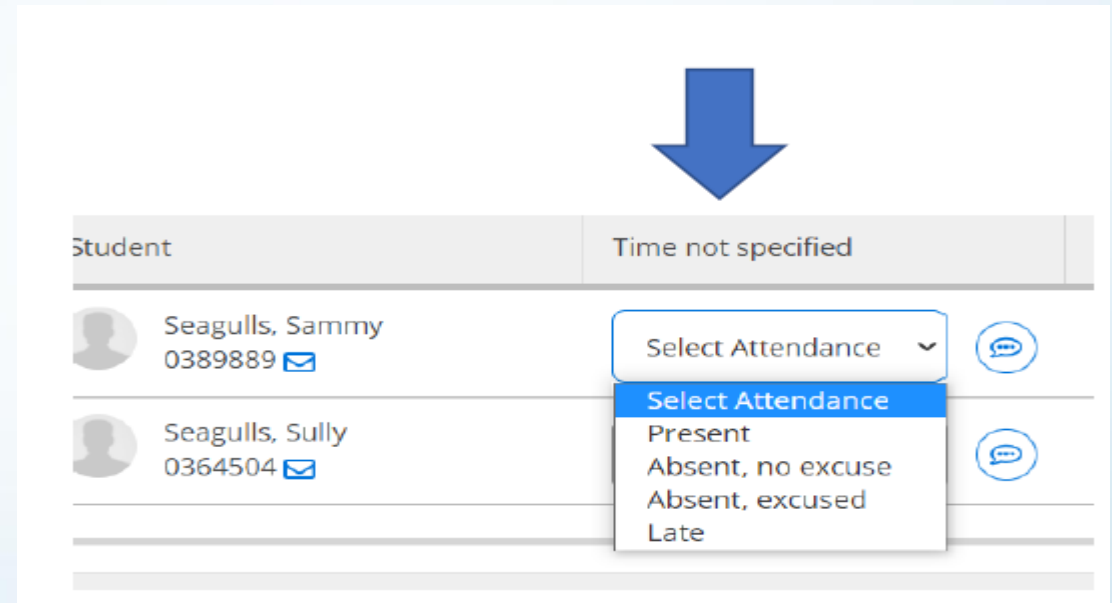


The screenshot shows the 'Attendance' tab in a software interface. At the top, it says 'Seats Available 0 of 2' and 'Decline Dates'. Below this are navigation tabs: 'Roster', 'Attendance', 'Census', 'Grading', 'Books', 'Permissions', and 'Waitlist'. The 'Attendance' tab is active. There is an 'Update All' dropdown menu and a 'Select Date' dropdown menu currently set to '4/11/2022 (Monday)'. A blue arrow points to the 'Select Date' dropdown. The dropdown menu is open, showing a list of dates from 4/1/2022 to 4/7/2022. Below the dropdown is an 'Export' button. At the bottom of the page, there is a footer: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Student	Time not specified	12:00 PM	Last Attendance Recorded	P	A	E	L
	Select Attendance	Select Attendance		0	0	0	0
	Select Attendance	Select Attendance		0	0	0	0

Recording Attendance

- To update attendance for each student, use the **Select Attendance** menu to the right of the student's name.
 - If you need to remove attendance for students, choose “Select Attendance” from the drop down menu.
- ****Please be aware that if you use the Update All feature, it will update all columns listed for that day. You will have to manually clean up the attendance for accuracy. ****
 - **Recommended NOT to use Update All.**



Recording Attendance Notes

- For fully online courses, if you have a lab and lecture component, you will have at least two columns. One for lecture and one for lab.
 - For these courses, you should have the same entry date on both columns of the course. The entry date should match the Introductory Assignment in Blackboard.
- For hybrid and blended courses, if you have seated and/or online hours for lecture and/or lab components, you will have a column for each component. So, you could have multiple columns.
 - The entry date for the online portion of the class should match the Introductory Assignment in Blackboard.
 - The entry date for the seated portion is the first day the student shows up for class.

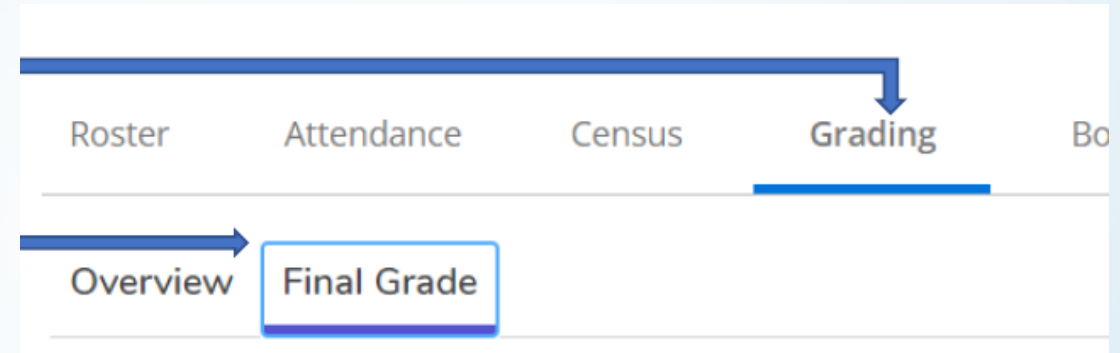
Comments can be added to the student's attendance status by clicking on the icon. You must click save for the comments to be retained and the comments will show on attendance reports.

The screenshot displays a web application interface for managing student attendance. At the top, it shows 'Seats Available 0 of 2' and a link for 'Deadline Dates'. Below this are tabs for 'Roster', 'Attendance', 'Census', and 'Grading'. An 'Update All' button is visible. The main area is a table with columns for 'Student', 'Time not sp', and 'P'. Two students are listed: 'Seagulls, Sammy' (ID 0389889) and 'Seagulls, Sully' (ID 0364504). Each student row has a 'Select Attendance' dropdown and a comment icon. A modal window is open over the Sammy Seagull row, displaying the text 'Seagulls, Sammy at 12:00 PM on 4/11/2022' and a text input field labeled 'Enter a comment up to 50 characters' with a placeholder 'Comment'. The modal has 'Save' and 'Cancel' buttons at the bottom.

Student	Time not sp	P
Seagulls, Sammy 0389889	Select Attendance	Select Attendance 0
Seagulls, Sully 0364504	Select Attendance	Select Attendance 0

Never Attends (NAs)

- To mark a student as never attended, click on the **Grading tab**
- Then click on **Final Grade**
- Locate the **"Never Attended"** check box to the right of the student that you need to mark as a Never Attend
- **All** Never Attends have to be recorded on or within 12 hours after the census date (10%).
 - ****Please make sure that if a student is marked as a Never Attend, that they have no other attendance recorded.****



A screenshot of a table showing student information. The table has three columns: Student Name, Student ID, and Never Attended. The first student is Seagulls, Sammy with Student ID 0389889. The second student is Seagulls, Sully with Student ID 0364504. The Never Attended checkbox for the first student is highlighted with a blue arrow.

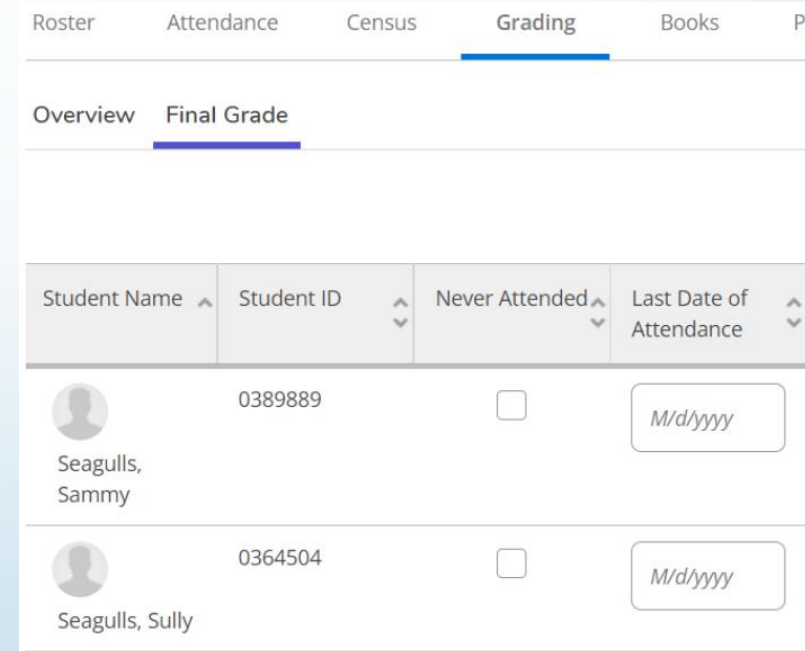
Student Name	Student ID	Never Attended
Seagulls, Sammy	0389889	<input type="checkbox"/>
Seagulls, Sully	0364504	<input type="checkbox"/>

Never Attend Notes



- For fully online courses, record any student who has NOT completed the Introductory Assignment as “Never Attended” in Self-Service within 12 hours after the census date regardless of whether the next day is a non-instructional day.
 - The first “Present” you record for a student should be on the exact day the student completed the Introductory Assignment. The first present should be entered on or before the census date. If this day falls on a holiday or vacation day, use the first day we return.
 - **If students do NOT complete the Introductory Assignment, they will not have access to the course content.**
- For hybrid and blended courses, students are required to attend both the face-to-face class and complete the Introductory Assignment online by the census date. However, ...
 - If a student completes the Introductory Assignment for the online portion of the course prior to the census date but has NOT attended the class face-to-face, do NOT mark that student as a “Never Attended.”
 - Instead, mark the student as “Present” for the online portion on the day the student completed the Introductory Assignment and mark them as “Absent, no excuse” in the seated portion.
 - Contact the student, as hybrid syllabi clearly state attendance is required in both the online and seated portions, and faculty should enforce this policy.
 - **Thus, if a student completes online assignments but does NOT attend the class face-to-face, the student should be withdrawn after missing 14 consecutive calendar days.**
 - If a student attends the class face-to-face but does NOT complete the Introductory Assignment for the online portion, do NOT mark the student as “Never Attended.”
 - Instead, mark the student as “Present” for the face-to-face portion on the day(s) the student attended and mark them as “Absent, no excuse” in the online portion.
 - **In theory, you should not run into this issue, as you can have students complete the Introductory Assignment in the face-to-face class.**

Withdrawing a Student by Entering the Last Date of Attendance (LDA)

- The last date of attendance should be recorded when the student has missed 14 consecutive days **immediately**.
- The last date of attendance is located on the **Grading** tab under **Final Grade**.
- To record the last date of attendance, locate the “**Last Date of Attendance**” box to the right of the students name you need to record the LDA for.
 - Please be aware of students who have an LDA when doing your attendance.
 - Make sure you do not record attendance for students after their LDA.
 - Faculty must review the attendance tab and remove any attendance taken after the LDA. Student’s cannot be marked absent or present after the LDA in the attendance tab.
 - ****A withdraw can not be processed until the attendance is removed.****



The screenshot shows a software interface with several tabs: Roster, Attendance, Census, Grading (selected), Books, and Profile. Under the Grading tab, there are two sub-tabs: Overview and Final Grade (selected). Below the sub-tabs is a table with the following columns: Student Name, Student ID, Never Attended, and Last Date of Attendance. Two student records are visible:

Student Name	Student ID	Never Attended	Last Date of Attendance
 Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>
 Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>

Withdrawal Notes

- It is best practice to have assignments due and attendance recorded for online classes at least twice per week.
- For hybrid and blended courses, you must record attendance for each date that the class meets face-to-face and also on dates that online assignments are due each week.
 - For example, if you teach a 3 credit hour hybrid course, you need to enter attendance for students three times each week – Twice on the days when they attend face-to-face and once on the day they complete online assignments.
- For online coursework, attendance is linked to assignments and their due dates.
 - Unlike during the census period with Introductory Assignments, attendance for regular coursework is counted on the days that assignments are due, not on the specific days each student submitted the work. This holds true for online, hybrid, and blended modalities.
 - Example: I have an assignment due on Sunday. Jimmy completed it on the Friday before. I still mark Jimmy as “Present” on that Sunday because that is the due date. It does not matter that he completed it ahead of time. Sunday is the day the class “met.” **BUT**, if Jimmy stops attending after that Friday, his LDA has to be the date that he last participated academically. **So, with this example, Jimmy’s LDA would be the date of that Friday and you would need to remove all attendance that you put in for Jimmy after his LDA.**
- Enter LDAs for students immediately after they have missed 14 consecutive days. This is NOT negotiable as the College has a mandatory 14-day rule for student attendance.

Withdrawal Notes

- **MANDATORY:** Each week when you enter attendance, closely monitor students who are close to missing 14 consecutive days. If a student will be beyond 14 missed days by the next time you enter attendance, notify the student that they must attend class or complete an online assignment no later than the 14th missed day due to the attendance policy. If the student does not attend class or complete an online assignment by the 14th missed day, enter the LDA in Self Service right away.
- **MANDATORY:** LDAs must be entered immediately for students who miss 14 consecutive days even after the last day to withdrawal.
 - Neither the student nor the instructor can initiate a withdraw after the LDW. However, if a student stops attending after the last day to withdraw (LDW), the LDA must still be entered in Self Service immediately once the student misses 14 consecutive days. This is for auditing and Financial Aid purposes. If a student stops attending after the LDW, they receive the grade they earned. Any attempts to withdraw after the LDW will require a meeting with the division dean and the VP of Academic Affairs.

Withdrawal Notes

- If a student requests to be withdrawn or dropped after the census date, do NOT enter their last date of attendance.
 - If they reach out through email, you are to email their last date of attendance to them and make sure they know that there is a withdrawal form that has to be filled out and turned in to the Registrar's office. Please refer them to the Registrar's office, if needed.
 - If they come to you in person, write their last date of attendance on the withdrawal form and sign it under the instructor signature and then remind them that they are to turn it in to the Registrar's office to actually be withdrawn.
 - ****If a student reaches out to you to withdraw and you have done the above, but in the meantime they violate the attendance policy, make sure you enter the last date of attendance in Self-Service once the student misses 14 consecutive days. Do not wait on the student to complete the withdrawal process!****

Certifying Census Attendance

- This function is only available **ON or AFTER** the Census date for the course.
- Before certifying census, make sure all attendance has been recorded.
- Make sure all students either have a “Present” or a “Never Attend” before or by the census date.

JC-111-611: Intro to Criminal Justice

ZSP
in Campus

W 9:00 AM - 9:50 AM
1/2022 - 5/11/2022
Be Announced, TBA Classroom Hours

D
1/2022 - 5/11/2022
emet: Course, NET Classroom Hours

ats Available 0 of 1

[Add New Dates](#)

Poster Attendance **Census** Grading Books Permissions Waitlist

Update All Select Date 5/15/22

Student	Time not specified	Last Attendance Recorded	P	A	E	L
Seagulls, Sammy 03690893	Present	5/6/2022	1	0	0	0

Certifying Census Attendance Continued

Once you are sure all the Present, Absent and Never Attended have been correctly recorded, then click **Certify**

2022SP
Main Campus

M/W 9:00 AM - 9:50 AM
5/6/2022 - 5/11/2022
To Be Announced, TBA Classroom Hours

TBD
5/6/2022 - 5/11/2022
Internet Course, NET Classroom Hours

Seats Available 0 of 1


[Deadline Dates](#)

Roster Attendance **Census** Grading Books Permissions Waitlist

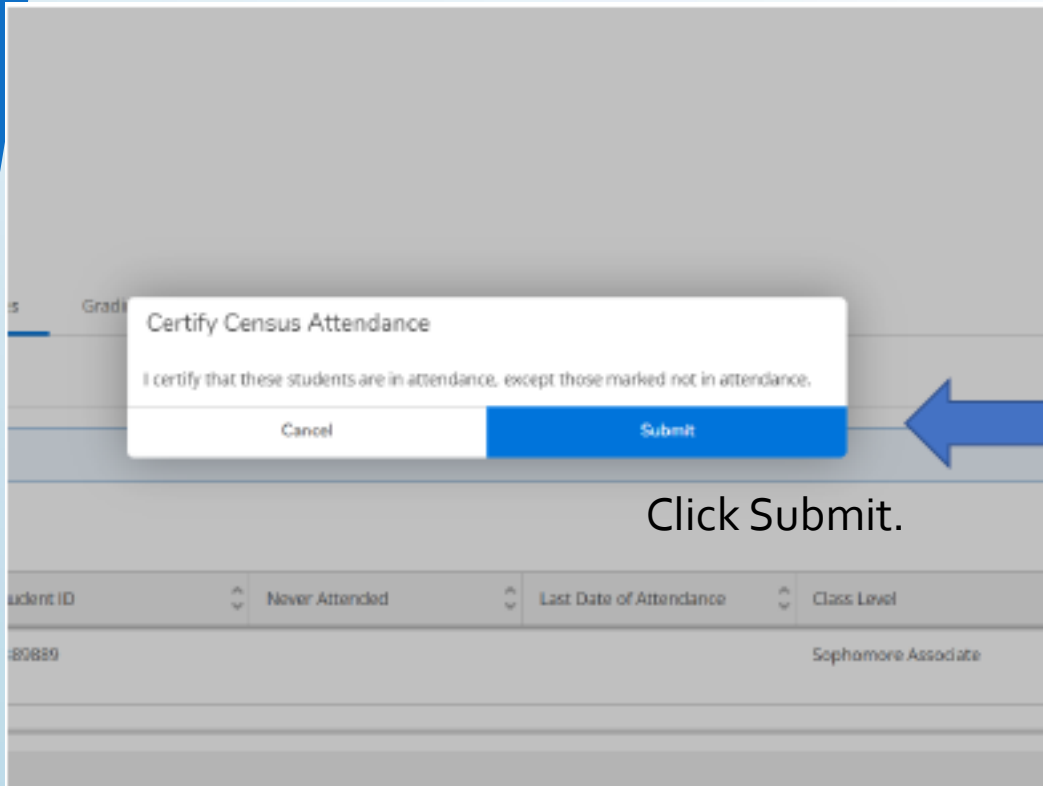
5/6/2022 Census

5/6/2022 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
 Seagull, Sammy	0380689			Sophomore Associate	3

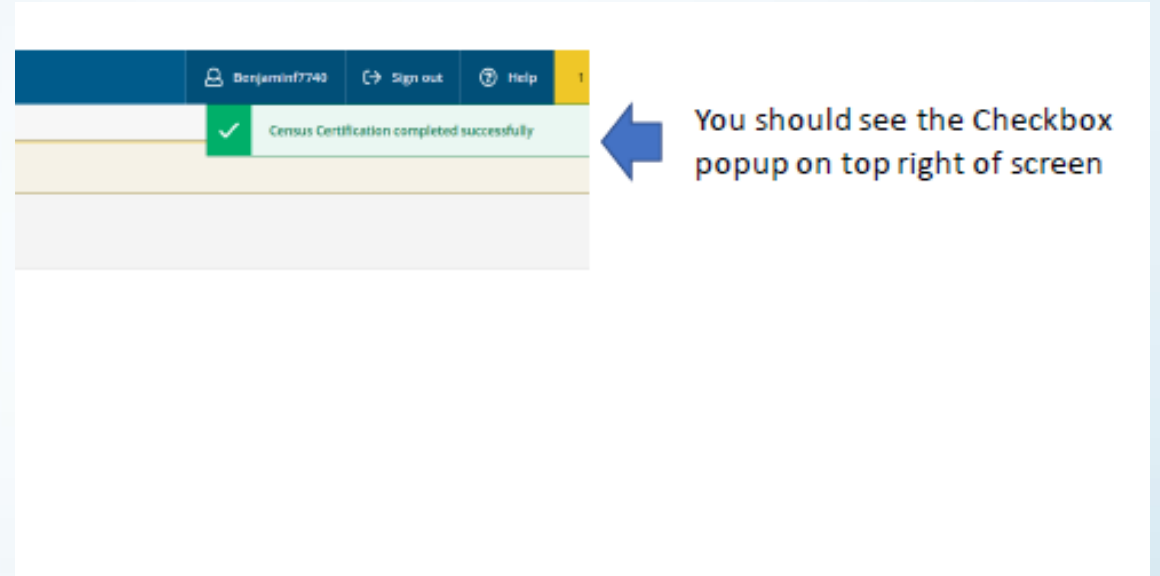
Certifying Census Attendance Continued



The screenshot shows a dialog box titled "Certify Census Attendance" with the text "I certify that these students are in attendance, except those marked not in attendance." Below the text are two buttons: "Cancel" and "Submit". A blue arrow points to the "Submit" button.

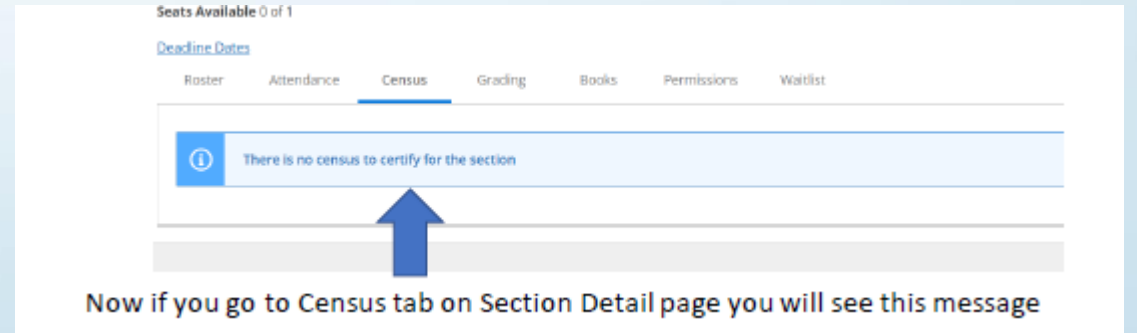
Click Submit.

Student ID	Never Attended	Last Date of Attendance	Class Level
80889			Sophomore Associate



The screenshot shows a notification popup in the top right corner of the screen. The popup has a green checkmark icon and the text "Census Certification completed successfully". A blue arrow points to the popup.

You should see the Checkbox popup on top right of screen



The screenshot shows the "Census" tab selected in the "Section Detail" page. The "Census" tab is highlighted, and a message box displays "There is no census to certify for the section". A blue arrow points to the message box.

Now if you go to Census tab on Section Detail page you will see this message

IMPORANT TO REMEMBER

- Once you have certified the attendance at the census date for a particular course, do NOT go back and make any changes to attendance during the date range you have just certified. This causes reporting issues when the rosters are audited by the state.
- **Attendance must be certified on or within 12 hours after the census date even if the next day falls on a non-instructional day.**

Submitting Grades

- Self Service allows you to submit final grades. To access grades,

- Click the **Grading** tab.

~~CTF 110-000: Web, Tgm, & DDT Foundation~~

2022SP

Main Campus

M/W 12:00 PM - 12:50 PM

4/1/2022 - 5/11/2022

Bldg 002, 0112 Classroom Hours

TBD

4/1/2022 - 5/11/2022

Internet Course, NET Lab/Shop Hours

Seats Available 0 of 2

[Deadline Dates](#)

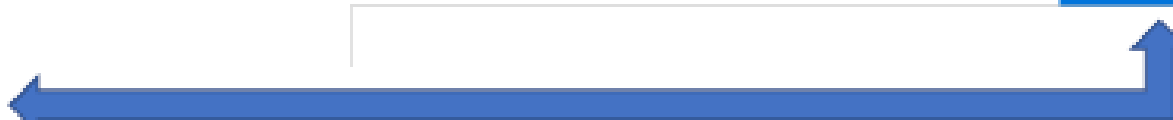
Roster

Attendance

Census

Grading

Book



Submitting Grades

2022SP
Main Campus
M/W 12:00 PM - 12:50 PM
4/1/2022 - 5/11/2022
Bldg 002, 0112 Classroom Hours
TBD
4/1/2022 - 5/11/2022
Internet Course, NET Lab/Shop Hours
Seats Available 0 of 2

Deadline Dates

[Roster](#) [Attendance](#) [Census](#) [Grading](#) [Books](#) [Permissions](#) [Waitlist](#)

[Overview](#) [Final Grade](#)



Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Seagulls, Sammy	0289889					Sophomore Associate	3
Seagulls, Sully	0364504					Freshman Associate	3

- The prompt to enter missing grades will remain displayed on the overview screen until you have entered all the grades for a particular course section.



Submitting Grades

[Deadline Dates](#)

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview **Final Grade**

Post Grades



Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Seagull, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="MM/YYYY"/>	Select Grade	<input type="text" value="MM/YYYY"/>	Sophomore Associate	3
 Seagull, Sully	0364504	<input type="checkbox"/>	<input type="text" value="MM/YYYY"/>	Select Grade	<input type="text" value="MM/YYYY"/>	Freshman Associate	3

- Click on **Final Grade** to access final grading options for the students in the course

Please choose the appropriate grade from the dropdown box.

Roster Attendance Census **Grading** Books Permissions Wa

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Expiration Date	Class Level	Credits
 Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>	Sophomore Associate	3
 Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>	Freshman Associate	3

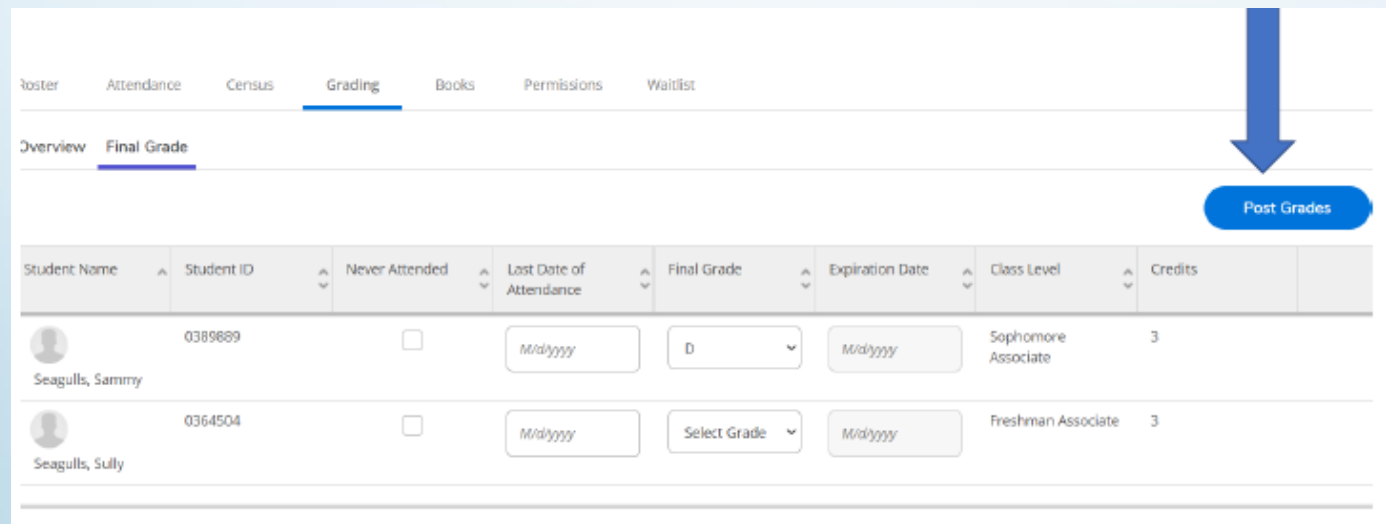
Select Grade dropdown menu options: A, P, P1, P2, P3, B, C, D, F, R, I

Grading Notes



- Final grade of "I" (Incomplete) requires an expiration date and a last date of attendance.
- Final grade of "F" requires a last date of attendance.
- ****Never Attends should not be recorded at this time. They should have been recorded at the census point of the class.**

Submitting Grades

- Once all grades have been selected, click Post Grades. You have now submitted the grades for the semester.
- No changes can be made once the “Post Grades” button is submitted.
 - If a grade change is needed, a Grade Change Form will need to be submitted to the Registrar's Office.



The screenshot shows a web interface for grade submission. At the top, there are navigation tabs: Roster, Attendance, Census, Grading (selected), Books, Permissions, and Waitlist. Below the tabs, there are sub-tabs: Overview and Final Grade (selected). A large blue arrow points down to a blue button labeled 'Post Grades'. Below the button is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits.

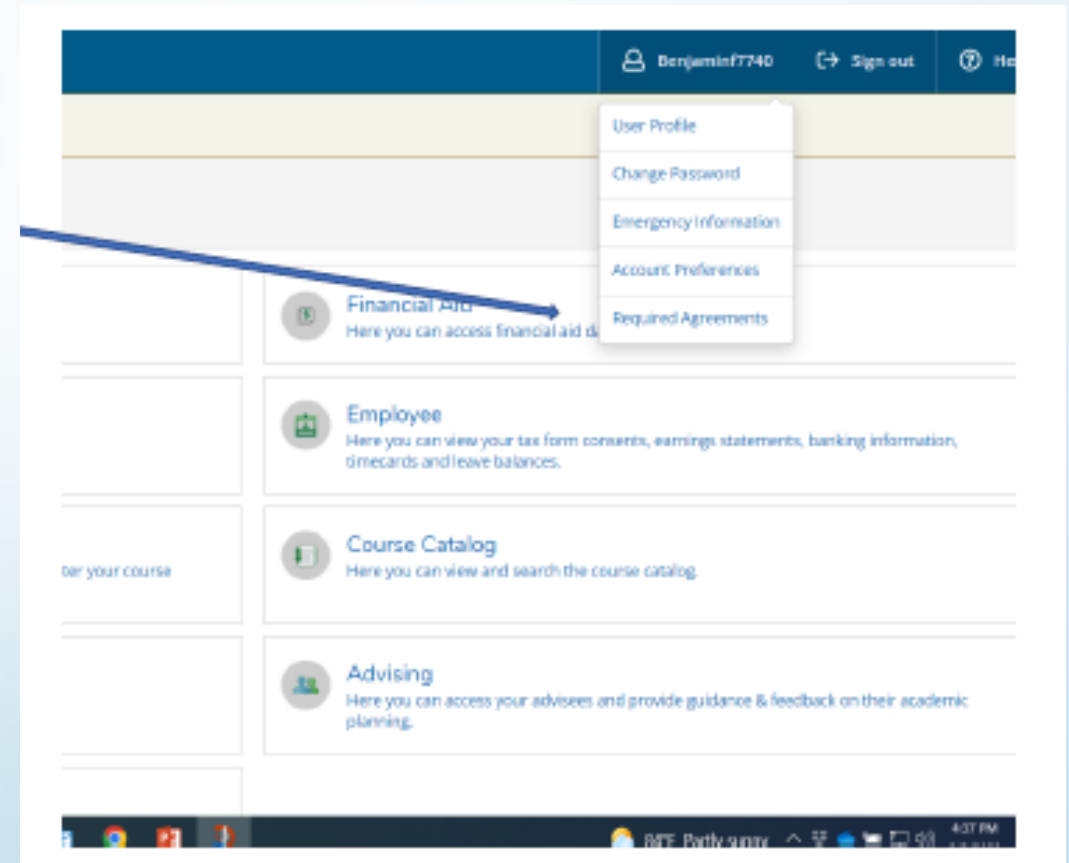
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="D"/>	<input type="text" value="M/d/yyyy"/>	Sophomore Associate	3
 Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	Freshman Associate	3

Class Roster Verification Agreement

- This is the last thing you will do with your attendance and grades for all classes for the semester.
- This is how you will electronically sign your attendance rosters.
- This one agreement covers all courses taught in the semester.
- In other words, you only do this once per semester, at the end of your semester.

Class Roster Verification Agreement

- To access, go to your Self-Service homepage.
- Click on your username in the top right and a drop down menu comes up.
- Click on Required Agreements.



Required Agreements

Required Agreements

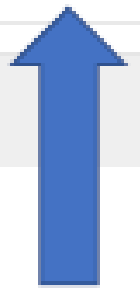
Title	Agreement Period	Due Date	Status	Action
Class Roster Verification Agreement	2022SP	5/11/2022	Incomplete	View

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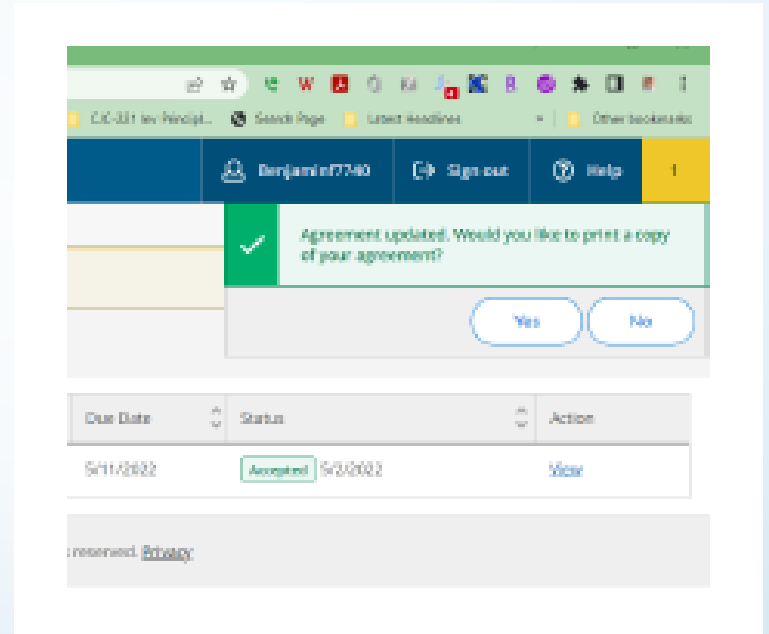
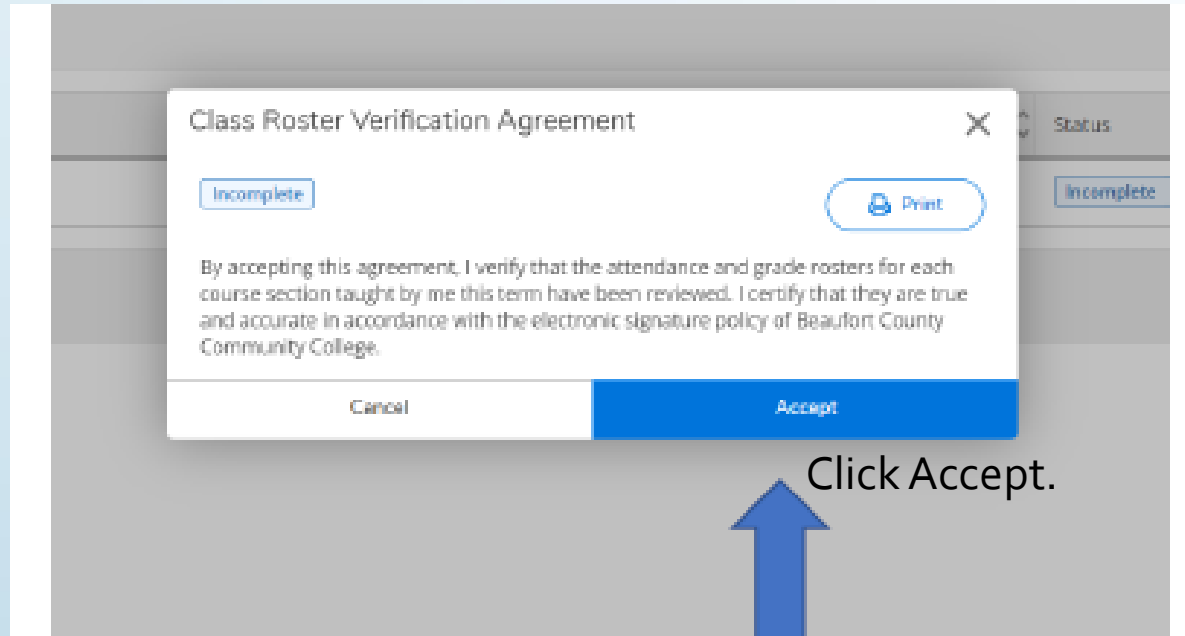
* Please make sure to select the roster for the semester you are verifying.

*Also, be sure to do this at the end of the semester once all grades and attendance for your courses have been completed.

Click on View



Required Agreements



Click Yes to print the agreement.
Click No to not print the agreement.

Class Roster Verification Agreement

Status: This agreement was accepted on 5/2/2022 at 4:44 PM.

By accepting this agreement, I verify that the attendance and grade rosters for each course section taught by me this term have been reviewed. I certify that they are true and accurate in accordance with the electronic signature policy of Beaufort County Community College.

End of Semester Notes

- For fall and spring terms, you must have all attendance and grades recorded for students in all courses as well as the required agreement completed before the end of business of the FWD following the two exam days on the instructional calendar.
- For summer terms, you must have all attendance and grades recorded for students in all courses as well as the required agreement completed within 24 hours after the last day of class (LDC) regardless of whether the next day is a non-instructional day.