

Admissions & Registration
Operational Instructions to Faculty for Assigning Last-Date-of-Attendance (LDA)
for Students Who Have Not Shown Up for Class or Have Discontinued Attending

Due to compliance issues and related reporting requirements with the Federal Financial Aid system, the College must report students in a timely manner that either don't show up for classes or discontinue attending classes during their sessions.

- ***Important: reporting a student's last-date-of-attendance, or that they never attended, needs to be done promptly in order that the College comply with Federal Student Financial Aid reporting requirements. It is necessary this be done within two weeks of the event. Do not wait until the end of the term to report a "Never Attended" student (the "Never Attended" option will not be available on the final grade roll). All "Never Attended" students must be identified as dropped on the day before the session period begins, in order to avoid inaccurate reporting.***
- *Ensure you have established a College network user ID. This is usually the first initial of your first name followed by up to seven characters of your last, then @mdc.edu. A sample for John Q. Public would be: jpublic@mdc.edu. It is requested through your supervisor/Chairperson..*
- *Ensure you have established an Odyssey mainframe system user ID, referred to as a RACF-ID. This is requested through your supervisor/Chairperson.*
- *Class rosters, Purge Rolls, Progress Alert Rolls, and Final Grade Rosters are available on the academic and administrative calendar (supplied to you by your supervisor/Chairperson); link by clicking on the following website:*
<http://ams.mdc.edu/faculty>
- *When you get to your individual course listings (including reference numbers, course designators, and titles) you will see four choices for each roster:*

Class Roster



Purge Roster



Progress Report



Final Grades



- *Click on the "Purge Roster" which will bring up the listing of students in that course and will provide a choice to "drop" selected students. For a student who has either discontinued attendance or has never shown up for class, click on the "drop" entry corresponding with that student's name.*
- *A pop-up window will appear, isolating the student you have determined to drop.*
- *Two radio buttons will be available for identifying whether the student discontinued attendance or never attended your class; choose the appropriate one.*
- *If the "Never Attended" button is chosen, the system will automatically identify a "Last-Date-of-Attendance" as the day before your session began.*
- *For a student who stopped attending your class, choose the radio button that allows you to identify the actual date within your session when the student discontinued their attendance.*
- *A text field is available which has default statements embedded; it's best to leave them as stated unless there is a need for further comment.*
- *After selecting the appropriate radio button, click on the "Drop" button at the bottom of the pop-up box; this will process the student's last-date-of-attendance for reporting purposes.*

[Sample Purge Process Notice:]

MIAMI DADE COLLEGE
Office of the Registrar

Spring Term (2006-2)
(Wednesday, January 3, 2007 - Friday, April 27, 2007)

PURGE PROCESS INFORMATION

This purge process is designed for you to drop students who have never attended or have stopped attending your class this semester.

The electronic purge process is now available. It is accessible through the Employee web site under Faculty Resources then Academic Resources. Click on

https://wape.mdc.edu/AMS//faculty/display_courses.asp

-or-

from the main MDC webpage at
www.mdc.edu - employees - faculty resources - academic resources

The deadlines for the spring 2006-2 purge process are as follows:

First Purge = Wednesday, January 17, 2007 at 8:00 p.m.

Second Purge = Monday, March 26, 2007 at 8:00 p.m.

NOTE: students on a third or subsequent attempt on a course cannot be dropped and must receive a grade per Florida state statute.

If you have any questions or encounter problems, please contact your Department Chair or the Registrar's office at your campus.

[Sample “pop-up” window after you have selected to “drop” a student from your purge roll:]

Student ID:	N*****
Student Name: [ID and name are provided when you select “drop” from the roster]	[Student Name]
Last Date Of Attendance: [Choose one of the radio buttons to the right; if you choose the top button, you will need to identify the last day the student attended]	<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> Never Attended
Reason: [You can leave default statements as provided]	Student stopped attending class <input type="text"/>

Drop

[Click this button when finished]

Processing...