Attendance Report in Web Advisor
The U.S. Department of Education, Office of Student Financial Assistance, requires that educational institutions that receive federal financial aid funds should confirm the attendance of any student receiving these funds. If the student receiving these funds does not attend classes, the funds must be sent back to the Department of Education within 30 days of the start of the term.

To comply to this requirement, Chapman University faculty must take attendance in all classes during the first two weeks of class and report that attendance to the University by Friday of the second week of the semester.

Chapman University Faculty must report their class attendance through Attendance Report in WebAdvisor.
Access WebAdvisor from Chapman University’s Faculty Resources page
Login to WebAdvisor at www.chapman.edu/webadvisor
In WebAdvisor, click on Faculty Menu
Select Submit Attendance Report under Faculty Information

This attendance report is used only for attendance confirmation, and is due on Friday, the 2nd week of each semester or term.
Select the term to submit from drop-down menu

Select a Term: 2013FAO - 2013 Fall-CHAPMAN Univ

or Enter a Date Range

Submit Attendance Report
Choose one class at a time to report
Cross-listed sections are combined in one report, and the Attendance status changes to “Taken” once attendance is submitted.

![Report Attendance](image)

For cross-listed classes faculty needs to submit the attendance information on one roster only.

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Course Name and Title</th>
<th>Term</th>
<th>Bldg</th>
<th>Room</th>
<th>Meeting Times</th>
<th>Days of Week</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REG-100-02 Registration - DO NOT DROP</td>
<td>2013FAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Taken</td>
</tr>
<tr>
<td></td>
<td>REG-100-01 Undergraduate Registration</td>
<td>2013FAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Taken</td>
</tr>
</tbody>
</table>
Report students who never attended by selecting “Never Attended” from the drop-down menu.

The default status is “Attended”. Change the status to “Never Attended” only on students who never attended.

If a student attended a class session then stopped attending, leave status at “Attended”.

If all your students are attending, simply SUBMIT.
Return to search results page to confirm all attendance status is set to “Taken” to complete your attendance reporting.
Administrative Drop Policy

- Students who do not attend the first class meeting of a course in which they are registered may be administratively dropped, unless they make arrangements with the instructor prior to the first day of class, or the class is required per university-wide policy (e.g., Math 98 or Math 99).
- Instructors may administratively drop students according to policy by submitting their status as “Never Attended” on the Attendance Report.
- Administrative drops may open closed sections and allow instructors to sign students in to closed classes or sections with a waitlist.
- Instructors may re-submit an Attendance Report to correct prior submissions, or submit an attendance status on students who added the class late.
- Before re-submitting, be sure the attendance status on each student on the roster is correct to avoid re-dropping a student who was re-enrolled.
From: webadvisor@chapman.edu [webadvisor@chapman.edu]  
Sent: Tuesday, August 27, 2013 10:00 AM  
To: Course Instructor  
Subject: Attendance for 2013FAO REG-100-01 Your Course Section Title has been received, as submitted on 08-27-2013  

Any student marked as "Never Attended" will be immediately dropped from this course upon submission of this attendance roster.  

To request to re-instate students who were dropped in error and are no longer listed on your Attendance Rosters, please e-mail registrar@chapman.edu with the course and student information below.  

Submitted Attendance information for 2013FAO REG-100-01 Your Course Section Title on 08-27-2013:  

1000000 Alice Wonderland  Attended  
2000000 Boo Radley  Attended  
3000000 Cinderella Castle  Attended  
4000000 Donald Duck  Attended  
5000000 Ella Fitzgerald  Attended  
6000000 Gene Kelly  Attended  
7000000 Ivan Terrible  Attended  
8000000 Johana J. Johansson  Never Attended  
9000000 Mickey Mouse  Attended
To re-enroll dropped students reported in error:

- Instructors may forward the email from WebAdvisor to registrar@chapman.edu by the deadline.
- Administratively dropped students will receive an e-mail notice they were dropped from class due to non-attendance.
- Students may re-add the class through WebAdvisor if the class is still open, else obtain the instructor’s signature to re-register closed or wait-listed classes.
- Dropped students in error must be re-enrolled by the deadline for submitting the attendance report and the last day to ADD classes, by 5:00 pm.
From: webadvisor@chapman.edu  
Date: August 27, 2013, 10:00:57 AM PDT  
To: stude100@mail.chapman.edu  
Subject: Administrative Drop Email  

ID: 800000 Ms. Johana Johansson  
Term: 2013FAO  
Course: REG-100-01  
Instructor: Course Instructor, instructor@chapman.edu  
Reported on: 08/27/2013 10:00AM  

This is to notify you that you have been administratively dropped from this class due to non-attendance. Per the University Catalog, students who do not attend from the first class meeting of a course in which they are registered may be administratively dropped, unless they make arrangements with the instructor prior to the first day of class.

If you wish to be re-enrolled in this class, you may forward this email to your instructor (see email address above) and request approval from your instructor to be re-enrolled. The class instructor may respond to registrar@chapman.edu from their Chapman email account, with approval to re-enroll you to this class. All re-enrollment requests must be received by the Office of the University Registrar by the LAST DAY TO ADD at 5:00 pm.

Please note that if you were reported as having never attended more than one class for which you were enrolled, you will receive this notice for each of those classes. Please follow-up on each email separately.

Sincerely,  
Office of the University Registrar
Visit [www.chapman.edu/registrar](http://www.chapman.edu/registrar) or email: registrar@chapman.edu

Office of the University Registrar

The Office of the University Registrar provides information and training tools for students, faculty, and staff to facilitate student academic progress at Chapman University. Services include:

- Management of student academic records.
- Assessment and conferral of degrees.
- Degree Audit services.
- Course registration.
- Enrollment verification.
- Transfer course articulation.
- Fulfilling orders for official transcripts.
- Providing information for students, faculty, and staff regarding their rights and responsibilities related to privacy and access of educational records.
- Voter registration information.

Office Hours

Monday – Friday: 9:00 am – 5:00 pm

Chapman University is Closed on:

- Monday, January 17, 2012 – Martin Luther King, Jr. Day
- Friday, April 6, 2012 – Good Friday
- Monday, May 28, 2012 – Memorial Day
- Wednesday, July 4, 2012 – Independence Day
- Monday, September 3, 2012 – Labor Day
- Thursday, Friday, November 22-23, 2012 – Thanksgiving
- Monday – Friday, December 24-28, 2012 – Holidays
- Tuesday, January 1, 2013 – New Year’s Day

Registrar Student Services