

Steps in the No Show Process	Describe Key Actions	Key Points	Process Owners
Student is marked as No Show in Attendance Tracking.	Faculty login to WebAdvisor and access Attendance Tracking.	Faculty should mark No Show students immediately the day after the Census Date of their classes.	Faculty
A report is generated daily identifying which students are to be processed as No Shows and is forwarded via e-mail to the Deans, Division Chairs, Department Chairs, Office of Business and Finance, Financial Aid, Veterans Services, and the Registration and Records Offices.	A report is created in Informer and scheduled to be sent at the start of the term. The report is canceled at the end of the term.	A blank list will be sent if there are not any NS submitted when the report has been generated.	Registration and Records Office
The students who have been identified as No Shows and DO NOT HAVE pending Financial Aid are withdrawn from classes with a grade of "NS".	Students are withdrawn from classes using the RGN form in Datatel.	Students who have pending aid have will have a "Y" listed in the FA column of the report. These students will no longer appear on the No Show report, in Attendance Tracking nor the Class Roster in WebAdvisor after they have been withdrawn from classes. They will be on the final rosters.	Registration and Records Office
The NS grades are verified.	Grades are verified by using the BGVU form in Datatel.		Registration and Records Office
The students who have been identified as having pending Financial Aid AND have been identified as a No Show from ALL classes for the <b>current session</b> will have aid backed off their records.	(Check with FA for the form that is used to back off aid)	The student's aid will be backed off their records when they are identified as a No Show for ALL classes for the current session of the term that the report is reviewed--1st 8-week session, 16-week session, 2nd 8-week session.	Financial Aid Office
The students who have been identified as having pending Financial Aid AND have been identified as a No Show from ALL classes for the <b>current session</b> will be purged from ALL classes for non-payment for the <b>current session</b> after the Financial Aid post.	The DREG process is run after financial aid has been posted.	A pre-purge list is run and sent to the Financial Aid Office to review. After the Financial Aid Office reviews the list, another pre-purge list is run and sent to the Office of Business and Finance to contact students to make payments. After contact has been made with the students and the specified deadline to make payment has passed, another pre-purge list is run; and the actual purge is processed. These students will no longer appear on the No Show report, in Attendance Tracking nor the Class Roster in WebAdvisor, nor the final rosters once they have been purged from classes.	Registration and Records Office
The students who have been identified as having pending Financial Aid, and HAVE NOT been identified as a No Show from ALL classes for the <b>current session</b> will be withdrawn from the classes listed on the report with a grade of NS.	Students are withdrawn from classes using the RGN form in Datatel.	These students will no longer appear on the No Show report, in Attendance Tracking nor the Class Rosters in WebAdvisor once they have been withdrawn from classes. They will appear on the final rosters.	Registration and Records Office

Sample No Show Report

result.pdf (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://informer.faytechcc.edu/informer/protected/result.pdf?totalsOnly=false

FTCC Informer - ST result.pdf (application/pdf Object)

79.1% Collaborate Sign Find

Title: No Shows to Be Processed (Never Attended)--For Financial Aid Purposes **entrinsik** This report is confidential and not to be distributed.

Run By Evelyn Bryant Printed on Jul 27, 2010 at 10:51:04 AM

ID	Stu First Name	Stu Last Name	Section Name	NS	Term	Cens us Date	Fac First	Fac Last Name	Department	FA	Reg Cred
007:											
007	Juanita		OST-130-0051	Y	2010FA	08/25/10	Laura	McIntosh	Office Administration		3.00
Totals (ID: 007)											3.00
010											
010	Fallon		MED-116-0851	Y	2010FA	08/25/10	Joseph	Weagraff	Medical Office Administration		4.00
Totals (ID: 010)											4.00
044L											
044	Melissa		PED-123-1001	Y	2010FA	08/19/10	Laura	Galvan	Physical Education		1.00
Totals (ID: 044)											1.00
257:											
257	Theodore		FSE-215-0051	Y	2010FA	08/26/10	Christopher	Ward	Funeral Service Education	Y	4.00
Totals (ID: 257)											4.00
260											
260	Brian		MAT-050-0004	Y	2010FA	08/25/10	Sharlene	Malloy	Mathematics	Y	4.00
260	Brian		RED-080-0003	Y	2010FA	08/25/10			English	Y	4.00
260	Brian		ACA-111-1001	Y	2010FA	08/18/10			Academic Related	Y	1.00
260	Brian		CIS-110-0017	Y	2010FA	08/23/10	Sandra	Ivarsson	Computer Information Tech.	Y	3.00
Totals (ID: 260)											12.00
Grand Totals											24.00

Done