

eServices @ ICC

Missed an AWARE (attendance) Deadline?

AWARE *Academic Warning Attendance Reporting environment*

Instructors are required to report attendance two times per semester, early term and mid-term, on the ICC AWARE (Academic Warning Attendance Reporting environment) roster. Due dates for reporting never attenders and non-attenders are determined by the start and end dates of the class. Due dates for every class are provided on the AWARE roster. Rosters expire on the due date at 11:59 PM. Instructors receive reminder emails prior to the due date when the Never Attender or Non-Attender roster has not been approved. Instructors receive a notification email when the Non-Attender roster is available.

Meeting attendance deadlines is extremely important!

If you missed an attendance (Never Attender or Non-Attender) deadline, follow these instructions:

Log in to eServices:

- 1) Visit my.icc.edu
 - 2) Log in using your user ID/username and password
- For more instructions on usernames, passwords, and logging in, visit icc.edu/tlc > eServices Guides

Access the AWARE roster:

- 1) Click on AWARE in the Faculty Center
- 2) Enter the four-digit term number or use the magnifying glass to look up the four-digit term number
- 3) Click Search to display a list of your current term's classes with a link to the AWARE roster for each course

Print the AWARE roster:

Printing varies by browser. The "Printer-Friendly" function generally does not work. To print a roster:

- 1) Highlight all of the class and student information on the AWARE roster (Ctrl+A to select all)
- 2) Right-click anywhere on the page
- 3) Select the appropriate print function from the right-click menu:
 - In Firefox: Select This Frame > Print Frame
 - In Chrome: Select Print
- 4) Click OK (Firefox) or Print (Chrome) to print the roster

Mark, sign, date, and submit the printed roster:

Please submit only a copy of the official AWARE roster printed from ICC eServices, no other variation.

- 1) In the appropriate column, mark a student/student(s) as:
 - Never Attended if the student appeared on the roster but never physically attended class (first 10 days)
 - Non-Attender if the student attended class but ceased attending (mid-point)
- 2) Mark the appropriate roster approval box (top left or right):
 - For a Never Attender roster: Approve Never Attenders by deadline
 - For a Non-Attender roster: Approve Non Attenders by deadline
- 3) Sign your name and record the date anywhere on the roster.
- 4) Request your Department Dean sign and date the roster.
- 5) Submit the signed, dated roster to Enrollment Services, Room L211, East Peoria Campus.

Late attendance rosters negatively affect ICC's audit by the Illinois Community College Board.

For questions about the accuracy of class rosters, contact the **Registrar** nwrightanderson@icc.edu, (309)694-5581, or **Assistant Registrar** cwest@icc.edu, (309)690-6803

For help with eServices user ID/username or password, contact the **Help Desk** helpdesk@icc.edu, (309)694-5457