

# Office of Records & Registration

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## Let faculty know you are there

It is important to let faculty know that you are attending class whether the class is taught online or in-person. Sign attendance sheets, respond to discussion boards, submit assignments, answer questions, whatever your class requires to let faculty know that you are present and participating.

Faculty are required to let us know about students who **never attended** class this semester. They report these students during the enrollment census reporting period, **September 27-September 30**. Students who are confirmed as never attended, will be withdrawn from class.

[More information?](#)

Yours truly,

The Office of Records & Registration