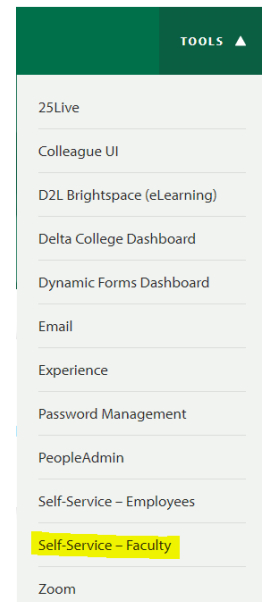
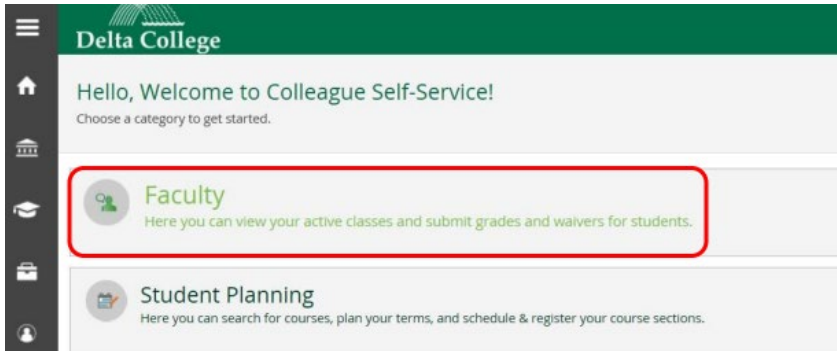
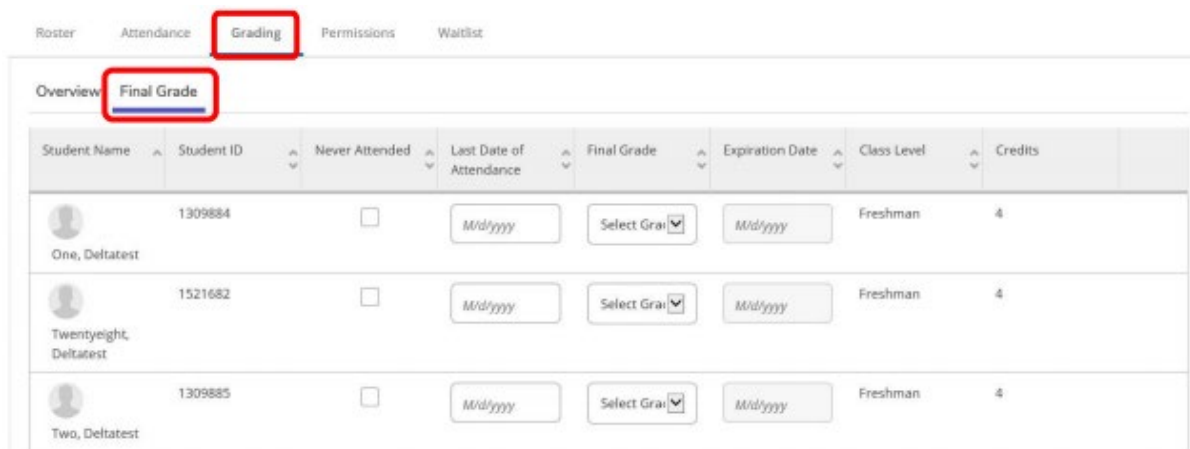


## How-To: Enter Last Date of Attendance

1. Access Colleague **Self-Service**
  - a. Visit [Delta.edu/Employees](https://Delta.edu/Employees)
  - b. Click on the Tools drop down in the top right corner and select **Self-Service - Faculty**
2. Select the **Faculty** icon



3. Select the appropriate **Course and Section**
4. Click on the **Grading** tab
5. Click on the **Final Grade** tab



6. Enter a **Last Date of Attendance** or mark a student as **Never Attended** by using the available check box.
  - a. There is no submit button. When entering last date of attendance, just put in the date (MM/DD/YYYY) and then click out of the box. Clicking anywhere on the page saves the data.
  - b. You can verify the information has been recorded by returning to the course and reviewing in the **Grading** and **Overview** tab.

### Important Notes:

- Federal Regulations require the last date of attendance to be reported within 14 days of a student dropping a course.
- Submitting an instructor-initiated drop form is still required to drop a non-attending student. Checking the "Never Attended" box reports that a student has not attended for Financial Aid and Enrollment Verification purposes, but it does not drop a student from your class.