

reporting attendance in March

Greetings Bruce -

Happy New Year! I understand that this email is lengthy however I am asking that you take the time to review the information. Please keep in mind Student Academic Services (SAS) continues to adjust operations to support COVID-19 requirements.

Once again, we are utilizing uSucceed to help us make the process of reporting enrollment / attendance confirmation of our students as easy and efficient as possible. You will be required to complete an Enrollment/Attendance Confirmation Progress Survey through uSucceed to report students who did not enter / participate in your courses this semester. The information outlined below provides you a timeframe of when on hold rosters will be received, timeline that a student needs to engage in a course and enrollment confirmation survey (progress survey) will be launched.

#### **On Hold Rosters:**

- A “students with holds” email will be sent to your JWU email account before the start of class from [sas.uSucceed@jwu.edu](mailto:sas.uSucceed@jwu.edu).
  - If you have not received an On Hold Roster in your JWU email account; please email [sas.uSucceed@jwu.edu](mailto:sas.uSucceed@jwu.edu) with the Course Reference Number (CRN), Course Subject and Course Number.
- You will receive an updated on hold roster on **Friday, January 22**; this is to be able to provide you an updated listing of students who have not cleared their holds.
- Each email will include a PDF attachment that lists students who have holds in your course.
- Student(s) have and will continue to receive correspondence regarding the hold(s) on their student record. If students do not resolve their hold(s) it will result in the student being removed from your course on **Friday, January 29**. Please encourage all students to contact the appropriate department to address their hold(s).
- **Friday, January 29** you will receive email communications indicating students who have been removed from your roster due to no clearing their holds.

#### **How do I reinstate a student into my class after reporting as a no show:**

- Email [sas.uSucceed@jwu.edu](mailto:sas.uSucceed@jwu.edu) with the following information
  - Student Name
  - Student ID Number
  - Course Subject / Course Number
  - Course Reference Number (CRN)
- Students that have hold(s) on their account preventing registration are unable to be reinstated.

#### **When must a student engage / attend a course to be considered enrolled?**

- In order to be considered enrolled a student must be in engaged or in attendance following the guidelines outlined below; more detailed information can be found online in the [course catalog](#):

**Academic Course:**

- 16 week courses: third class meeting
- One day a week: second class meeting
- 8 week session: second class meeting
- Science labs: second class meeting

**Online, Hybrid, Internship and Self-Paced Courses (including Independent Study):**

- A student confirms enrollment by submitting the first graded assignment in the initial two weeks of the course

**College of Food Innovation & Technology (Laboratory Courses):**

- 15 day consecutive delivery labs: second meeting of each lab course
- 2 day a week labs: second meeting of each lab course
- 1 day a week labs: second meeting of each lab course
- Continuing Education program: day 1 of the first scheduled lab segment

- When completing the Enrollment / Attendance Survey in uSucceed faculty members will need to select the students who did not engage / participate in the course during the appropriate time frame.
- For students who did not engage / participate select the appropriate status:
  - No Show / No Engagement

Below is the schedule that the surveys will launch in uSucceed; to access the schedule login to jwuLink > uLearn> uSucceed Tab (a link to your outstanding surveys will be displayed at the top of your uSucceed homepage) [Click Here for uSucceed User Guides](#)

**Spring 2021 Attendance / Enrollment Survey Schedule:**

**Academic Courses:**

FSM1165 - First Half of Semester	<b>Survey Launch Date</b> Tuesday, January 26
One Day A Week Classes	Tuesday, January 26
Tuesday / Thursday - Full Semester	Tuesday, January 26
Monday / Wednesday - Full Semester	Wednesday, January 27
Session I Classes (PVD/MIA/DEN/CLT)	Sunday, January 31
Online - Session I / Full Semester	Sunday, January 31
Internship/DEE/Independent Study	Sunday, January 31
CAR0010 - First Half of Semester	Tuesday, February 2
Online - Session II	Sunday, March 28
CAR0010 - Second Half of Semester	Monday, March 29

**CFIT Lab Courses: Providence, North Miami & Denver**

**Survey Launch Date**

CFIT - Consecutive Delivery Labs - Segment 1	Wednesday, January 20
CFIT - Consecutive Delivery Labs - Segment 2	Tuesday, February 16
CFIT - Consecutive Delivery Labs - Segment 3	Tuesday, March 16
CFIT - Consecutive Delivery Labs - Segment 4	Thursday, April 8
CFIT - Two Day Week (M/W & T/R) - Segment 1	Monday, January 25
CFIT - Two Day Week (M/W & T/R) - Segment 2	Thursday, March 18
CFIT - One Day Week Full Semester	Thursday, January 28
CFIT - CWP Segment 1	Saturday, January 24
CFIT - CWP Segment 2	Saturday, February 20
CFIT - CWP Segment 3	Saturday, March 20

**CFIT Lab Courses: Charlotte Campus**

CFIT - Consecutive Delivery Labs - Segment 1	<b>Survey Launch Date</b> Tuesday, February 2
CFIT - Consecutive Delivery Labs - Segment 2	Thursday, February 25
CFIT - Consecutive Delivery Labs - Segment 3	Tuesday, March 23
CFIT - Consecutive Delivery Labs - Segment 4	Thursday, April 15
CFIT - Two Day Week (M/W) - Segment 1	Wednesday, February 3
CFIT - Two Day Week (T/R) - Segment 1	Thursday, February 4
CFIT - Two Day Week (M/W) - Segment 2	Wednesday, March 24
CFIT - Two Day Week (T/R) - Segment 2	Thursday, March 25

**Spring 2021 Physician Assistant Studies Attendance / Enrollment Survey Schedule:**

	<b>Survey Launch Date</b>
Didactic Courses	Monday, January 25
Clinical Rotation 7	Wednesday, January 20
Clinical Rotation 8	Wednesday, March 3
Clinical Rotation 9	Wednesday, April 6

Visit the [Faculty Course Administration](#) site for information regarding the following items:

- [Rosters](#)
- [Student With Holds](#)
- [Attendance](#)
- [Grading Information & Grading Deadlines](#)

Student Academic Services hopes that you have a successful semester and please feel free to email me with questions.

Sincerely,

Kim

**Kimberly A. Buxton, Director of Student Academic & Financial Services**

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