

WEBSMART

Positive Attendance FAQ's

For Faculty

What is Positive Attendance?

Actual hours of attendance procedure, commonly referred to as Positive Attendance, is based on the actual count of enrolled students and applies to the following types of courses:

- 1) Courses meeting fewer than 5 days
- 2) Irregularly scheduled courses: courses scheduled irregularly with respect to the number of days per week or the number of hours on scheduled days
- 3) Open-Entry/Open-Exit courses
- 4) In-Service Training
- 5) Apprenticeship classes of related & supplemental instruction
- 6) Tutoring

When are Positive Attendance hours due?

Positive Attendance hours are due:

Summer: With the reporting of Final Grades

Fall: With the reporting of Final Grades

Spring: 1) By April 16th for courses ending ON OR BEFORE April 15th

2) For classes ending AFTER April 15th, with the reporting of Final Grades

How do I report Positive Attendance hours?

Click on your Web Grade Class List to report Total Attended Hours in the appropriate column.

What is the "Hours-Per-Unit Ratio"?

The "Hours-Per-Unit Ratio" is as follows:

Lecture classes:

A minimum of 16 lecture hours attended by the student equals 1.0 unit earned.

Lab/P.E. classes:

A minimum of 48 lab hours or 48 P.E. hours attended by the student equals 1.0 unit earned.

Do I need to report hours for students who stopped attending?

Yes - report the hours the student DID attend before dropping your course. If the student never attended enter -0- as the hours.

What if I need to reinstate/add a student?

Please contact the appropriate staff member, listed below, at your college with the following:

CRN (Course Reference Number)
 Student Name & I.D. Number
 Add Date
 Hours attended

At Cañada:	Maria Lara	650.306.3122	lara@smccd.net
At CSM:	Arlene Fajardo	650.574.6576	fajardo@smccd.net
At Skyline:	Cass Christian:	650.738.4453	christian@smccd.net

What do I do if I encounter technical problems with WEBSmart?

For technical problems or advice regarding signing into WEBSmart, please contact your local CTL at each campus

Whom do I contact in Admissions & Records if I have any further questions or if I need more information regarding Positive Attendance?

At Cañada:	Maria Lara	650.306.3122	lara@smccd.net
At CSM:	Arlene Fajardo	650.574.6576	fajardo@smccd.net
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