



Faculty Grade Entry and Last Date of Attendance Updates:

After selecting the course that you would like post grades for, you will see your roster of students. When reporting mid-term or final grades for each course, you will see a “Last Date of Attendance” column to the right of the student’s name. The date that you previously verified each student as attending for Financial Aid Attendance Verification will now be listed in the Last Date of Attendance column.

If a student is receiving a grade of F or NC (either for midterm or final grades), you will need to *update* the existing date in the Last Date of Attendance column.

If the student was not previously confirmed as attending, you will be required to *add* a Last Date of Attendance for **final grades only**. For midterm grades of those not previously confirmed, no date is needed.

Changes should only be made to the Last Date of Attendance if reporting a grade of NC or F. Failure to properly report a Last Date of Attendance can negatively impact a student’s financial aid.

Any changes regarding the Last Date of Attendance can be directed to Charlotte Cole, Director of Financial Aid, by emailing cacole@jsu.edu.