

Non-Attendance (NA) Enrollment Reporting Steps

NA stands for **Never Attended**. Students given a status of **NA** must never have attended class and must not have a last date of attendance (LDA) attached to their attendance record.

Entering a status of **NA** will prompt an automated system to drop the student from class, which helps PCC maintain compliance for recipients of Federal Financial Aid and Veterans Services benefits. Drops will occur within 24 business hours of submitting the NA status.

If a student has never attended and has not dropped your class by the CRN's official drop deadline, you must enter a status of **NA** for that student.

All NA's should be submitted within 24 hours after the drop deadline.

IMPORTANT REMINDER:	<i>If there is a LDA attached to a student's record you will receive an error message on the Final Grade Submission form when submitting NA status. These will need to be resolved before the NA status can be successfully submitted.</i>
----------------------------	---

Follow the steps below to enter 'NA' status within 24 hours after the drop deadline:

1. Log into **MyPima**:
 - Mypima.pima.edu or
 - From the Pima homepage www.pima.edu click on the red box labeled **MyPima** at the upper-middle section of the screen, just left of the **Search Pima** box.
2. Enter your Username and Password in the login box and click the **Login** button
 - If you are new to **MyPima**, click on the **Activate your account** link and follow the instructions to obtain your Username and Password.
3. On your **MyPima** page:
 - Click **Employees** tab > Click **Teach** > Click **Teach** again.
 - Under **Quick Links-Teach** > Click **Final Grade Submission**
4. **Select a Term:** Enter the term for which your course is scheduled, normally the current term. Click the **Submit** button.
5. Go to **CRN** where you will see a list of courses available for you to update. Select the appropriate course and click the **Submit** button.

IMPORTANT REMINDER:	<i>"P" does not represent Present in the Final Grade Submission Form. If you submit a "P" this will indicate the student completed the course with a passing grade.</i>
----------------------------	---

6. Enter **NA** status under the **Grade** column for those students that have never attended. Use the drop down menu in the **Grade** column to find the **NA** status option. Click **NA** to change the status from **None** to **NA**.

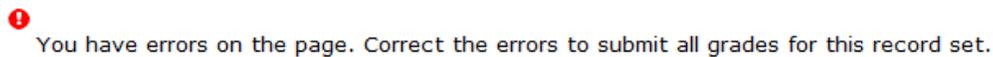
7. Continue until all students you wish to enter an **NA** status for are completed.

Before you click on **Submit** carefully double-check your entries to make sure you are entering the status of **NA** for the appropriate students.

IMPORTANT REMINDER:	<i>Submitting an NA status will drop the student from your class.</i>
----------------------------	--

8. Your **NA's** have been submitted successfully if you are taken to the top of your worksheet and you receive the message, **"The changes you made were saved successfully."** An email will be sent to students notifying them they have been dropped from your course for non-attendance.

9. If your NA statuses are not successfully submitted you will receive an error message at the top of your worksheet page with a red exclamation mark:



10. **Resolving Errors**

There are two reasons for the above error message:

- A) A last date of attendance is entered in Attendance Tracker. Example 1: student Abbas, Sami has a date posted in the **Last Attend Date** column. This indicates there is an attendance record that needs to be removed from your **Attendance Tracker** before the **NA** status can be submitted. After removal of the date, be sure to update your attendance record.
- B) A last date of attendance was rolled into Banner and is appearing in SFAALST (Class Attendance Roster) form. Example 2: student Aplas, Edward, has no date recorded under the **Last Attend Date** in Attendance Tracker but you are still receiving an error. For this error you will need to contact your **Academic Dean's** office or your **Faculty Resource Center** to remove the attendance record from Banner.

Error Examples:

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Abbas, Sami F.		3.000	**Late Reg** Faculty Approved Jul 05, 2017	NA	N	07/14/2017	55		NA grade invalid when Last Attend Date is present.
2	Aplas, Edward W. Confidential		3.000	**Registered** Jul 05, 2017	NA	N		54		NA grade invalid when Last Attend Date is present.

Once attendance records have been removed from **Attendance Tracker** and/or **Banner** you will need to resubmit the **NA** status.