



Office of the Registrar

Attendance Verification Process

Log into the [GHC Faculty/Staff Intranet](#)

- If you are off campus and not using a GHC issued device, you will need to use the VPN.
- Click on [VPN Access Instructions](#) and follow the steps there, if needed.

GHC Home > Faculty/Staff

Faculty/Staff

Working at a GHC instructional site?

If you're a member of Georgia Highlands College's faculty & staff, click the button below to log on to the GHC Employee Portal.

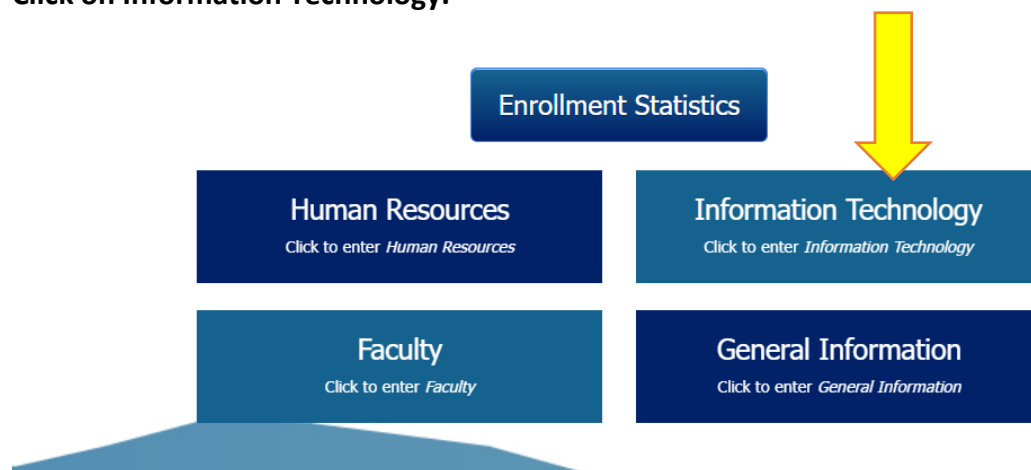
ENTER FACULTY/STAFF INTRANET PORTAL

Working offsite? VPN Access is required.

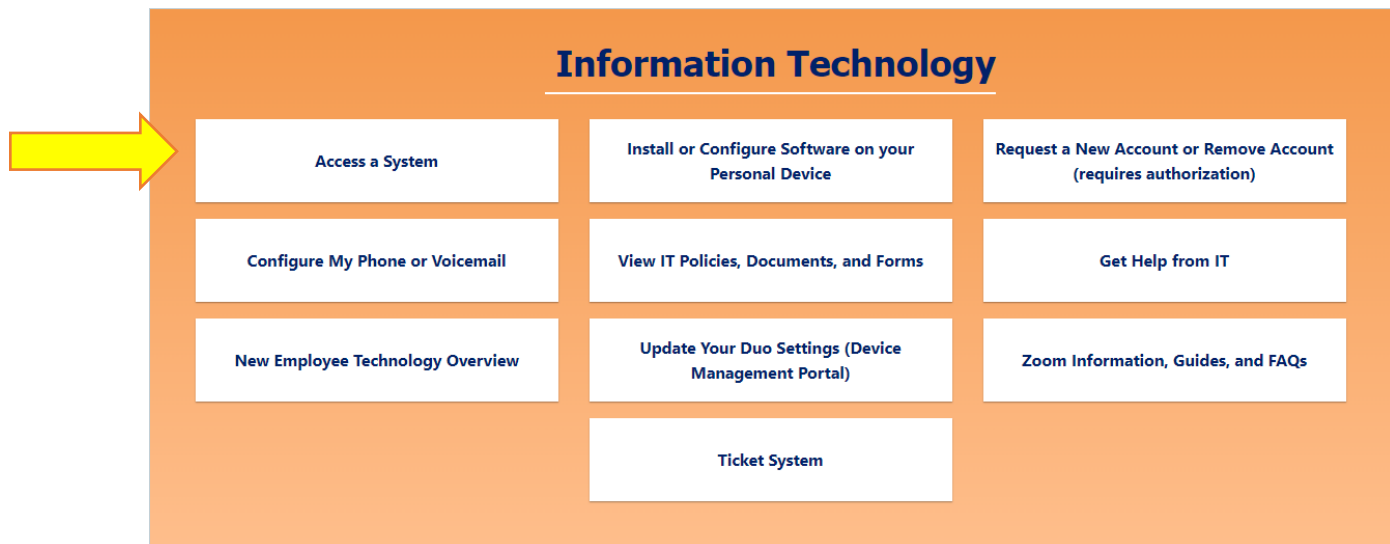
Faculty & staff can access the GHC Employee Portal offsite with VPN software.

[VPN Access Instructions](#)

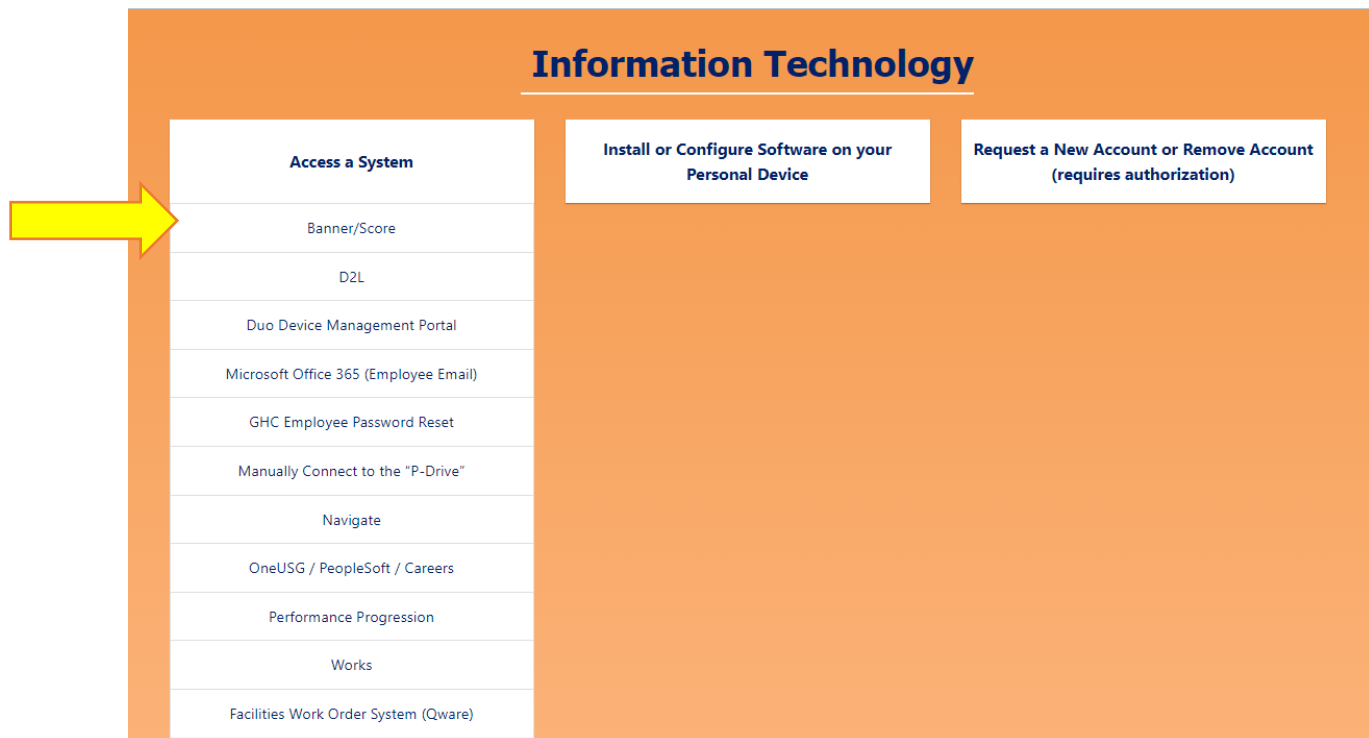
Click on Information Technology.



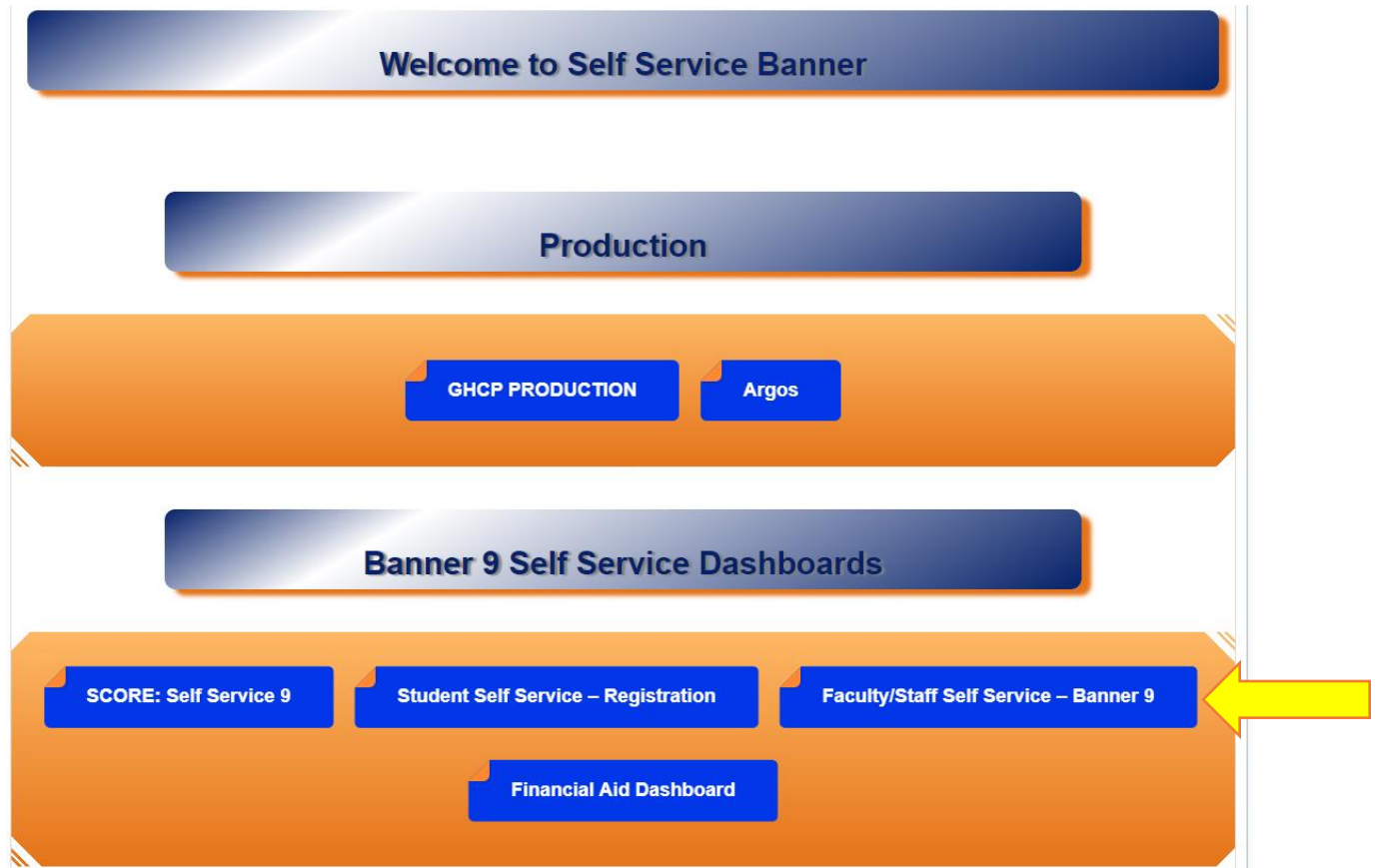
Click on Access a System.



Click on Banner/Score.



Go to the Banner 9 Self Service Dashboards section and click on Faculty/Staff Self Service – Banner 9.



Go to the Faculty Course Maintenance section and click on Attendance Verification.

Faculty Course Maintenance

- **Faculty Detailed Schedule**
Displays the faculty member's schedule for the selected term. Both primary and non-primary instructors with instructional assignments can access this page.
- **Faculty - Week at a Glance**
Display of all of an instructor's classes for the selected week
- **Assignments**
All classes to which a faculty member is assigned; history includes all current and past assignments while active shows all assigned classes that have students registered for them.
- **Syllabus**
Maintain syllabus information, learning objectives, required materials, and technical requirements for the course; either type the information or copy from another source and paste.
- **Office Hours**
View or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sectionsView or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sections.
- **Faculty Grade Entry**
Enter and update midterm, final, and incomplete grades, in addition to the last date of attendance and hours attended.
- **Attendance Tracking**
Track attendance and absence statistics for students by CRN and meeting
- **Faculty View Academic Transcript**
- **Attendance Verification**

Log into [SCORE](#).


User ID:


PIN:


RELEASE: 8.9


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Click on Faculty Services.





**Personal Information**
View or update your address(es), phone number(s), e-mail address(es), emergency contact information.


**Student Services**
Apply for Admission, Register, View your academic records and Financial Aid

**Financial Aid**
Review the status of your financial aid applications; Check status of document requirements; Review


**Faculty Services**
Enter Grades and Registration Overrides, View Class Lists and Student Information


**Online Advising**
GHC Online Advising - Email EAS with comments or suggestions: [Send Mail](#)

**Testing Schedules**
View Testing Schedules

**Success Coach Schedule Lookup**
View a mentee's current schedule, ID photo, and contact info

Click on Attendance Verification.



**Faculty Services**

[Student Menu](#)
Display student information; View a student's schedule; Process registration overrides; Proc

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Mid Term Grades](#)

[Final Grades](#)

[Incomplete Grade Summary](#)

[Role Selection](#)
Choose Faculty or Advisor role. Only affects View/Release Holds.

[Advisor Menu](#)
View a student's transcript; View a student's grades; Display your security setup.

[View/Release Holds](#)
Release holds from students/advises assigned to you.

[Office Hours](#)

[Advisee Grade Summary](#)

[Grade Summary](#)

[Search Selection](#)
Search for one student or all. Only affects View/Release Holds.

[Placement Test Session Maintenance](#)

[Retest Session Maintenance](#)

[Faculty E-Learning Monitoring Registration and Report](#)

[OCOE Registration](#)


[Attendance Verification](#)

Select the Term and click Submit.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Faculty Services](#)

Search

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term:

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Select the CRN and click Submit.

Personal Information

Student Services

Financial Aid

Faculty Services

SearchGo

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

ACCT 2101 W2: Principles of Accounting I, 20006 (24) ▼

Submit

[Enter Section Identifier (CRN) Directly]

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View the Roster of Students.

Attendance Verification

Course Information
Principles of Accounting I - ACCT 2101 W2
CRN: 20006
Duration: Jan 11, 2020 May 04, 2020
Status: Active

Enrollment Counts
Maximum Actual Remaining
Enrollment: 30 24 6
Cross List: 0 0 0

Current Attendance Verification Counts
Attending Not Attending
22 0

Check Here to Verify Completion of Attendance Verification Data Entry ==> ☐ Section is currently - NOT VERIFIED -

☐ An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID	Reg Status	Level	Credits	Date Registered
<input type="checkbox"/>	1	Anderson, Kathryn E.	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	2	Bankston, Misty N.	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	3	Barnett, Anna N.	900	***Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	4	Beringause, Jordan L.	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	5	Carr, Annelies C.	900	***Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	6	Croomes, Dacia	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	7	Evans, Karen R.	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	8	Fossett, Madison N.	900	***Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020

Check students who have Not Attended then click SAVE.

Attendance Verification

Course Information
Principles of Accounting I - ACCT 2101 W2
CRN: 20006
Duration: Jan 11, 2020 May 04, 2020
Status: Active


Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	24	6
Cross List:	0	0	0

Current Attendance Verification Counts

Attending	Not Attending
22	0

Check Here to Verify Completion of Attendance Verification Data Entry ==> ☐ Section is currently - NOT VERIFIED -

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or d that is different from that in his/her primary curriculum.

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Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID	Reg Status	Level	Credits	Date Registered
<input type="checkbox"/>	1	Anderson, Kathryn E.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	2	Bankston, Misty N.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	3	Barnett, Anna N.	900	""Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	4	Beringause, Jordan L.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	5	Carr, Annelies C.	900	""Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	6	Croomes, Dacia	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	7	Evans, Karen R.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	8	Fossett, Madison N.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	9	Gardner, Kaylee A.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	10	Gatlin, Jatauna I.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	11	Greer, Sarah	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	12	Hopper, Christianne L.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	13	Jackson, Natalie S.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	14	Jones, Aaron	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	15	Lodge, Connor T.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	16	Luu, Thien D.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	17	Miller, Penny L.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	18	Paul, Stephen S.	900	""Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	19	Ponder, Shelby L.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	20	Richardson, Skye S.	900	""Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	21	Stumpp, Brianna K.	900	""Web Registered""	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	22	Wasson, Tanner J.	900	""Registered""	Undergraduate - semester sys	3.000	26-JAN-2020

[Return to Previous](#)

[Term Selection | CRN Selection]

RELEASE: 8:34

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Clicking SAVE now does not submit the roster for verification. Wait until the attendance deadline date to submit the roster for verification.

Attendance Verification

Course Information
Principles of Accounting I - ACCT 2101 W2
CRN: 20006
Duration: Jan 11, 2020 May 04, 2020
Status: Active


Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	24	6
Cross List:	0	0	0

Current Attendance Verification Counts

Attending	Not Attending
22	0

Check Here to Verify Completion of Attendance Verification Data Entry ==> ☐ **Section is currently - NOT VERIFIED -**

 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or d that is different from that in his/her primary curriculum.

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Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID	Reg Status	Level	Credits	Date Registered
<input type="checkbox"/>	1	Anderson, Kathryn E.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	2	Bankston, Misty N.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	3	Barnett, Anna N.	900	**Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	4	Beringause, Jordan L.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	5	Carr, Annelies C.	900	**Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	6	Croomes, Dacia	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	7	Evans, Karen R.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	8	Fossett, Madison N.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	9	Gardner, Kaylee A.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	10	Gatlin, Jatauna I.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	11	Greer, Sarah	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	12	Hopper, Christianne L.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	13	Jackson, Natalie S.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	14	Jones, Aaron	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	15	Lodge, Connor T.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	16	Luu, Thien D.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	17	Miller, Penny L.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	18	Paul, Stephen S.	900	**Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	19	Ponder, Shelby L.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	20	Richardson, Skye S.	900	**Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	21	Stumpp, Brianna K.	900	**Web Registered**	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	22	Wasson, Tanner J.	900	**Registered**	Undergraduate - semester sys	3.000	26-JAN-2020

SAVE

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[Term Selection | CRN Selection]

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Review student reported as Not Attending section.

Attendance Verification - Updates Completed

Course Information

Principles of Accounting I - ACCT 2101 W2

CRN: 20006

Section verification remains as: - NOT VERIFIED -



An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Students Reported as Not Attending

Student Name	ID	Reg Status
Evans, Karen R.	900155351	***Web Registered***
Gatlin, Jatauna I.	900108230	***Web Registered***

Main Menu

On the day of the deadline for attendance posting you must Verify Attendance, check the box and SAVE. NOTE you can only submit the Attendance Verification Data once so make sure have verified those students who are attending and those not attending you class.

Attendance Verification

Course Information

Principles of Accounting I - ACCT 2101 W2

CRN: 20006

Duration: Jan 11, 2020 May 04, 2020

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	24	6
Cross List:	0	0	0

Current Attendance Verification Counts

Attending	Not Attending
22	0



Check Here to Verify Completion of Attendance Verification Data Entry ==> ☐ Section is currently - NOT VERIFIED -



An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or district that is different from that in his/her primary curriculum.

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Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID	Reg Status	Level	Credits	Date Registered
<input type="checkbox"/>	1	Anderson, Kathryn E.	900161984	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	2	Bankston, Misty N.	900054019	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	3	Barnett, Anna N.	900139026	***Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	4	Beringause, Jordan L.	900147271	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	5	Carr, Annelies C.	900153297	***Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	6	Croomes, Dacia	900156323	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input checked="" type="checkbox"/>	7	Evans, Karen R.	900155351	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020
<input type="checkbox"/>	8	Fossett, Madison N.	900159263	***Web Registered***	Undergraduate - semester sys	3.000	26-JAN-2020

VERIFIED is now displayed.

Personal Information Alumni and Friends Advancement Officers Student Financial Aid **Faculty Services** Employee Finance

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

Attendance Verification - Updates Completed

Course Information
Intro to Mathematical Modeling - MATH 1101 Q
CRN: 84904

Section verification entered: - VERIFIED -

NO STUDENT UPDATES SAVED

Main Menu

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