



## **Spring 2025 Census #3 Reporting**

**Deadline for Online Reporting in Banner Web, April 8, 2025 by 10AM**

### **Mod 27 ONLY**

- Faculty must report census for **each** roster, either confirming full attendance or reporting individual students who never attended.
- Census reporting of student attendance is based off attendance from the **start of class through 4/4/25.**
- Students reported as never attended will automatically receive a grade of W (withdrawal) in that course.
- Students reported as never attended will NOT be able to continue attendance in the course. The W grade is irrevocable.
- **Use the step by step instructions below to complete Census Reporting by the deadline listed above.**

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**Note: Student financial aid checks are NOT processed until ALL faculty have logged into Banner Web and reported census data for EVERY roster. Please adhere to deadlines in order for checks to be distributed on a timely basis.**

*In order to be in compliance with Federal Financial Aid Laws, it is required that institutions keep accurate daily attendance records of all students in all classes. This required activity maintains SUNY Niagara's eligibility to receive Federal Financial Aid such as PELL and student loans. SUNY Niagara is subject to Federal Audit of class rosters to verify student attendance and entitlement to receive financial aid.*

*\*\*Inadvertently reporting a student as attending when they are actually NOT attending, or vice versa, can have **significant** negative consequences for both the student and the College.\*\**

Please contact the Records Office if you have any questions at 614-6250.

# Faculty Census Reporting Instructions

Census reporting will be collected through Banner Web. Please follow the steps below to complete census reporting for each section you are required to report census for.

## Census instructions on how to determine attendance in Online/Hybrid/Blended/HyFlex Courses

<https://docs.google.com/document/d/1t4rKYGprsbl-DpEc0er30vo1nujaJXfBAPoka4KWzZk/edit?usp=sharing>

*If you are unable to open the link below, copy and paste link into browser.*

1. Log into [Banner Web](#). (Use Google Chrome or Mozilla Firefox).  
*For help with Banner Web login, please contact OIT at 716-210-2505.*
2. Click on the **Faculty & Advisor Services** tab, then **Faculty and Advisor Self-Service Landing Page**.
3. Select **Census Reporting**.
4. The CRNs that you are required to report census for will populate in a drop-down menu below the term field. You must complete the following steps for each section listed in the drop-down menu.

5. Select a CRN from the drop-down menu. Course details information will appear. Click “Next” to view the class roster.

6. After clicking “Next”, the roster will appear.
  - If **ALL** students are attending, click “SAVE” at the bottom of the roster. Do not mark anyone as never attended.
  - If any students have **NEVER ATTENDED**, please select the “Never Attended” checkbox next to their name in the roster and click “SAVE” at the bottom once ALL never attended students have been selected.

**Important Note:** If a roster does not load, please confirm that you are using the recommended browsers (Chrome or Firefox), and you have cleared your history, cookies, cache, etc. If you are still unable to see the roster of students,

send an email to [records@niagaracc.suny.edu](mailto:records@niagaracc.suny.edu) from your TWolve's email to include the CRN and name(s) of who should be marked as not attending.

## Census Reporting

Term: 202510 - Spring Semester, 2025

CRN \* 10001 - ECO 101 - Macroeconomics

We recommend using Google Chrome or Firefox to complete census reporting.

Questions on the process or any issues reporting census should be directed to the Records office at 716-614-6250 or by email [records@niagaracc.suny.edu](mailto:records@niagaracc.suny.edu).

[Brightspace Reporting Procedures for Online/Hybrid/Blend/HyFlex Courses](#)

### Course Detail

Crn	Subject	Course	Section	Title	Division	Credit Hours	Part Of Term	Start Date	End Date	Course Status	Actual Enroll
10001	ECO	101	0W2	Macroeconomics	AH	3	Full Term	01/21/2025	05/16/2025	Active	30

**Faculty Assigned** **Primary Instructor**

Yes

### Student Roster

- If ALL students are attending, click SAVE at the bottom.
- If any students have NEVER ATTENDED, please select the "Never Attended" checkbox next to their name in the roster below and click SAVE at the bottom once ALL never attended students have been selected.

ID	Last Name	First Name	Middle Name	Reg Status	Never Attended
				Web Registered	<input type="checkbox"/>
				Web Registered	<input type="checkbox"/>

7. Once you have checked the names and/or reviewed the roster, click "save". If needed, you will be able to go back to the roster list after submitting.

				Web Registered	<input type="checkbox"/>
				Web Registered	<input checked="" type="checkbox"/>
				Web Registered	<input type="checkbox"/>

Save Cancel

8. You will be prompted to save your reporting. Click "yes" to save. You will be returned to the CRN drop-down menu.

⚠ Do you wish to save student census reporting?

Yes No

9. Repeat these steps until you have completed reporting for all CRNs listed.

## **Census Reinstatements:**

The process for reinstating students after they have been reported as non-attending is below:

- If reinstatement is requested due to an error in census reporting, fill out the census reinstatement request form. It will be processed by the Records Office. Notification of reinstatement will be sent to the instructor and the reinstated student.
- If reinstatement is requested due to an extenuating circumstance, please be sure you have discussed the situation with the student and mutually agree upon a plan moving forward to meet course requirements. After that, fill out the census reinstatement request form. Attach any documentation (email chain between instructor and student, etc.) supporting the reinstatement of the student to the form. It will be processed by the Records Office. Notification of reinstatement will be sent to the instructor and the reinstated student.

The form is posted on FYI (under Records) and can be found in Brightspace (under Faculty/Staff Resources, Academic Information, Records & Registration). It is also linked here: [Census Reinstatement Request](#).

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If you have questions regarding your census reporting, please contact the Records Office at 716-614-6250 or email [records@niagaracc.suny.edu](mailto:records@niagaracc.suny.edu) .

For help with Banner Web login, please contact OIT at 716-210-2505 or email [TWolvesAssistance@niagaracc.suny.edu](mailto:TWolvesAssistance@niagaracc.suny.edu) .