

## Verification of Presence (Attendance) Frequently Asked Questions

**1) How can online students confirm their attendance to the professors?**

Professors of online student's have the ability to confirm student attendance in the same manner as other professors. Instructions were sent to all professors at the beginning of the semester detailing the steps he/she would follow to confirm attendance. If for some reason, those instructions were not received; the instructor should be encouraged to reach out to the Director of Registrar, Mr. Michael Maysilles.

**2) If my semester starts mid-way into the semester, how can my attendance be confirmed so the aid can be disbursed on time?**

Professor's have the ability during the semester to add or update a student's attendance. You will have to have your initial class meeting before attendance can be reported. Instructions were sent to all professors at the beginning of the semester detailing the steps he/she would follow to confirm attendance. If for some reason, those instructions were not received; the instructor should be encouraged to reach out to either the Director of Financial Aid at [ivon.nunez@njit.edu](mailto:ivon.nunez@njit.edu) or the Registrar at [michael.maysilles@njit.edu](mailto:michael.maysilles@njit.edu).

**3) What is the procedure for the professor to confirm their attendance? (The student states that the professor claim they never got an email from our office about confirming their attendance).** The procedure for confirming as student's attendance is outlined in an email that is sent to them during the start of the semester. If those instructions were not received, the instructor should contact the Director of Financial Aid at [ivon.nunez@njit.edu](mailto:ivon.nunez@njit.edu) or the Registrar at [michael.maysilles@njit.edu](mailto:michael.maysilles@njit.edu).

**4) If my professor does not pass around an attendance sheet or take attendance in the class, how do I know if they confirm my attendance?**

The Office of Student Financial Aid will inform you of your attendance reporting status on a weekly basis via your NJIT email. You can also ask your professor if he/she reported your data. In addition, you can visit, email or call the financial aid office. We are located underneath the parking deck in the Student Mall. The phone number for the Student Financial Aid Services office is 973-596-3479, and our email address is [finaid@njit.edu](mailto:finaid@njit.edu).

**5) What if I am taking a course at Rutgers, ECC or RBHS?**

If you take courses taken at Rutgers, ECC or RBHS, professors teaching these courses are not required to report attendance at this time.

**6) How often will I receive an email confirming if I am missing attendance data for any of my courses?**

A weekly email will be sent if you have outstanding attendance data.

