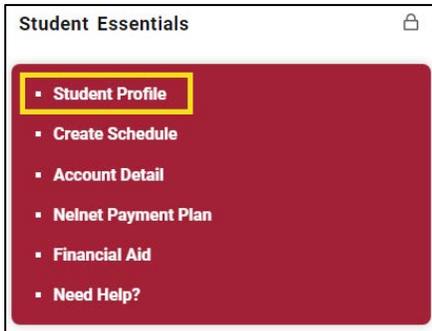
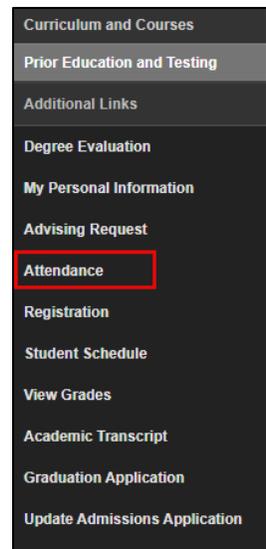


How to View My Attendance

1. Log in to **MyHolmes** portal.
2. Click on **Student Profile** on the *Student Essentials* card.



3. Click on **Attendance** under *Additional Links* in the left column of **Student Profile**.



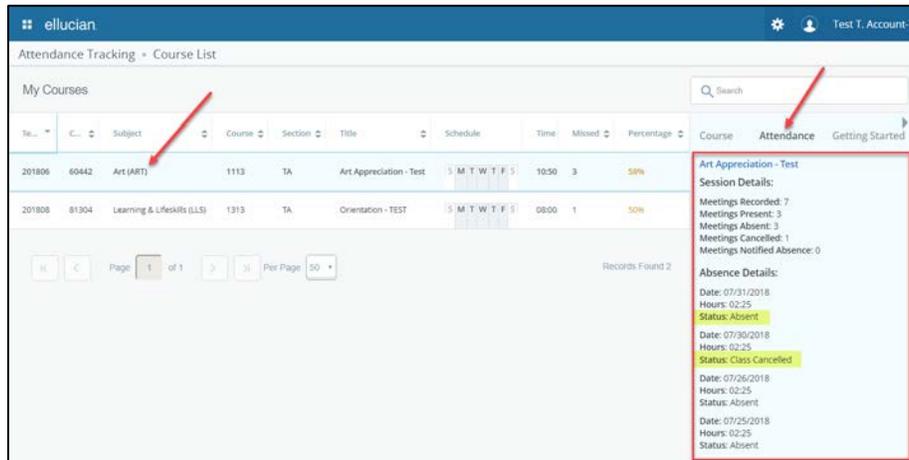
4. The **My Courses** page will be displayed. You can see the number of days you were absent under *Missed*. Note: Students should disregard the percentage information.

The screenshot shows the 'My Courses' page in the Banner 9.x Student Attendance Tracking Self-Service. The page title is 'Attendance Tracking - Course List'. The table below shows two courses:

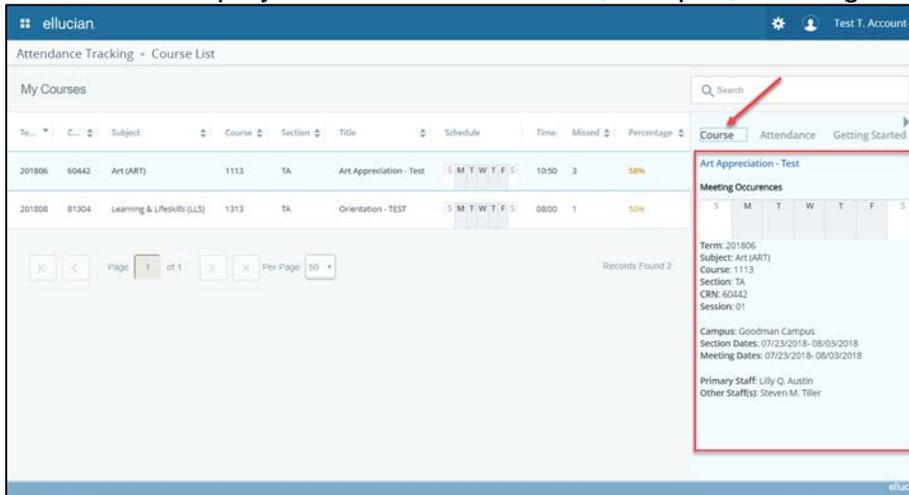
| Ter... | C... | Subject | Course | Section | Title | Schedule | Time | Missed | Percentage |
|--------|-------|-----------------------------|--------|---------|-------------------------|---------------|-------|--------|------------|
| 201806 | 60442 | Art (ART) | 1113 | TA | Art Appreciation - Test | S M T W T F S | 10:50 | 3 | 50% |
| 201808 | 81304 | Learning & Lifeskills (LLS) | 1313 | TA | Orientation - TEST | S M T W T F S | 08:00 | 1 | 50% |

A red arrow points to the 'Missed' column header. The page also includes a search bar, navigation buttons, and a footer indicating 'Page 1 of 1' and 'Records Found 2'.

- Click on a course and the attendance information will be displayed under the **Attendance** tab over on the right. *Session Details* will show the number of recorded meetings, number present, number absent, and number cancelled. *Absence Details* will show you the dates you were absent or dates that were cancelled.

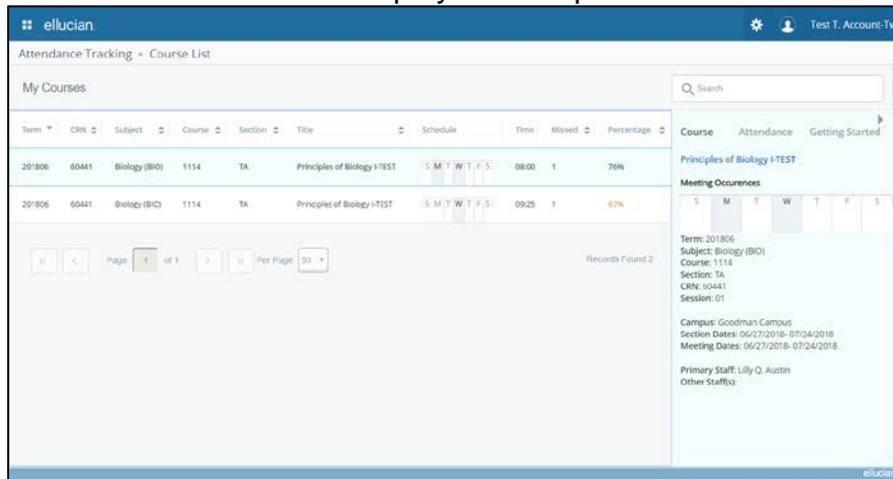


- Click on the **Course** tab to display the course information, campus, meeting dates, and instructor.



NOTE:

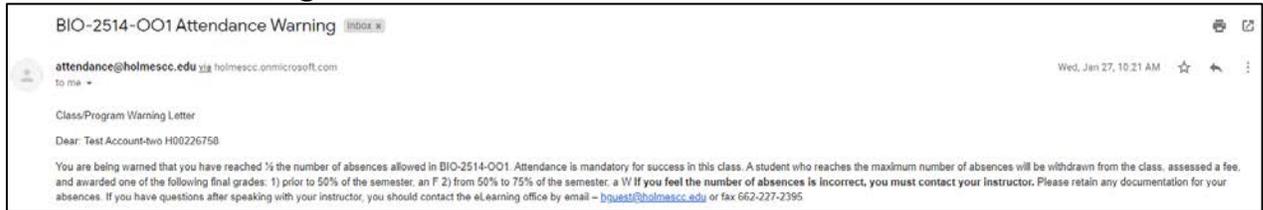
- For courses that have a combination lecture/lab or combination lecture/lecture with the same CRN, the lecture and labs will be displayed on separate lines.



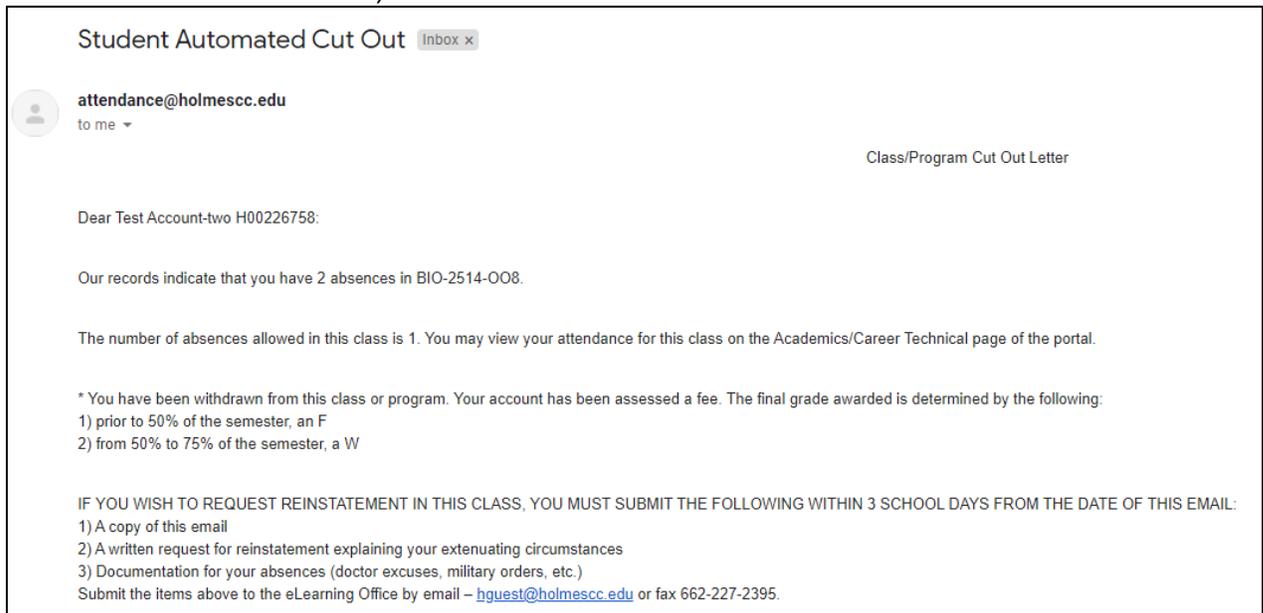
- Students should check their My Holmes email daily for information concerning their courses.

Important:

- Students who have missed half the number of allowed absences for a course may receive an **Absence Warning** email.



- Students who have exceeded the number of absences for a course will be **withdrawn (cut-out)** of the course. Students will be notified by email (automatically generated or from the Dean's or Director's Office) and should follow the instructions on the cut-out email.



Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.