

## 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.

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Attenda	nce Tra	icking = Course List						,					
My Co	Courses						Q Search						
Ter *	c ¢	Subject 🗢	Course ‡	Section \$	Title \$	Schedule	Time	Missed ‡	Percentage 🜩	Course Attendance Getting Started			
201806	60442	Art (ART)	1113	TA	Art Appreciation - Test	SMTWTFS	10:50	3	58%	Welcome to Banner 9.x Student Attendance Tracking Self-Service			
201808	81304	Learning & Lifeskills (LLS)	1313	TA	Orientation - TEST	SMTWTFS	08:00	08:00 1 50%		Use this page to view attendance information in your courses.     Only courses which are registered for are			
ĸ		Page 1 of 1	) N P	er Page 50	9			Re	cords Found 2	displayed. View your course and absence details. Sort your Course List by clicking on column headers.			

Curriculum and Courses

Additional Links

Degree Evaluation

Advising Request Attendance Registration Student Schedule View Grades Academic Transcript Graduation Application Update Admissions Application

My Personal Information

Prior Education and Testing

5. 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.

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		Page 1 of 1	3. 36 P	er Page 50	•			Re	cords Found 2	Absence	Details:			
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										Date: 07/20 Hours: 02:3 Status: Abs	5/2018 15 Jent			
										Date: 07/25 Hours: 02:3 Status: Abs	5/2018 15 ent			

6. 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.

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My Courses	Q Search							
erm * CRN 5 Subject 5 Course 5 Section 5 Title 5 Schedule Time Missed 5 Percentage 5 01806 60441 Biology(BIO) 1114 TA Principles of Biology I/TEST 5 M T W T F S 06:00 1 76%	Course Attendance Getting Started Principles of Biology I-TEST Meeting Occurences							
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• 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 (cutout) 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.