

REPORTING ATTENDANCE FOR DUAL ENROLLED STUDENTS

Part-Time DE Students

Students taking courses at both the college & GCA

You will need to log attendance for both your GCA and college courses on a daily basis. Since your Dual Enrollment courses are taught by the college and not GCA, the actual amount of time entered for DE courses is not important - ***just that you report*** time in the course. This will prevent the system from reporting 'missing attendance' error messages for your DE classes. Report attendance for the college classes under ***Adv Tools for College Success***



Full-Time DE Students

Students only taking courses at the college

You will need to login and report attendance for your Dual Enrollment courses at least twice a week. Since your Dual Enrollment courses are taught by the college and not GCA, the actual amount of time entered for DE courses is not important - ***just that you report*** time in the course. **Make sure you post some time for each day of the week.** This will prevent the system from reporting 'missing attendance' error messages for your DE classes. Report attendance for the college classes under ***Adv Tools for College Success.***