

**Effective Spring 2015, students can view the last date of attendance (LDA) reported by each instructor.**

As a recipient of federal aid funds, you must attend all classes if you want to keep your financial assistance at Southern University at Shreveport (SUSLA).

**Failure to begin attendance in all classes by the 14th class day (Fall/Spring semesters) or 7th class day (Summer sessions) could result in a reduction or cancellation of your financial aid and student refund.** You could be required to repay some or all of your financial aid and you could lose your eligibility for future financial assistance.

**At a minimum, instructors will document attendance from the first day of class until the end of the refund period. Once an instructor has reported your last date of attendance (LDA) in Banner Web Services, it is at the instructor's discretion to update the original date on file before the next reporting date.**

If a student withdraws or stops attending classes prior to completing 60% of the term, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs (federal financial aid) from which it was received.

Unpaid balances due to SUSLA that result from amounts returned to Title IV programs (federal financial aid) and other sources of aid will be charged back to the student. **The student is also responsible for uncollected tuition to SUSLA.**

To assist students in tracking the attendance reported by instructors, the Registrar's Office, in collaboration with the Office of Financial Aid, established a method in Banner Web Services to display which instructors have recorded attendance, as required. Therefore, there is no need for you to contact the Office of Financial Aid or Registrar's Office to determine your attendance information.

Effective January 2015, please follow the steps below to review your last date of attendance (LDA) information.

1. Log into your Banner Web Services account.
2. Click on "**Student Records/Grades**".
3. Click on "**Midterm Grades**".
4. Select the appropriate term.
5. Review the **Coursework** information to identify which instructor reported your last date of attendance.
  - a. If the midterm grade is "SH", the instructor reported you as an active participant in class.
  - b. If the midterm grade is "NS", the instructor reported you as never attending class (NO SHOW).
  - c. If the midterm grade is blank, the instructor has not entered your last date of attendance.
6. Contact the appropriate instructor for missing LDAs, as well as to challenge a NO SHOW you feel was incorrectly reported.

**NOTE:** A "NO SHOW" status will have a negative impact on the amount of your financial aid and student refund.

Should you have questions or concerns, don't hesitate to contact the Registrar's Office at [registraroffice@susla.edu](mailto:registraroffice@susla.edu) or 318.670.9229.

**The screen shot below is provided to assist in viewing the LDAs in your Banner Web Services account.**

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The screenshot shows the Banner Web Services interface for a student. The top navigation bar includes 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present with a 'Go' button. The page title is 'Midterm Grades'. A timestamp in the top right corner indicates 'Spring 2015 Dec 08, 2014 12:19 pm'. A message states: 'Midterm grades are displayed for the term selected. Midterm grades are not assigned to all courses. If a midterm grade does not display for a course, one has not been assigned by the instructor.'

**Student Information**  
**Current Program**  
 Associate of General Studies  
**Level:** Undergraduate  
**Program:** AGS General Studies  
**Admit Term:** Fall 2014  
**Admit Type:** Provisional Student  
**Catalog Term:** Fall 2014  
**College:** SUSLA  
**Campus:** Main  
**Major:** General Studies  
**Major Concentration:** Pre-Allied Health  
**Minor:** Radiologic Technology

**Coursework**

CRN	Subject	Course	Section	Course Title	Campus	Midterm Grade	Credits	Level
10240	BIOL	220	002	Anatomy & Physiology I	Main		3.000	Undergraduate
10206	BIOL	220L	101	Human Anatomy/Physiology Lab	Main		1.000	Undergraduate
10287	MATH	135	002	Pre-Calculus Algebra	Main	SH	3.000	Undergraduate
10277	PHYS	100	001	Physical Science I	Main		3.000	Undergraduate
10129	RADT	103	001	Intro to Radiologic Tech	Off-campus	NS	2.000	Undergraduate

Select Another Term