CDU is required to verify the enrollment of all students attending that term. This can only be done with the help of you, the faculty member. CDU uses MyCDU Self-Service to gather and record the attendance record for each student in your class throughout the term.

Select the **Classes** Tab

Select Menu Item: **Grading**

Select the **Attendance** option *(on left, fourth item)*

Select a Course

- Select “**View Overall Section Attendance**”
Here are some items to remember:

Make a selection for each student. There are five selections that should be used during the semester.

- Present
- Absent
- Absent-Unexcused
- Tardy
- Tardy-Unexcused

Students on the roster are officially registered in your class.

Verify attendance for student who add your courses after the first class session.

If students attend your class but are not on the roster, they are NOT officially registered in your class and must register online or contact the Office of Registration and Records Office.

Submit attendance each class session