

Attendance System

(Student View)

The purpose of this procedure

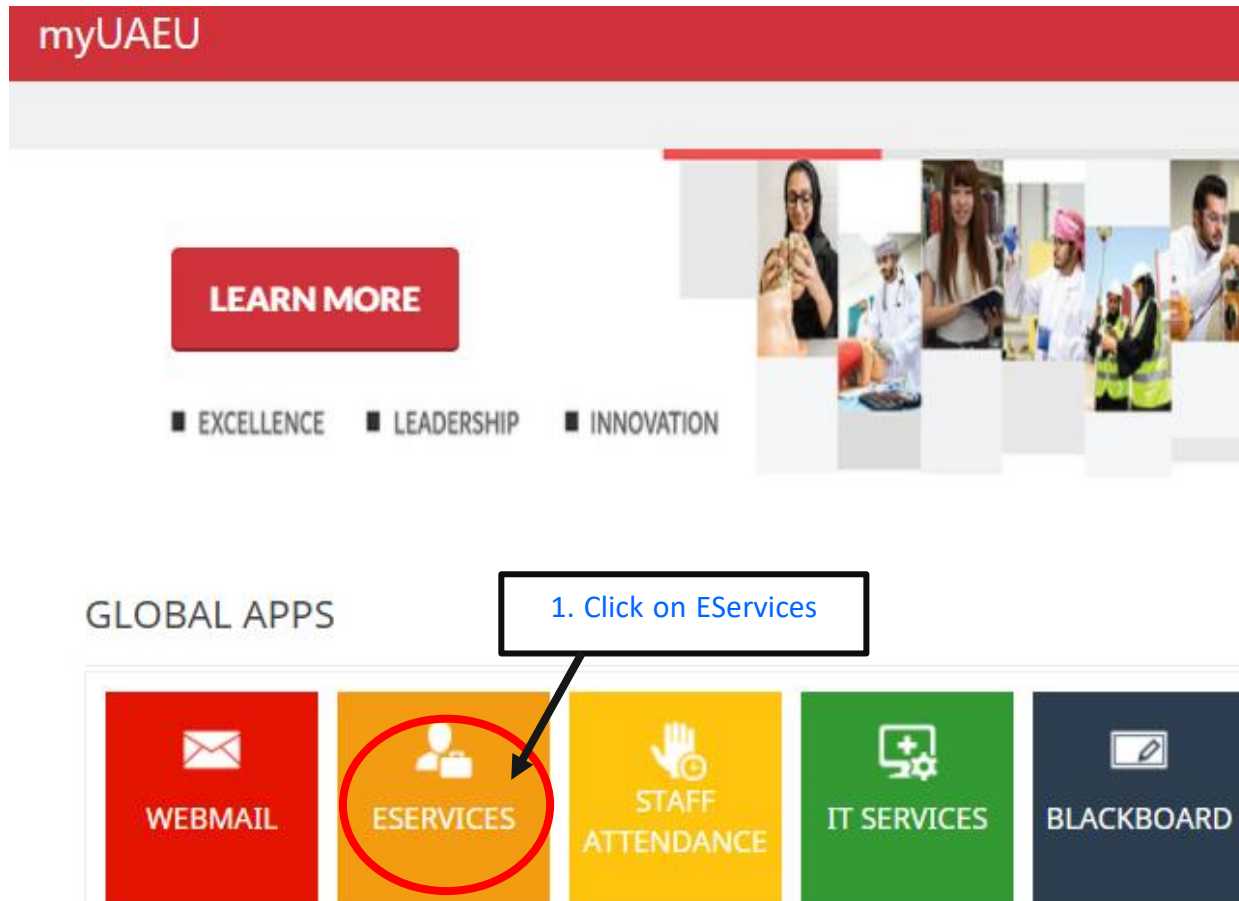
- *Implement the new Absence excuse policy.*
- *Student can request absence excuse, upload corresponding documents through eServices, and check status of request.*

This document contains

- *How student can request absence excuse through eServices.*

How to start using Attendance Tracking

Go to link: <http://My.uaeu.ac.ae>



Welcome, [Name], to the Self Service Banner!

Personal Information **Student**

View addresses and phone numbers, emergency contact information, directory profile, and available surveys.

Apply for Admission, Register, View your academic records and Financial Aid

2. Click on Student

Home > Student and Financial Aid

Personal Information	Student		
Student Profile	Degree Works	Student Registration	View Grades
Documents Request	Student E-Payment	Apply for Students Fee Installments	Student College Transf
Al-Ain Gate Permit Entry Request	Student Financial Aid Request	Special Needs	Withdraw from Universi
Registration Postponement	Student Health Insurance	Senior/Graduation Project	Student Account
Student Housing Services	Patent System	Apply to Graduate	Attendance Report
Career Readiness Service	Graduation Clearance Request		

3. Click on Attendance Report

Student Attendance Tracking

Home > Attendance Report

Spring 2021
Jan 19, 2021 12:23 PM

 To View / Apply for an excuse click on the [CRN](#).

- 5-9 (First Warning)
- 10-14 (Second Warning)
- 15 & above (May not allowed to sit in exam)

CRN	Course Title	Absent Percentage	Linked	Max Excuse Allowed	Waived Absent Count
20724	Research Methods in Lang. & Lit	3%		4	0
22487	Prosody	3%		4	0
27833	Ex. in Syntax & Morphology	3%		4	0

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4. Choose the CRN you need to see the attendance.

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Note : If you reach the maximum allowed waived absences of 12.5% ,then you will not be allowed to submit any new excuse request.

A = Absent
E = Absent with
Excuse

To view / apply for an excuse click on the [Date](#) .

Meeting			Absent Type
Date	Day	Time	
17-JAN-2021	Sunday	0800	A

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5. Click on the date you want to submit
absence excuse

Absence Excuse Request

Home > Attendance Student Excuse Apply

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All (*) fields are mandatory.

Absent Meeting	Sunday (17-JAN-2021) - Time: 0800
Absence Reason *	Select absence reason ...
Attach Document *	Choose File No file chosen Only (.pdf, .jpg) files are supported
Comment	

6. Choose the Absence Reason from the list.

7. Upload documents and should be (PDF, JPG) type.

8. Enter comment if you have.

9. Click Submit.

Back Submit

Home > Student Attendance Excuse Submit

✓ Your request has been submitted .

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10. Click on Back

Home > Attendance Report

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 To View / Apply for an excuse click on the [CRN](#).

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CRN	Course Title	Absent Percentage	Linked	Max Excuse Allowed	Waived Absent Count
20724	Research Methods in Lang. & Lit	3%		4	0
22487	Prosody	3%		4	0
27833	Click on the date you want to submit absence excuse.	0%		4	0

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11. If you need to request more Absence Excuse follow the steps mention earlier.

If the student want to check status of absence request.

Follow the steps from 1 to 5.

Absence Excuse Request

Home > Attendance Student Excuse Apply

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Note : You can cancel a request and add a new one while the status is "Pending" , Otherwise you can only track the status of the request.

Absent Date	Absent Time	Absence Reason	Attached Document	Waiting Approval of	Request Status	Action
17-JAN-2021	0800	Sick Circumstance	View Document	College Advising Unit	Pending	Cancel

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9. Waiting Approval & Request Status

Note: The student will receive notification of decisions: (Rejected by advising Unit or Rejected by Dean or Approved by Dean).