

Attendance System

(Advising Unit 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 Advisor in Advising Unit review the student request.*

In Banner System go to [SYAEXRQ](#) form.

Term: 201510 Fall 2014

Request(s) Status: Pending, In Progress, Approved, Rejected

3. Click on next block

1. Insert Term

2. Choose Request Status from the list.

Student ID	Name	College	User	Activity Date

- If you choose pending status, will display list of students with pending requests.

Term: 201510 Fall 2014

Request(s) Status: Pending

4. Choose the student ID and click on Yalow folder to give the decision.

Student ID	Name	College	User	Activity Date
200808997	Maryam Abdullah Ali Ahmed Al Shehhi	Humanities & Social Sciences	WWW2_USER	01-DEC-2014
201200218	Aisha Mohamed Ahmed Mohamed Al Ali	Humanities & Social Sciences	WWW2_USER	24-NOV-2014

Oracle Fusion Middleware Forms Services: Open > SYAEXRQ - SYAEXDC

File Edit Options Block Item Record Query Tools Help

Excuse Decision Form SYAEXDC 8.5 (USIS)

Student ID: 200808997 Student Name: Maryam Abdullah Ali Ahmed Al Shehhi

CRN	Absent Time	Absent Date	Absent Reason	Advising Unit Comment
10366	1400	07-OCT-2014	Participation in Field Trip with College Association	☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject

6. Save

3. You can click on decision (Approve or Reject)

1. You can see CRN, Absent Time, Absent Date and Absent Reason

2. If you click on [icon] then you can see student comment.

4. You can add your comment. If you rejected enter the comment.

5. If you click on [icon] then you can see the document

Oracle Fusion Middleware Forms Services: Open > SYAEXRQ - SYAEXDC

File Edit Options Block Item Record Query Tools Help

Excuse Decision Form SYAEXDC 8.5 (USIS)

Student ID: 201060359 Student Name: Wael Elsir Haj Saad Idris

CRN	Absent Time	Absent Date	Absent Reason	Advising Unit Comment
11511	1230	20-OCT-2014	Participation in Activity On/Off Campus	☒ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject ☐ Approve ☐ Reject

10. Exit

7. You can see the user Decision and Waiting for

8. You can see comments if you entered.

9. You can see the real user ID and the activity Date.

User	Decision	Waiting For	Comments	User	Activity Date
Advising Unit	Approved	DEAN		NALMONTHARIO	18-DEC-2014

Note: If you want to give other students decision, follow the previous steps.