

***ALL STUDENTS MUST COMPLETE  
THE ATTENDANCE CONFIRMATION***  
Available from December 5<sup>th</sup> through midnight January 13<sup>th</sup>

**\*\*To avoid delays in your Financial Aid you will need to complete the Attendance Confirmation by midnight December 30<sup>th</sup> otherwise any potential refund may be delayed.\*\***

**Accessible through the Student Menu on WebAdvisor**

The attendance confirmation process consists of **five steps**. ALL FIVE STEPS MUST BE COMPLETED:

**Step 1: *Attendance Confirmation*** – This form asks you to confirm or cancel your attendance. *If you cancel your attendance, you are given a second chance to confirm that you really intended to cancel your attendance.*

**If you confirm your attendance, you must go to Step 2.**

**Step 2: *Arrangements for Payment of Your Bill*** – This step requests your primary method of payment.

**Step 3: *Refund Preferences*** – You may choose direct deposit or a refund check mailed to you.

**Step 4: *Address Verification*** - This step consists of several forms.

- The first form displays the address we currently have on file for you.
- Subsequent forms allow you to add/update your address and phone information.

**Step 5: *Final Confirmation Page*** – Allows you to review your responses AND/OR update your banking information.

When you complete this process you are certifying your acceptance of financial responsibility for charges on your student account and confirming your attendance.

**THIS ATTENDANCE CONFIRMATION IS MANDATORY.  
IF NOT COMPLETED, COURSES MAY BE DROPPED.**