

NR Reporting Procedures

- (1) Point your web browser to the **Bears Portal** at <https://bearsnet.shawu.edu/ics>. Enter your University-issued User ID and PIN in the spaces provided.
- (2) Click on the **"Faculty"** tab (located just below the Shaw University banner).
- (3) On the left hand side of the screen, click on the link for **"Faculty Home."**

The screenshot shows the Faculty Home portal with the following content:

Faculty Course Control

Course List for MaNina McNeil [redacted]

[View Details](#) [View My Faculty Schedule](#)

Course	Title	Go Directly To
SOW 472 50	FIELD PRACT I	Select Area ...
SOW 473 50	FIELD PRA SEM I	Select Area ...

Grade Entry

[View Course List](#)

Course Authorization

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: 2009-2010 Fall Semester
Division: All

Course	Total Authorizations
SOW 472 50	21
SOW 472 51	9
SOW 473 50	20
SOW 473 51	9

- (4) Under the “Faculty Course Control” area (burgundy bar label), click on the drop-down box next to the course for which you want to enter attendance verification or NR information. Select “Grade Entry.”

Faculty - Faculty Home | Portal - Mozilla Firefox

shawu.edu https://artemis.shawu.edu/ics/Faculty/Faculty_Home.jnz

SHAW UNIVERSITY

Welcome back MaNina McNeil (logout)

Fall 2009 Classroom Assignment Changes: As we attempt to make optimal usage of our classrooms on the main campus, please note that some classrooms may change for certain course sections.

Home Admissions Faculty Students Help Desk Calendars Campus Life My Pages

You are here: Faculty > Faculty Home

Faculty Home

Faculty Course Control

Course List for MaNina McNeil

View Details View My Faculty Schedule

2009-2010 Fall Semester

Course	Title	Go Directly To
SOW 472 50	FIELD PRACT I	Select Area ...
SOW 473 50	FIELD PRA SEM I	Select Area ...

Grade Entry

View Course List

Course Authorization

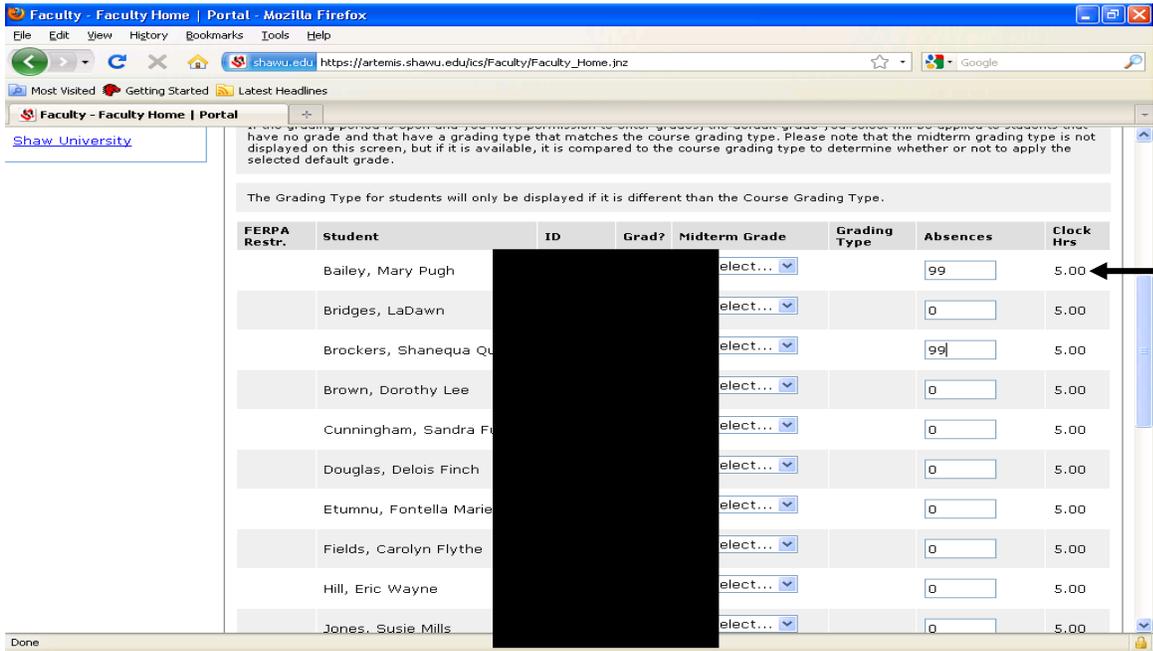
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Term: 2009-2010 Fall Semester
Division: All

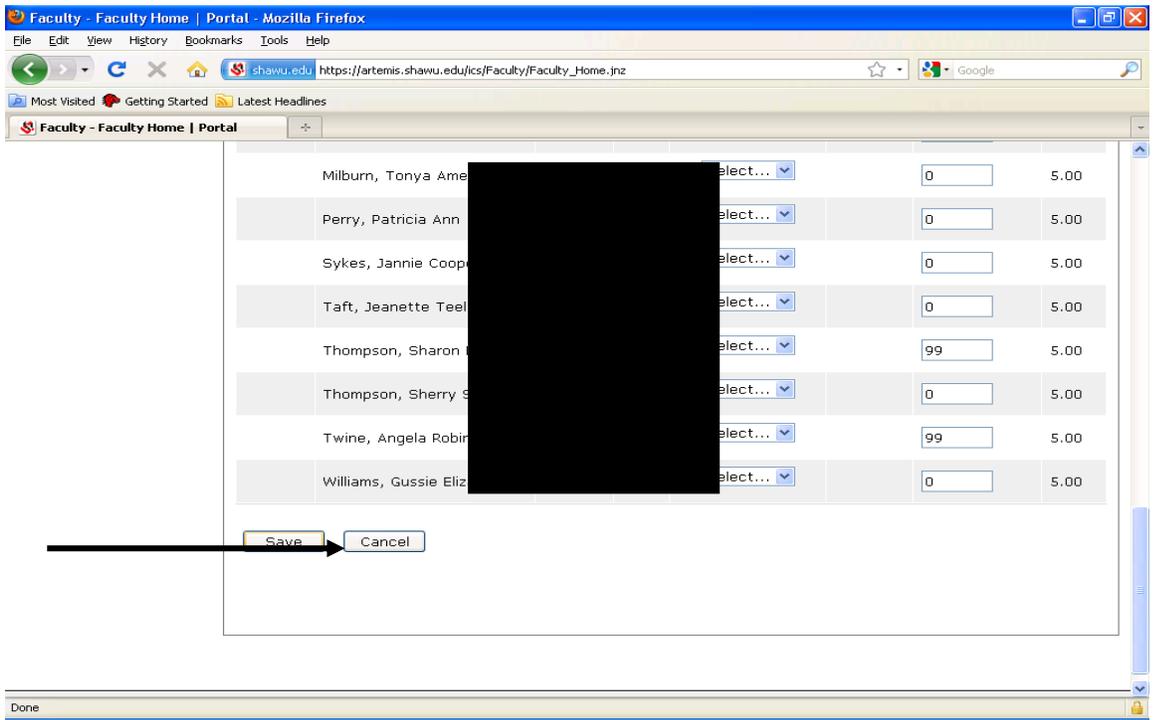
Faculty: MaNina McNeil

Course	Total Authorizations
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- (5) Once you have selected “Grade Entry,” your class list will appear. In the column for “Absences”, please enter **99** if the student has **NEVER ATTENDED your course (since August 15th)**. Please **DO NOT** enter any midterm grades at this time; you will enter midterm grades later.



(6) Please review your data entries to ensure the correct student has been reported as having never attended (i.e., 99 placed in the Absences column). Click on the “Save” button at the bottom of the screen to save and submit your report.



- (7) After you have submitted your report through the Bears Portal, please be sure to print a copy of your submission for *your records* and *submission to the department chairperson*. **(Repeat steps #3-#7 for each course that**

Faculty - Faculty Home | Portal - Mozilla Firefox
 shawu.edu https://artemis.shawu.edu/lcs/Faculty/Faculty_Home.jnz

Welcome back (Personal Info | Logout)

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Home Admissions Faculty Students Help Desk Calendars Campus Life My Pages

You are here: Faculty > Faculty Home

Faculty Home [Printer Friendly](#)

Faculty Course Control - Current Student Grade List

[Faculty Course Control](#) > [Update Student Grades](#) > Current Student Grade List

Student List for: UNDERGRADUATE 2009-2010 Fall Semester SOW 472 50

Instructors: [REDACTED]

Cross-listed Courses:

Course Grading Type: CREDIT

Grades successfully updated.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course
	Bailey	[REDACTED]	N				99	5.00	
	Bridg	[REDACTED]	N				0	5.00	
	Broch	[REDACTED]	N				99	5.00	
	Shan	[REDACTED]							

javascript: __doPostBack("btnPrintView","")

NEVER REPORTED "NR" REPORT

- The "NR" Report is a tool that has been used for many years to determine if a student has reported to his/her classes during the first few weeks of classes. Faculty members have traditionally completed this report for each of their classes and submitted hard copies to the Registrar's Office. Students who have been noted as having never reported to class are then dropped from that class (i.e., the course is removed from his/her schedule). Once all data has been processed, a final report is sent to the National Student Clearinghouse (NSC) that details the number of hours for which each student is enrolled; NSC sends this enrollment information to the U.S. Department of Education for student loan processing, etc.
- ***Impact.*** *The information provided by faculty members in the NR report not only impacts the **student**, but it also impacts the work/reports for several **offices** (e.g., Registrar's Office, Financial Aid Office, Student Accounts Office, Academic Advising Center, Retention Office, etc.) For example, if a student has enrolled full-time for 15.0 credit hours for the semester, and he/she is "NRed" for two 3.0 credit hour courses, that student's enrollment status will change to part-time (6.0 credit hours), thus impacting the student's eligibility for various types of federal financial aid.*