## NR Reporting Procedures
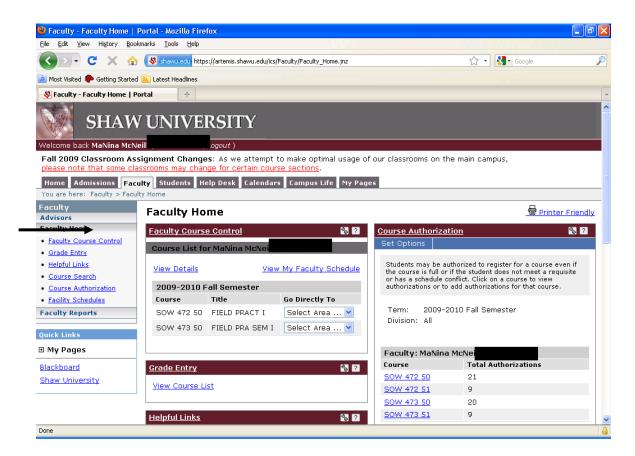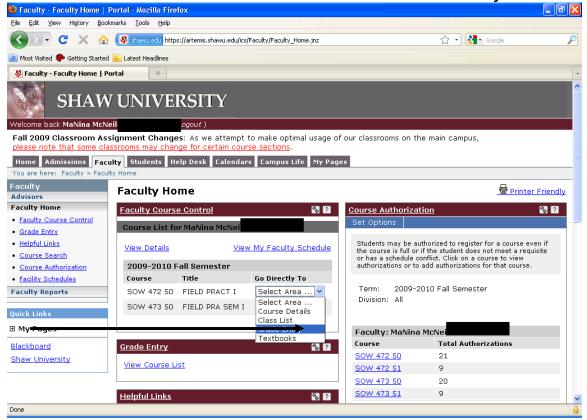
(1) Point your web browser to the **Bears Portal** at https://bearsnet.shawu.edu/ics Enter your University-issued User ID and PIN in the spaces provided.

(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**."

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118 E. South Street ■ Raleigh, North Carolina 27601-2399
Phone: 919.546.8414 ■ Fax: 919.546.8553 ■ www.shawu.edu/Registrar
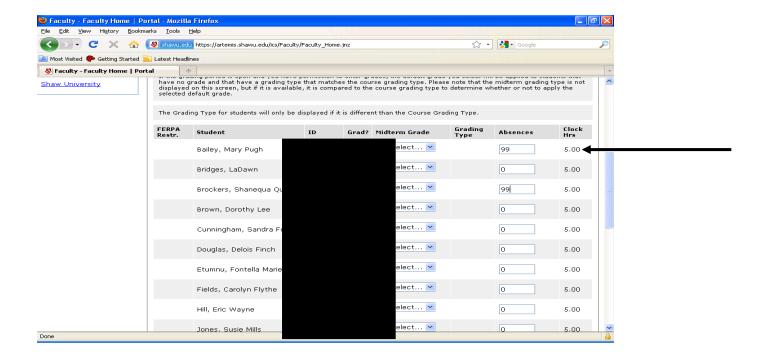
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(4)  Under the "**Faculty Course Control**" area (burgundy bar label), click on the drop-down box next to the course for which you want to enter attendance verification or NR information.  Select "**Grade Entry**."
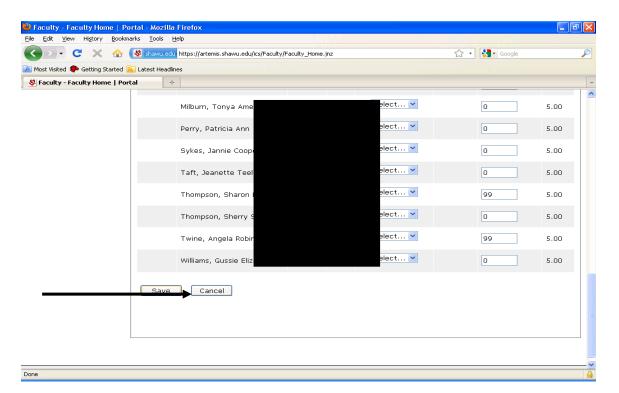


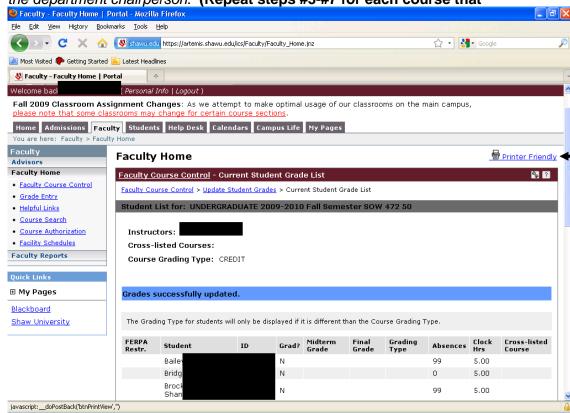(5)  Once you have selected "**Grade Entry**," your class list will appear.  In the column for "**Absences**", **please enter *99* if the student has NEVER ATTENDED your course (since August 15th).**  *Please DO NOT enter any midterm grades at this time; you will enter midterm grades later.*

(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**

## <u>NEVER REPORTED "NR" REPORT</u>

- 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 <u>never reported</u> 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.

- ***<u>Impact</u>****: 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.*