

eServices @ ICC: Early College

Missed an AWARE (activity) Deadline?

AWARE *Academic Warning Activity Reporting environment*

Instructors are required to report activity two times per semester, early term and mid-term, on the ICC AWARE (Academic Warning Activity Reporting environment) roster. Early College instructors teaching on high school campuses are not expected to report academic warnings, also reported on the AWARE roster. Due dates for reporting never attenders and non-activity are determined by the ICC scheduled start and end dates of the class. These dates may not exactly correspond with the 10 day, midpoint, and end of semester date at your high school. Due dates for every class are provided on the AWARE roster. Rosters expire on the due date at 11:59 PM. Instructors receive reminder emails prior to the due date when the Never Attender or Non-activity roster has not been approved. Instructors receive a notice email when the Non-Activity roster is available.

Meeting activity deadlines is extremely important!

If you missed an activity (Never Attender or Non-Activity) deadline, follow these instructions:

Log in to eServices:

- 1) Visit my.icc.edu and select eServices Full Site
- 2) Log in using your user ID/username and password

For more instructions on usernames, passwords, and logging in, visit icc.edu/tlc > Early College Instructor Technology

Access the AWARE roster:

- 1) Click on AWARE in the Faculty Center
- 2) Enter the four-digit term number or use the magnifying glass to look up the four-digit term number
- 3) Click Search to display a list of your current term's classes with a link to the AWARE roster for each course

Print the AWARE roster:

Printing varies by browser. The "Printer-Friendly" function generally does not work. To print a roster:

- 1) Highlight all of the class and student information on the AWARE roster (Ctrl+A to select all)
- 2) Right-click anywhere on the page
- 3) Select the appropriate print function from the right-click menu:
 - In Firefox: Select This Frame > Print Frame
 - In Chrome: Select Print
- 4) Click OK (Firefox) or Print (Chrome) to print the roster

Mark, sign, date, and submit the printed roster:

Please submit only a copy of the official AWARE roster printed from ICC eServices, no other variation.

- 1) In the appropriate column, mark a student/student(s) as:
 - Never-attender if the student appeared on the roster but was never physically active in class (first 10 days)
 - Non-Activity if the student was active in class but ceased being active (mid-point)
- 2) Mark the appropriate roster approval box (top left or right):
 - For a Never-attender roster: Approve Never-attenders by deadline
 - For a Non-activity roster: Approve Non-activity by deadline
- 3) Sign your name and record the date anywhere on the roster.
- 4) Request your Department Dean sign and date the roster.
- 5) Submit the signed, dated roster to Enrollment Services, Arbor 02G, Peoria Campus.

Late activity rosters negatively affect ICC's audit by the Illinois Community College Board.

For questions about the accuracy of class rosters, contact the **Early College office**
earlycollege@icc.edu, (309) 690-6863

For help with eServices user ID/username or password, contact the **Help Desk**