

eServices @ ICC

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. Due dates for reporting never-attenders and non-activity are determined by the start and end dates of the class and are provided on the AWARE roster for every class. Rosters expire on the due date at 11:59 PM. Instructors receive a notification email when the AWARE rosters are available and reminder emails prior to the due date when the Never-attender or Non-activity roster has not been approved.

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 > eServices Guides

Access the AWARE roster:

- 1) Click on AWARE in the Faculty Center
- 2) Enter the four-digit term number, or look it up using the magnifying glass
- 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(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 **Assistant Registrar** cwest@icc.edu, (309)690-6803, or **Registrar** nwrightanderson@icc.edu, (309)694-5581

For help with eServices user ID/username or password, contact the **Help Desk** helpdesk@icc.edu, (309)694-5457