How to Add/Update an Absence

1. Select My Absence from the academics section

2. Carefully read the instructions explaining the absence reporting process. Then click the academic session then add new absence.

   **My Absence Report**

   **Updated Absence Record**

   You should report here ANY significant absence from the university during term time, whether for medical or other reasons. Please consult the Absence Reporting Guidelines before submitting the information.

   If your absence means that you will miss or have missed the examination, you should contact your Head Of School or Adviser Of Studies as soon as possible - preferably before the examination.

   There are two parts to completing an absence report.

   **ABSENCE REPORT - PART 1**

   You must complete and submit the 'Add New Absence' form as soon as possible after the start of the absence.

   **ABSENCE REPORT - PART 2**

   You must complete and submit the 'Complete Absence Record' form by clicking 'Edit' adjacent to the absence report as soon as possible after your return to the university.

   The submission deadline is no more than 7 days after your return to university. Invalid entries can be deleted by a student if only the 'Add New Absence' form has been completed for any given entry. If both forms have been completed and the entry is deemed invalid, then your Adviser of Studies must be contacted to remove the invalid entry.

   Please click on the 'Add New Absence' button to enter details of a new absence. To delete a new Absence, please click the 'Delete' link in the table below.

   To complete Part 2, click the Absence Reference in the Absence History below. Each record may only be completed once. To delete a complete entry, please contact your adviser.

   **Academic Year / Term**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Academic Program</th>
<th>Academic Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>Undergraduate</td>
<td>Master of Arts(Ed)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>2013-14</td>
<td>Undergraduate</td>
<td>Master of Arts(Ed)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>2012-13</td>
<td>Undergraduate</td>
<td>Master of Arts(Ed)</td>
<td>Full-Time</td>
</tr>
</tbody>
</table>
3. Complete the first part of the absence report.

NOTE: This is only the first part of the absence reporting. You should complete section 2 on your return.

My Absence Report

4. On your return you should follow step 1 and then select the absence report that you created before. This will allow you to edit the report.