

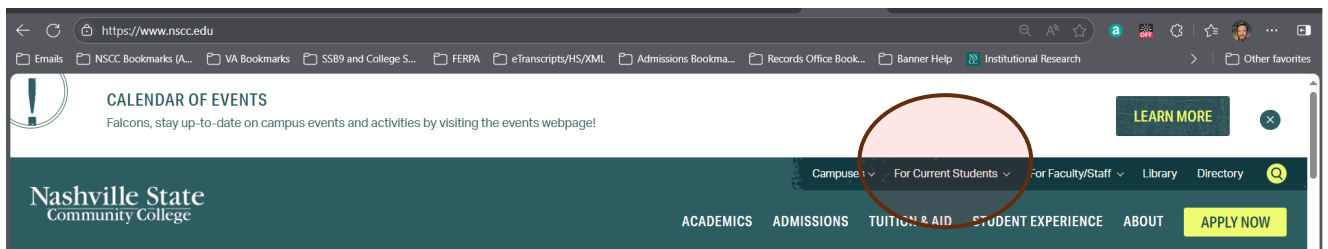
# Nashville State Community College

Admissions and Records Office  
120 White Bridge Road  
Nashville, TN 37209  
615-353-3218

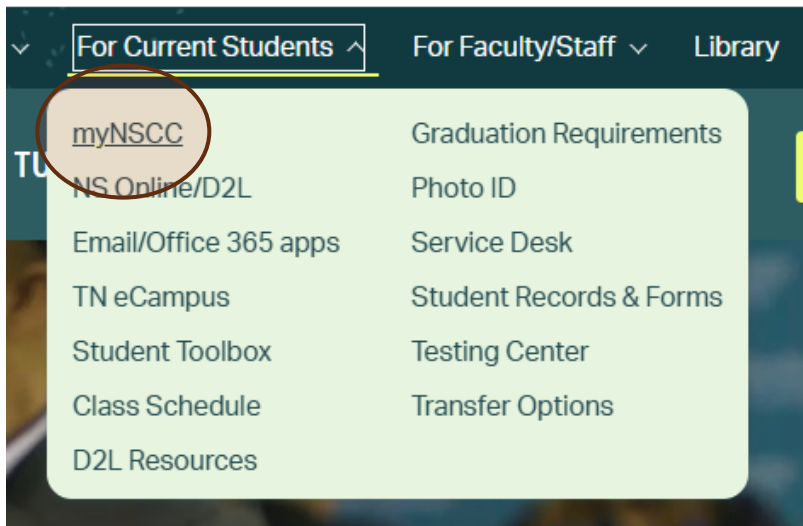
## Procedures for Verifying Engagement (Attendance Reporting)

*Students should verify that their instructors reported their engagement correctly. If students attend a class at least one time, submit an assignment, or take a quiz/test they should be marked as attending (or engaged). This is important for enrollment verification, financial aid reporting, VA educational benefits, etc. If your attendance is not reported correctly, please reach out to your instructor.*

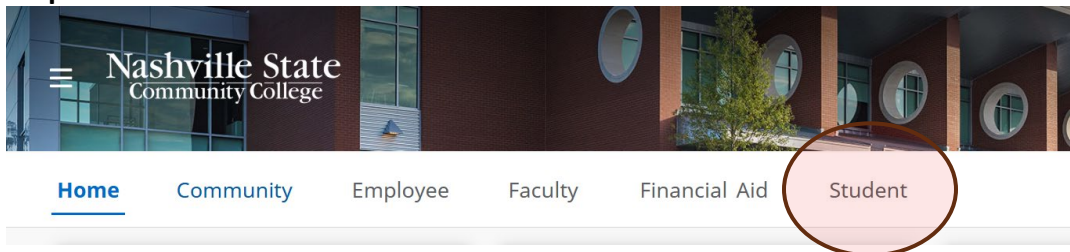
**Step 1:** Visit [www.nsc.edu](https://www.nsc.edu) and click “For Current Students”



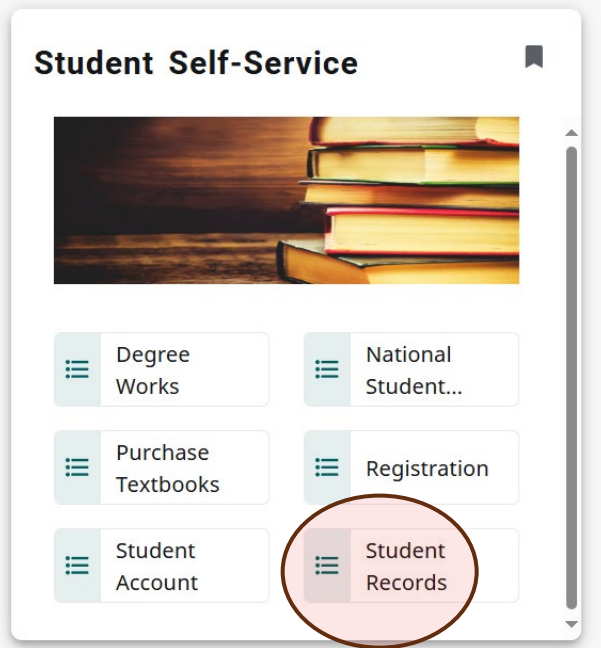
**Step 2:** Click “MyNSCC”



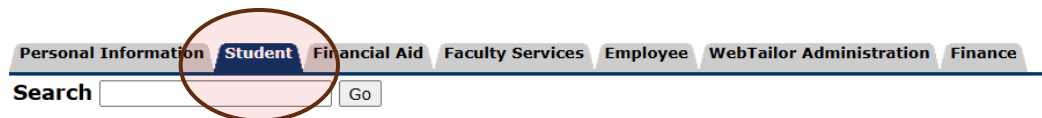
**Step 3:** Click “Student”



**Step 4:** On the Student self-service card click “Student Records”



**Step 5:** After signing in, verify that the student tab is selected, then click “Attendance Reporting”



## Student Records

- [Academic Transcript](#)
- [Final Grades](#)
- [View Student Information](#)
- [View Holds](#)
- [Course Catalog](#)
- [Class Schedule](#)
- [Attendance Reporting](#)
- [Academic Alert](#)
- [View Transfer Equivalency](#)

**RELEASE: 8.11**

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**Step 6:** Select the term then click “Submit”

Personal Information **Student** Financial Aid Faculty Services Employee WebTailor Administration Finance

Search  Go

### Attendance Reporting

Select a Term:

RELEASE: 8.2 TBR8: 1.0

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**Step 7:** Under the “Attending” column confirm that the engagement is reported accurately. If it isn’t reach out to your instructor and request that they update it.

### Attendance Reporting

#### Reported Attendance

CRN	Subject	Course	Section	Course Title	Campus	Attending	Last Date Attended	Date Confirmed
86564	CITC	1301	N41	Intro to Programming & Logic	Nashville State Main Camp	Yes		09/02/2021