Reviewing the Last Date of Attendance

When a student submits a late course withdrawal request, you will receive an email with a link to access the request and verify the student’s last date of attendance. If you did not receive a notification email and believe you should have, please contact LASTech@depaul.edu. Perform the following steps to verify the student’s last date of attendance.

1. Click the link given in the notification email.

   ![Image of notification email]

   Dear James Kimsey
   An LAS Late Course Withdrawal Application has been submitted for:
   Student ID No: 1180189
   Student Name: Daniel Dawkins
   Term: 2013-2014 Winter
   Course: AI 185
   Quarter Hours: 2
   Subject/Topic Title: BEATLES & THE CREATIVE PROCESS
   Instructor: James Kinsey
   Last Date Attended: Never Attended
   To verify the student’s last date of attendance, go to this link:
   [https://lascollege.depaul.edu/LateWithdrawal/ConfirmDate.aspx?e=61&u=11759a70e766-4297-bb2e-14e056c362b2]
   You can also find it by logging into the LAS Undergraduate Late Course Withdrawal Application at [https://lascollege.depaul.edu/LateWithdrawal].
   Liberal Arts and Social Sciences Undergraduate College Office

2. Review the information given in the Last Attended Date field.

   ![Image of confirmation page]

3. If the student’s last attended date is correct, click the Yes, this attendance is correct option. Otherwise, select the No, actually this is different option.

   ![Image of confirmation page with options]

   Yes, this attendance is correct
   No, actually this is different
4. In the **Additional Comment** field, enter your comments, if any.

**Note:** If you have selected the **Yes, this attendance is correct** option, then the **Additional Comment** field is optional. Otherwise, it is a mandatory field.

5. Click the **Submit** button to submit your decision.

You have verified the student's last date of attendance and your part is now complete.