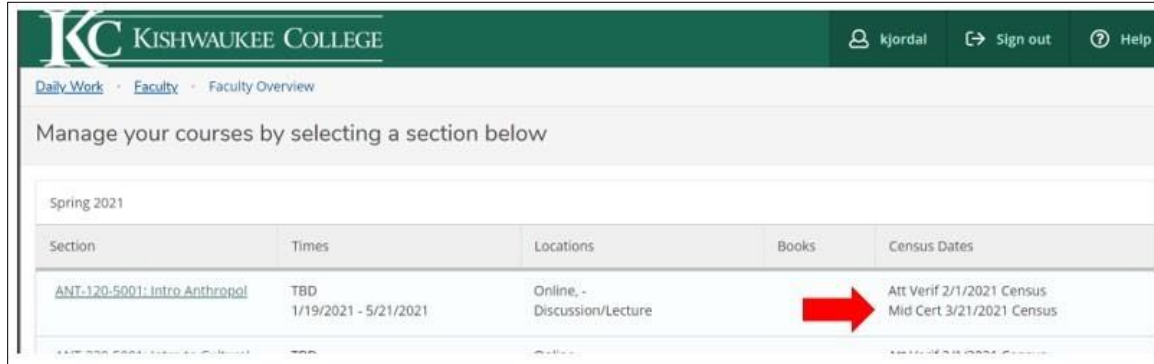


Midterm Certification (MTCERT) Process

1. Log in to myKC
2. Click on Kishwaukee College Self-Service (located in Applications area)
3. Select Faculty

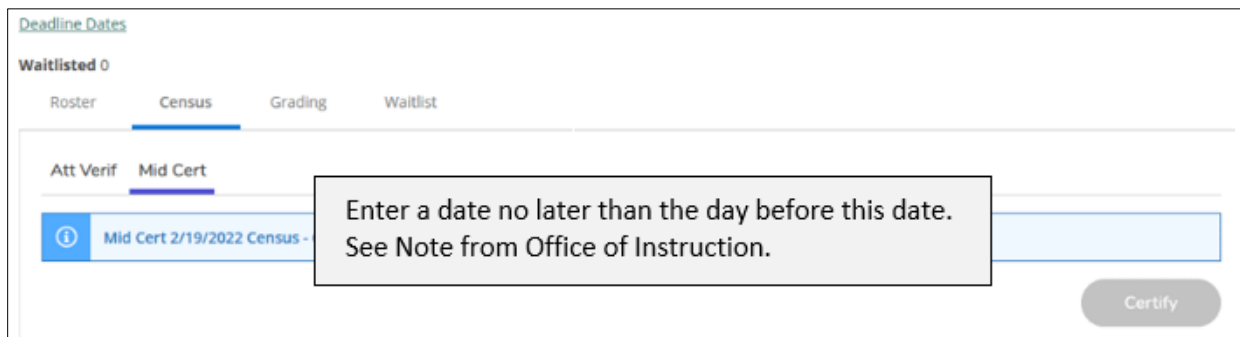
NOTE: Midterm certification should not be done until the day after the midterm Census Date indicated for the course.



4. Select the course to certify
5. Click Census - this should bring up Mid Cert
6. Click on Mid Cert to populate Certify button.



7. If a student is not actively pursuing the course (as per your course active pursuit policy) at the midterm date, please enter a date **no later than the day preceding** the midterm census date for the Last Date of Attendance. Do not remove “Never Attended” check marks or add a date for any student who has a check mark.



NOTE FROM OFFICE OF INSTRUCTION: Use of “the date no later than the day preceding the midterm census date” is in no way a change of policy. Past Practice used the day before the census date behind the scenes when instructors were asked to respond yes or no to the question of whether a student was actively pursuing a course.

Never Attended	Last Date of Attendance
<input checked="" type="checkbox"/>	M/d/yyyy
<input checked="" type="checkbox"/>	M/d/yyyy
<input checked="" type="checkbox"/>	M/d/yyyy
<input type="checkbox"/>	02/25/2021

8. Once complete, or if all students are actively pursuing, click “Certify”
9. Click “Submit” to finish the verification process

NOTE: If you log out / back in, the Mid Cert will no longer show on the Census tab since it has been completed.