Faculty Instructions for Administering Class Absence System (CAS)

Access

- Log in to Lesesne Gateway – http://lesesnegateway.citadel.edu
  1. Click Faculty tab > OR CAS
  2. Click Employee tab
  3. In One-Stop channel, click Go to One-Stop Desktop > Cadet Info System > CAS

Processing Schedule

The CAS is Open Each Week: 7:00 am – 8:00 pm Monday-Thursday 7:00 am – 5:00 pm Friday

- Faculty MUST post lates/absences on the day the class is held. Faculty must remember to only mark a cadet absent if that cadet is not physically in class, even if the faculty member knows that the cadet in question is on Special Orders or sick in the Infirmary. The system will filter out those absences. If a cadet is late to class or is sleeping in class, the faculty member should use the appropriate conduct codes on a white slip (obtained from the Office of the Commandant), but should NOT mark the cadet in question absent.

The Class Absence System is an accountability system only.

- NO postings are allowed for classes held on previous/later days.
- If faculty reports an absence in error, the Tactical Officer must Delete the absence.

The CAS Closes Each Week: 8:05 pm – 8:25 pm Monday-Thursday 5:05 pm – 5:25 pm Friday

The CAS Closes Down to:

A. Run an auto-excuse cycle. Absences are filtered through:
   1. Infirmary System
   2. Leave System
   3. Special Orders System

Once excused by these systems, the absences are flagged.

B. Update cadet records with the current day’s excused and unexcused absences.
C. Notify cadets via individual emails of their own new lates/absences.

With the exception of the 20-minute shutdown M-F, CAS is available 24/7 to faculty, TAC officers, and cadets for:

- **Cadets** to check their own late/absence records.
- **Academic Officers** and **TAC officers** to adjudicate lates/absences.
- **Faculty and designated staff** to view records.

Each Thursday at 6:30 am-6:35 am, the Commandant’s Office runs punishment assignments for:
1. Lates/absences which have been adjudicated as unexcused by Academic Officers.
2. Lates/absences which have NOT been adjudicated and are at least **7 days old**.

**User Change-Delete Functions**

*Academic Officers:*
- Can change lates/absences before punishment has been assigned.
- Cannot change lates/absences after punishment has been assigned.
- Cannot delete lates/absences at any time.
- Cannot adjudicate their own lates/absences.

*Battalion and Company TAC Officers:*
- Can change and delete lates/absences BEFORE and AFTER punishment has been assigned.

**Faculty can neither change nor delete an absence.** In case of a reporting error, the faculty member must provide documentation to the cadet in question (within a 7-day reporting period), who must then report the error to the Academic Officer and/or Tactical Officer. ONLY the Tactical Officer can DELETE the absence reported in error.

**NOTE:** Deletions are not actually removed from the database; they remain in the database with a Deleted flag.

*For further information, please contact:*

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