Student Center Complex Event & Meeting Attendance Tracking

Attendance records are critical and required for the University's testing, tracing, and tracking efforts. The event host is responsible for registration and attendance record-keeping and can be submitted via email using this form. If unable to submit attendance using this form, please email SCCreservations@miami.edu a list of attendee's names and C Numbers.

COSO Undergraduate Student Organizations should not use this form and record attendance using Engage.

Name of Organization or Department:	
Event Host Name:	
Organization Classification:	○ Graduate School Organization ○ Law School Student Organization ○ Non-COSO Undergraduate Organization ○ UM Department
Date of Meeting or Event:	

Attendee List	
Name	**C Number**

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Name	C Number