

COMMUNITY COLLEGE ENROLLMENT REPORTING

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*Taken from Section 13 of the "Manual for Community College Business Officers"

CENSUS DATE--delineates the period in the academic term as of which time the enrollment and workload statistics shall be measured for official reporting purposes and state aid claims. For semester calendar instruction, the census date is the end of the third week of classes, i.e., 20 days after the first day of classes. For quarter calendar instruction the census date is the end of the second week of classes, i.e., 13 days after the first day of classes. It is intended that the census date defines the time in the academic term when a stable student enrollment and registration have been achieved. For summer or mini-terms, the census date is left to the best judgment of the campus administration and should represent a reasonable point of enrollment stabilization which should be no earlier than the point at which 20% of the classwork has been completed.

STUDENT SCHEDULE CHANGE PROCESS--the normal process of adding or dropping courses early in the academic term during which adjustments are made to student course schedules. This shall take place before the CENSUS DATE. Local campus policies concerning course withdrawal as they relate to grading practices shall not be affected.

CLASS ATTENDANCE DATA--during the first 3 weeks of each term (for semester calendar campuses) faculty shall maintain daily student attendance records for each class they teach, preferably on a class roster prepared from the official registration records of the institution as provided to the faculty during the first week of class. In addition to daily attendance, the list shall be amended by the faculty to indicate appropriate student schedule adjustments as determined by the STUDENT SCHEDULE CHANGE PROCESS defined above.

PROCEDURES--verification of student enrollment for state aid claims.

Effective with the 1980-81 fiscal year, official enrollment reports, workload statistics, and related state aid claims based on the registration as of the CENSUS DATE shall be verified with CLASS ATTENDANCE DATA as follows:

Any class attendance by a registered student on the census date or any subsequent date for which an attendance record has been maintained shall constitute sufficient evidence of enrollment in that class. Attendance evidence for periods prior to the census date only will not suffice.

Registered students who do not attend classes at all during this period may be included in official enrollment counts if their active enrollment for 20% of the course has been verified by other appropriate procedures of the college. These procedures would apply when modes of instruction are different from the normal classroom situation (e.g., independent study, field experience, or other special arrangements). The registration records of the institution for official reporting purposes shall be amended to reflect these CLASS ATTENDANCE DATA AND THE INDICATED PROCEDURE. These documented enrollment records will be subsequently cross-checked by auditors against the faculty reports to insure that the enrollment has been verified.