



ADMINISTRATIVE PROCEDURES

No. 502.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POSITIVE ATTENDANCE ACCOUNTING

Positive Attendance, also known as Actual Hours attendance, accounting procedures are used for short term courses that are less than five (5) days in length, open entry/exit courses, noncredit courses, and irregularly scheduled credit courses.

For classes in this category, the college is compensated by the State only for hours actually attended by each student.

The following documents are produced for accounting purposes required by Title 5, Sections 58000-58060:

1. First Day Class Rosters, for instructor use, are distributed to campus or center faculty mail boxes by the first day of instruction.
2. Faculty will maintain actual hours of attendance on the Class Roster.
3. Positive Attendance/and Grade Rosters are sent to instructors one week prior to the scheduled end of the class.
4. Positive Attendance and Grade Rosters are due back to Admissions and Records, in Ukiah, no later than one week after the end of the class.

Adopted: April 10, 2002