



# ADMINISTRATIVE PROCEDURES

No. 502.3

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## MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT CENSUS ATTENDANCE ACCOUNTING

Census attendance procedures allow the district to count and report the attendance of all students enrolled as of the “census day.” This category includes courses that are scheduled as Weekly Census, Daily Census, Independent Study, and Work Experience courses.

Weekly Census procedures are applied to full semester length credit courses. Daily Census procedures may be applied to short term courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day.

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

### Weekly Census Classes (includes Independent Study and Work Experience Classes):

1. First Day Class Rosters, for instructor use, are distributed to campus or center faculty mailboxes by the first day of instruction.
2. First Census Rosters are produced and sent to instructors on the First Census Day.
3. First Census Rosters are due back to Admissions and Records, in Ukiah, one week after the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:  
As of each census day, any student who has,
  - a. been identified as a no show, or
  - b. officially withdrawn from the course, or
  - c. been dropped from the course.
4. Grade Rosters are sent out to instructors at least one week prior to the end of the semester and are due back no later than one week after the end of the semester.

### Daily Census Classes

1. First Day Class Rosters, for instructor use, are distributed to campus or center faculty mailboxes by the first day of instruction.
2. First Census Rosters are produced and sent to instructors on the First Census Day.
3. First Census Rosters are due back to Admissions and Records, in Ukiah, one week after the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:  
As of each census day, any student who has
  - a. been identified as a no show, or
  - b. officially withdrawn from the course, or
  - c. been dropped from the course.
4. Grade Rosters are sent out to instructors at least one week prior to the end of the course and are due back no later than one week after the end of the course.

*Adopted: April 10, 2002*