



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. Class Rosters, are available in WebAdvisor two weeks prior to the first day of instruction.
2. Faculty will maintain actual hours of attendance and submit them in WebAdvisor after the last day of instruction.
3. Submission of actual hours of attendance and final grades must be completed in WebAdvisor no later than one week after the end of the class.
4. Instructors are to submit a Last Day of Attendance for all non-completions. This includes students assigned a grade of "W," "NP," or "F."