

**Accurate and timely attendance accounting is very important. Below are some frequently asked questions.**

**What is the “census” date?**

The census date is the “snapshot” the state uses for funding. It is about 20% of the class meetings. The date varies depending on how a class is scheduled. To find the census date for your class(es) click on the calendar icon located to the right of your class on the online drop sheet at <http://faculty.sdccd.edu>.

All students must be officially enrolled or dropped for lack of attendance by 12 noon on the census date.

**What is the add/drop deadline?**

The add/drop date is the business day immediately preceding the census date. Students must process and pay for all add codes and/or drop classes by this date. This date varies depending on how a class(es) is scheduled. The add/drop date for your class is printed in the upper right hand corner of the roster.

**What is the withdrawal deadline?**

The withdrawal deadline is a date that is about 60% of the class meetings. This date varies depending on how a class(es) is scheduled. To find the withdrawal deadline for your class, click on the calendar icon located to the right of your class on the online drop sheet at <http://faculty.sdccd.edu>.

Students must drop classes they are no longer taking by this date in order to receive a “W” on their academic record. After this date, students must receive an evaluative grade (A, B, C, D, F, I, P, NP), regardless of attendance.

**Whose responsibility is it to drop?**

Faculty are required to clear rosters of inactive enrollment by the census date. After that date, it is the student’s responsibility.

**What do I do with the Opening Day paper roster?**

The Opening Day paper roster must be submitted to the Admissions & Records office no later than two weeks after the census date. For example, for the Fall 2009 primary semester (16 week classes), rosters must be submitted by September 22, 2009. Faculty teaching positive attendance classes (with a green paper roster) do not submit the opening day roster but continue to record the daily student hours through the end of the term.

**What about students who are given add codes?**

Faculty should write in the name and CSID for all students who have been issued an add code. A complete list of students officially enrolled, including those that processed and paid for their add codes, can be found on the downloadable roster or the online drop sheet at <http://faculty.sdccd.edu>.

**Am I required to take attendance?**

Yes, faculty must take attendance at each class meeting up to the census date for all students including those issued add codes. It is recommended that faculty maintain their own attendance records after the census for those students indicated as FED because last date of known activity is required when the student is dropped and/or if the student is assigned an ‘F’ grade.

**How do I know who is enrolled once I submit the Opening Day paper roster?**

Faculty may download an up-to-date roster at anytime from Faculty Web Services at <http://faculty.sdccd.edu>.

The online drop sheet also provides a complete list of all students officially enrolled.

**How do I submit my grades?**

Faculty submit grades online using the online grade sheet available at <http://faculty.sdccd.edu>. Faculty are no longer required to write the assigned grades on the paper roster and submit it at the end of the semester/session except for Positive Attendance (green) rosters.

However, Assignment of Incomplete forms as well as the Tutorial Referral Codes must be returned to Admissions & Records once grades have been assigned. Note that Incomplete grades will not be processed without the form.