

**IMPORTANT ATTENDANCE ACCOUNTING HIGHLIGHTS**  
**(Detailed information may be found in the Attendance Accounting manual)**  
<http://faculty.sdccd.edu/>  
**2017-2018**

**OFFICIAL GRADE AND ATTENDANCE ROSTER - OPENING DAY ROSTER**

- An Opening Day roster will be available online, if you prefer a paper copy, click on the Print Current Roster button from the Master Roster tab. The *Add Code List* will be distributed in faculty mail boxes on Opening Day.
- Unofficial rosters will be available on Faculty Web Services about one week prior to opening day.
- Faculty must record **absences** for each class meeting up to census date for all students including those issued add codes. Attendance must be maintained for every class meeting for positive attendance classes.
- **No Late Adds will be accepted.** State regulations require that students add before census.
- Submit the Independent Study contracts after the census date for the class.
- Faculty may download an updated class roster from Faculty Web Services any time after opening day by clicking on the Download Roster button.
- Classes that use the automated attendance tracking system:
  - The system will maintain attendance hours by student.
  - Total hours by student will be displayed on several tabs within Faculty Web Services.

**DROPS /WITHDRAWALS**

**Census processing is required for all courses, census and positive attendance**

- **Faculty are required to drop students who are no shows or who have stopped attending as of census date (using the online drop sheet).**
- If there are no students to drop, faculty should mark the **No Drops to Report** button by noon on the census date using the online drop sheet.
- Once census processing has been completed, the Census Processing field on the *Drop/Withdrawal/Reinstate* tab will change to **submitted**.
- Faculty must drop Veteran students within 22 days of the last date of known academic activity in order to comply with federal regulations. Note: Students in federal programs are identified as FED \*.

**WITHDRAWAL DEADLINE**

- All withdrawals must be processed online. No late withdrawals will be accepted.

**NO LATE ADDS/ NO LATE DROPS**

- Do not allow students to sit in class who are not officially enrolled since they will not be able to add the class after the add deadline.
- Due to extraordinary demand and limited availability of classes, late drops will not be accepted. **Remember that dropping inactive students by census is the state law.**
- Dropping students before census will open up seats for students on the waitlist.
- Due to unprecedented demand for courses, it is more important than ever that faculty honor the waitlist priority.

**\* STUDENTS IN FEDERAL PROGRAMS – FED**

- \* Faculty will be required to enter the last date of “known academic activity” for all students enrolled in a federal program when the student is assigned an ‘F’ grade.
- \* It is recommended that faculty maintain attendance records after census for those students indicated as FED because last date of known academic activity is required when the student is dropped and/or if the student is assigned an ‘F’ grade.