

ATTENDANCE ACCOUNTING FREQUENTLY ASKED QUESTIONS

What is the “census” date?

The census date is the “snapshot” the state uses for funding purposes. 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 at the top of each tab. 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 available by clicking on the calendar icon.

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 at the top of each tab. 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.

How do I know if I have complied with the census requirement?

Prior to the census date, faculty must drop no shows or students who have stopped attending. If there are no students to drop, faculty must click the *No Drops to Report* button found on the *Drop/Withdrawal/Reinstate* tab. Once completed, the Census Processing field, on the same tab, will indicate **submitted**.

What about students who are given add codes?

Faculty should write in the name and CSID for all students who have added the class after opening day. 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 on the *Master Roster* tab.

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 academic activity is required when the student is dropped and/or if the student is assigned an ‘F’ grade.

How do I know who is officially enrolled?

Faculty may download an up-to-date roster at anytime from Faculty Web Services or click on *Print Current Roster* from the Master Roster tab. If a student processes an add code, their name will appear on the Add Code tab but will only show on your downloadable or Master roster once the class has been paid.

How do I submit my grades?

Faculty submit grades online using the online grade sheet available at faculty.sdccd.edu. Note that faculty teaching positive attendance classes will maintain attendance hours on the *Absence/Attendance* tab and the hours will populate the grade sheet automatically.