

## Tips for Census Rolls Completion

- 1<sup>st</sup> – **Form must be filled out in ink not pencil.** Blue or black ink is best used. No purple, pink, red, green, etc.
- 2<sup>nd</sup> – **No whiteout** is allowed anywhere on the form. This is an official document and entries on this document form the basis for our FTE which directly impacts the college's budget.
- 3<sup>rd</sup> – **Form must be filled out and signed by one of the assigned instructor.** Instructor must print, sign, and date each page of the census roll in the bottom right. Instructor who signs form must be one of listed instructors (in upper left of form) and date of signature must be on or after the census date (listed in upper left in information portion).
- 4<sup>th</sup> – **Every student should have something listed (either E or NA).** Note that all census rolls will be reviewed by the Registrar and any student that does not have anything listed in attendance portion of form will prompt the Registrar to investigate. If a NA is listed it is required (and expected) that a drop form is (or will be) submitted by the instructor.
- 5<sup>th</sup> – **How to handle mistakes:** two options –ask Registrar to reprint the roll and the instructor redoes it or line thru the mistake (do not blacken it out), initial beside it, and write explanation.
- 6<sup>th</sup> – **How to handle online classes (E at end of section number):** Online census rolls will not have pre-printed dates – ***dates must be written in (on both pages) up to and including the census date. This is the most common mistake made on census rolls.*** Note that to get an E the student must complete some type of online assignment not just sign into Moodle. If questions on what qualifies for an online assignment contact our Director of Distance Learning (Jennifer Jones).
- 7<sup>th</sup> - **How to handle hybrid classes (H at end of section number):** Hybrid classes will have dates for the seated portion pre-printed but not the online portion. We can get FTE credit if a student enters either the seated portion or the online portion first. If online then write in dates up to and including the census date and put an E in the appropriate column.
- 8<sup>th</sup> - **How to handle a student in your class but not on your census roll:** First check in Webadvisor/Colleague to verify that student is in fact in your class. If Webadvisor/Colleague shows student is in your class then write in the ID# and student's name on your census roll and mark attendance accordingly. Registrar will verify this upon review of all census rolls.
- 9<sup>th</sup> – **How to handle a student who does not enter a class the first 7 days of the semester:** Our college's policy is that if a student does not show up for class the first 7 days of the semester that student must be dropped as a NA (never attended). Exceptions to this policy are handled by the Academic Deans.
- 10<sup>th</sup> – As always if you have questions contact me.

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