

# Official Census Rolls Information (Updated 09/14/17)

1. **Before using the roll please check it for correctness.** If the instructor name or meeting dates and times are not correct then please ask your Department Head or Academic Dean to send an email to both me and the Student Data Technician (Penny Vaughn) so that Penny can correct the data in the system and I can then print a corrected roll for you. We will need the course prefix, course number, and section number to do this. For Independent Study and Online sections you will have to write in the dates on the roll column headings. The auditor requires that this information be correct.

2. **No whiteout is allowed anywhere on the Official Census Rolls. This change took effect with the 2013 Summer term.** If you make a mistake when you are filling out your official census roll ask me to print you another one (I will need the complete section identification (ie. CUL-116-61). **Or** use the following procedure:

**- Listed below is the approved procedure for making corrections to census rolls:**

- Draw line thru entry (inaccurate info must still be legible).
- Initial and date entry.
- State reason for the error (ie. in the margin or above the note, if room).
- Document the correct information.
- If there is not enough room at original entry, enter the correct information on the next available line/space documenting the current date and time and referring back to the incorrect entry.
- Do not obliterate or otherwise alter the original entry by blacking out with marker, using whiteout, writing over an entry, etc.

3. **It is imperative that you enter the “E” code (first date of attendance) under the first date on which each student attended. No other codes should be entered on dates prior to the “E” date (see example census roll attached).**

A. For **Hybrid** classes the “E” should be under the first preprinted date the student attended the seated portion of the class or if the initial qualifying entry/participation was on-line, write in a date column heading and an E on the census roll for the initial qualifying on-line participation (see example census roll attached). We receive FTE credit for the student if the student either attended the seated portion **or** the online portion of hybrid classes. This will enable us to distinguish seated entry from on-line entry for Hybrid sections, based upon seated entry being recorded under pre-printed dates and on-line entry being recorded under hand written dates. The E should only be entered for the type of entry which occurs first for each individual student. On-line participation should be determined as directed by Jennifer Jones (phone # 336-506-4115), our ACC Director of Distance Learning.

B. For **Online** classes the “E” should be entered under the first date that each student logged in to the section and participated as defined by Jennifer Jones, our ACC Director of Distance Learning. For Online classes, meeting dates are not preprinted on the census roll and must be written in. Write in dates up to and including the census date (see example census roll attached).

4. **Please remember on each page to sign (legible signature) and date the original copy and turn in to your Department Head by the required date.** Please do not send these directly to Student Records. Your Department Head needs to receive them by the required date in order to review them and turn them in to their Academic Dean on time for further review. If the section does not meet again until after the required date, then an allowance will be made for you to turn that roll in after the next class meeting, and if the census date has not passed yet for a section then you should not turn the roll in yet. The census date is printed on the roll in the upper left information area.

**The auditor requires that the instructor signature be an original, LEGIBLE and dated no earlier than the census date.** The instructor must also print their name under the legible signature. If more than one instructor is listed on the census roll, then any of the instructors listed may sign (same instructor should sign all pages of the census roll). PLEASE NOTE THE FOLLOWING: The Department Head is no longer allowed to sign a census roll for an instructor unless a specific written and signed (by instructor) explanation is attached explaining to the auditor why the instructor could not sign, and authorizing the Department Head to sign instead.

***Independent Study census rolls*** will have to be turned in twice – **1<sup>st</sup> time with the rest of the census rolls** (Financial Aid requires them at this time in order to verify 1<sup>st</sup> date of attendance). **The second time they are due is after grades have been submitted.** Independent Study classes are funded differently and attendance information for the entire term must be indicated on them.

5. Individual departments are required to keep copies of attendance records for all sections for 3 years. If your department elects to use the official roll form to keep these records, then you will need to make a copy before you turn the original in on the required date. This official roll form will not, however, be used to report final grades to the records department. The on-line Self Service Grade Roster will be used for documenting final grades.

A. It is also best to not mark a D on your census roll to indicate a drop unless you have the confirmation copy of the drop form back from the records office showing the actual processed date of the drop on the very bottom line of the form. That is the drop date the Auditor uses to determine FTE eligibility.

B. Also, please do not use a T for Tardy as it may be misinterpreted as a section transfer notation. When you enter an A for absent and the student then arrives late, you

may circle the A to indicate tardy. We cannot report FTE based on questionable attendance records.

C. Write in any missing name of attending students only if you have checked your roll in Self Service or Colleague to confirm that the student(s) are actually enrolled in the section (do not use moodle for this). If a student is not on your roll in Self Service or Colleague that means they are not enrolled in your class and should not be attending. Take action to remedy the situation.

D. If a student never attended your class and the student's name is printed on your roster write an "NA" in row next to student's name (see attached example census roll). Note that you still will need to submit a drop form dropping the student from your class.

6. Your cooperation with these requirements will be greatly appreciated. If you need a replacement for a lost or damaged roll then please let me know by email as soon as possible. You will need to email me the course prefix, course number, and section number of each roll you need.

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