

ATTENDANCE ACCOUNTING

The District's Apportionment Attendance Report, Full Time Equivalent Student (320 Report) contains the most recent information regarding attendance. This document is prepared three times for an academic year and is prepared in accordance with the California Community College Student Attendance Accounting Manual. The provision exists for preparing the report additional times as recalculations, if deemed necessary by the District.

Pursuant to the provisions of Title 5, the units of Full-Time Equivalent Student (FTES) for apportionment purposes shall be computed for courses based on the type of course, the way the course is scheduled, length of the course and the term in which the course is offered.

In compliance with regulations from the State Chancellor's Office, the District will be responsible for reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and "annual" (between July 1 and June 30).

The District will maintain compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, credit courses being reported on an actual attendance basis and Distance Education courses using the alternative accounting method.

The District will report actual student contact hours of attendance procedure tabulations using the District's administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.

The District will prepare support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with State audit regulations.

The District will insure that computation of FTES includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.

The District will maintain at least 175 days during the fiscal year, including flex days. The calendar is developed by a calendar committee comprised of classified, faculty, management and confidential employees.

Definitions:

All definitions relative to these procedures shall be as defined in the "California Community College Student Attendance Accounting Manual."

Documentation:

On file in the Admissions and Records Office shall be a procedure manual which outlines the District's procedures relative to:

1. Application Processing
2. Residency Determination
3. Registration
4. Program Changes
5. Student Records

On file in the Technology Services Office shall be a procedure manual which outlines the District's procedures relative to Attendance Accounting.

Public Notice:

The Dean of Student Services, Admissions and Records Supervisors, or designees shall annually review the Catalog, the Schedule of Classes, and other publications containing information relative to enrollment, attendance, and disenrollment to ensure accuracy.

Audit:

All policies, procedures, and supporting materials relating to attendance, enrollment, disenrollment and student records shall be available to District, State, and Federal auditors on an as-needed basis.

References: Title 5, Sections 58003 et seq.; Attendance Accounting Manual

Approved: December 11, 2007

Revised: June 19, 2013

Revised: July 10, 2017