

ATTENDANCE

FC
(REGULATION)

STUDENT
ATTENDANCE

Students are expected to attend regularly all classes in which they are enrolled and to consult with the instructor when an absence occurs. If a student is unable to complete a course, it is the responsibility of the student to withdraw from the course. If a student fails to withdraw, an instructor will assign a grade which is based upon the performance of the student for the entire course length semester ("performance grade").

CERTIFICATION OF
ENROLLMENT

Definitions used in this policy are as follows:

1. The certification of enrollment for state reimbursement is based upon full payment of tuition (or a contract to pay tuition) or the establishment of a pay plan by the census date of the class.
2. The census date shall mean the 12th class day of the traditional fall or spring semester and the fourth class day of a summer term. Census dates for nontraditional length classes will vary.

RESPONSIBILITY

It shall be the responsibility of the instructor to comply with College District procedures. The college registrar shall coordinate reporting activities and consult with instructors concerning the administration and/or interpretation of these procedures and applicable state agency regulations.

ATTENDANCE
REPORTING

College District policy requires recording of daily attendance through the census date. Further recording of attendance is recommended but shall not be required.

CLASS ROSTER
CHANGES

1. The instructor and student shall receive a class roster change notice via e-mail when the student adds or drops a class.
2. If a student attending class is not on the eConnect class roster, an instructor shall send the student to the registrar, and the student shall not thereafter be admitted to the class without having an official registration summary showing the student paid for the class. It shall be the responsibility of an instructor to ensure that each student attending class is listed on the instructor's eConnect roster.
3. Students dropped before or on the census date shall not appear on the eConnect final grade roster. Students dropped after the census date shall appear on the eConnect final grade roster with a pre-populated grade of "W".

CLASS ROSTER
SCHEDULE

The official eConnect class roster shall be posted upon activation of term. The dates below assume that Saturdays are included in determining the census day.

ATTENDANCE

FC
(REGULATION)

ROSTER PRINT SCHEDULE

Name of Roster	Date printed (PM)	Date Available (AM)	Exceptions
1. Temporary Class Roster	Fall and Spring Term: Thursday before first class day of term. Summer Terms: One to two days before first class day of term.	Sent to College	1) Flex classes—based on dates entered by the college on SRGD screen. 2) Excludes holidays and weekends in the 1–2 day calculation. 3) Not printed for all colleges. Some colleges use eConnect’s My Class Roster, which is available when registration begins. Nontraditional classes—not an option.
2. Sixth/Fourth Day Class Roster	Fall and Spring Term: Sixth class day of term. Summer Terms: Fourth class day of term.	Sent to College	Flex classes—not an option.
3. Permanent Class Roster	Census Date	Sent to College	1) Flex classes—based on dates entered by the college on SRGD screen. 2) Not printed for all colleges. Some colleges use eCampus’ Grade Center.

SRGD means Section Registration Date.