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| Book | Administrative Procedures |
| Section | Chapter 5: Student Services |
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References: Title 5 Sections 58000 et seq.; 38CFR 21.4203; 34CFR 668.22

Yuba Community College District complies with all attendance accounting requirements as mandated by the Education Code, Title 5 regulations, Federal Title IV and VA-ONCE regulations, the Budget and Accounting Manual, and the Student Attendance Accounting Manual. The attendance accounting requirement is intended to promote the following purposes:

- To ensure the effectiveness of instruction
- To ensure that State aid is apportioned according to the same standards to all districts
- To ensure the safety of students, and
- To ensure that the State, districts, and students receive a reasonable return for monies expended (§ 58052)

Pursuant to the provisions of Title 5, Section 58051, 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, and the length of the course. (§58003.1)

The District will ensure that the 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. (§ 58050)

The Board of Trustees shall adopt an academic calendar that determines a single primary term length for credit courses.

As established by the Academic Calendar Committee, approved by the Board of Trustees, and reported to the CCC Chancellor's office, the District will maintain an academic calendar with at least 175 days of instruction or examination during the fiscal year, including flex days.

In compliance with regulations from the CCC Chancellor's Office, the Directors of Admissions and Enrollment Services will be responsible for the reporting of FTES during the first reporting period (between July 1 and December 31), second reporting period (between July 1 and April 15), and annual reporting period (between July 1 and June 30). (§ 58003.2)

Yuba Community College District will maintain compliance with census procedures prescribed by the CCC Chancellor's Office for all census-based credit courses, including work experience and independent study, and with prescribed contact hours reporting procedures for courses reported on an actual hours of attendance (positive attendance) basis.

Each course section will be reported for FTES apportionment funding using one of the following attendance accounting procedures: (1) Weekly Census, (2) Daily Census, (3) Alternative Attendance Procedure – Weekly Census, (4) Alternative Attendance Procedure – Daily Census, or (5) Positive Attendance.

I. Census (§ 58003.1; § 58006; § 58009)

(1) Weekly Census (full-semester credit classes): This attendance accounting method applies to course sections that are regularly scheduled (e.g., MWF 9-9:50) for a full primary term (scheduled coterminously with fall or spring primary term). The census date at the 20% point of the term is determined in accordance with §58003.1(b).

(2) Daily Census (short-term credit classes): This attendance accounting method applies to course sections that meet at least five days, meet less than a full semester and are scheduled regularly with respect to the number of hours during each scheduled day (e.g., 8/24-10/22 MWF 9-9:50). This method is used for the majority of intersession classes and for short-term offerings within a primary term. Holidays are excluded from the FTES calculation. Census for these classes is taken on the scheduled day of the course that is nearest 20% of the number of days the class is scheduled to meet. (§58003.1(c))

(3) Alternative Attendance Procedure – Weekly Census (non-classroom based instruction full-semester sections): This attendance accounting method is based upon units rather than contact hours. This method is used for Independent Student/Work Experience Education and Distance Education classes. The census date at the 20% point of the term is determined in accordance with §58003.1(b).

(4) Alternative Attendance Procedure – Daily Census (non-classroom based instruction short-term sections): This attendance accounting method is based upon units rather than contact hours. This method is used for Independent Student/Work Experience Education and Distance Education short-term classes (e.g., summer sections). The census date is determined in accordance with §58003.1(c).

Instructors of census-based sections are required to clear the rolls of inactive students before the census date of the class since only students actively enrolled as of the census date can be reported for State apportionment funding (§ 58004). Using WebAdvisor, instructors must “census drop” no-shows (students who have never attended) as well as students who have stopped attending. The effective “drop date” of these census drops shall be no later than the end of business of the day immediately preceding the census date (§ 58004). Only students who are actively participating in the course will remain on the roster on the census date. Using WebAdvisor instructors of all census-based sections must “census certify” on the census date.

Instructors of census-based sections with TBA hours (Hours by Arrangement) must ensure that those hours are required of all students as clearly stated in the schedule of classes, on the course syllabus, and on the course outline of record. Accurate daily records of the attendance of each student in TBA hours must be maintained by the instructor and available for audit for three years following the end of the course. The attendance of any student who has attended none of the required TBA hours before the census date cannot be reported for apportionment.

The Director of Admissions and Enrollment Services will prepare census day procedure tabulations using the District’s administrative computing system.

II. Positive Attendance (§ 58003.1; § 58006; § 58007)

(1) Positive Attendance: This attendance procedure is based upon a count of students present at each course meeting and is used for sections that are:

- i. irregularly scheduled with respect to the number of days of the week and the number of hours the course meets on scheduled days,
- ii. scheduled for fewer than five days,
- iii. in-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations (§ 58006; §58051(c))
- iv. open entry/open exit sections
- v. all noncredit sections

Instructors of Positive Attendance sections must maintain accurate daily records of the presence or absence of each student at each class meeting. (CDAM 424.01.1; SAAM) This applies to Positive Attendance credit classes and all noncredit classes. Along with submitting final grades on WebAdvisor following the last class session, the instructor must compute and report

on PATrack the daily account of class attendance records for each Positive Attendance section detailing the calculation of the daily attendance hours reported for each student. Once completed, instructors are required to certify the hours associated with the section to be complete and accurate. Any exception to using this system for positive attendance accounting must be approved by the Vice Chancellor, Educational Planning and Services. This system will serve as audit documentation for the District and will be the responsibility of the Directors of Admissions and Enrollment Services. Instructors must complete and certify the input of positive attendance sections within three business days following the last day of the term.

The Director of Admissions and Enrollment Services 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 documents (attendance rosters) submitted by the instructor of the course.

The Directors of Admissions and Enrollment Services will maintain support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with State audit regulations.

The Directors of Financial Aid will ensure compliance with Federal Regulations (34CFR 668.22) pursuant to Return to Title IV Funds (R2T4) and VA-ONCE Notice of Change (38CFR 21.4203) using faculty verification of last actual date of attendance to calculate student's earned and unearned portion of Title IV Aid.

Instructors are responsible for verifying student attendance dates in all sections in which:

- earned and unearned portions of Federal Student Aid (Title IV) are determined based upon the amount of time the student spent in attendance, and/or
- last actual date of attendance is used to determine status changes for students receiving Veteran (VA-ONCE) funds.

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