Census Rosters and Online Forms

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Admission and Records

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CONTRA COSTA COLLEGE

What are we Talking about Today?

Opening Rosters

- Opening Rosters are emailed to instructors InSite email accounts on the first date of instruction.

- Opening Rosters will contain current enrollment as well as any waitlist activity.

- Opening Roster will indicate the attendance type for each course (Weekly, Daily, Independent Study, Positive Attendance, Etc).

- Opening Rosters will also indicate important dates such as the last date to drop and the Pass/No Pass deadline.

What is Census?

- Census is an Attendance Accounting Procedure.

- It is the official day attendance is taken for full-term classes each semester

- Census is the 20% mark of the course. Not all courses have the same Census Date.

- CCC Receives apportionment for each FTES(Full-Time Equivalent Student).

Census Rosters

- You will receive an email at the start of the term that includes the courses for which you will be required to complete a Census Roster.

- An email will be sent for each course on the Census Date with instructions and a link to complete the Census Roster.

- All Census Rosters are completed electronically using Dynamic Forms. You will not receive access to the Census Roster until the Census Date.

Census Rosters- Positive Attendance

- Positive Attendance Courses (Based on direct contact hours) will not receive a Census Roster.

- Open Entry/ Open Exit courses are always coded as positive attendance.

What Happens if I Do Not Submit My Census Roster by the Due Date?

This Can Happen….

- Census Rosters that are not returned by the due date may impact our enrollment numbers.

- We report enrollment data to the National Student Clearinghouse as well as the State of California.

- Delays in processing drops may prevent students from requesting Transcripts, Enrollment Verifications, etc.

- Students may drop themselves with the incorrect date.

- Instructors may drop a student online with the incorrect date.

- Accurate enrollment numbers may be delayed

Census Roster Cont. - No Shows

- A No Show is a student who has not attended the class on or after the first date of instruction.

- Students in attendance on or after the first date of instruction who stopped attending prior to the Census Date must be dropped as of their last date of attendance. Students who stop attending on or after the Census Date may not be dropped on the Census Roster.

- All students not in attendance MUST be dropped as a No Show on the first date of instruction.

- The final opportunity to drop students who never attended as No Shows is on the Census Roster. Amended Census Rosters will not be accepted.

Add Authorizations

- Students who are not enrolled as of the first date of instruction are NOT enrolled in your course.

- These students require Add Authorization which may be assigned (or revoked) in the Multipurpose Roster on InSite.

- Add Authorization may be assigned prior to the first date of instruction but will not allow enrollment until the first date of instruction after the Waitlist closes (4:00am).

- Students enrolled on the first date of class who have dropped may be reinstated at the instructor's discretion. Reinstatement forms may be submitted by the Instructor or by the Student using the appropriate Dynamic Form.

- Students must be reinstated prior to the submission of grades.

Dropping Students

Ways students may be dropped:

1. Dropped as a No Show on the first date of instruction or on the Census Roster.

2. Dropped without a "W" through the day prior to the Census Date.

3. Dropped as of the last date of attendance prior to the Census Date on the Census Roster

4. Students in attendance on or after the Census Date may be dropped through the Multipurpose Roster in InSite through the last date to drop with a "W".

5. You are required to assign a grade for students who were not dropped as of the last date to drop with a "W".

Grades

- Grades are due three business days after the end of the course.

- Positive Attendance Hours are also due three business days after the end of the course.

- Grades are required for all students enrolled after the last date to drop.

- Grades are final in the absence of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency.

- Grade Changes may be submitted in the case of one of the above reasons no later than one year after the end of the term.

Incomplete Grade Contracts

- Incompletes will only be given in cases of emergency such as accident, illness, or family emergency. (Title 5 sec 55023).

- Examples of Incomplete Grades are IB, IC, ID, IF & INP.

- Incomplete Grade Contracts are to be initiated by the student and agreed upon by the instructor.

- Completed Incomplete Grade Contracts are due within one week of assigning the Incomplete Grade.

- Upon the student's submittal of agreed upon work, the instructor must complete a grade change form and follow the existing grade change process in order to change the student's InSite "I" grade.

Incomplete Grade Contracts Cont.

- An incomplete grade must be made up NO LATER THAN one calendar year following the grade assignment, or it will automatically revert to the alternate grade assigned by the instructor.

- Students who receive an "I" grade cannot register for the same course until the incomplete has been resolved and only if the final grade is unsatisfactory.

Student Appeals

- Students may submit appeals if extenuating circumstances warrant an appeal.

- Appeal reasons may vary from dropping a course after the deadline, applying late for graduation, residency or tuition appeals – this is not an exhaustive list.

- Students may email Admissions@contracosta.edu to request an appeal.

Dynamic Forms

- PDF's and other paper applications are in the process of being phased out. Dynamic Forms are replacing these forms, allowing for quicker processing and tracking purposes.

- Forms may be found in the CCC Faculty Forms tile in InSite or the CCC Student Forms tile. Student Forms may also be found on the Admissions & Records Forms page on our website.

Resources

https://www.contracosta.edu/faculty-resources/

https://www.contracosta.edu/admissions/admissions-records-help-center/

Questions?

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