

# Census Rosters

Census rosters are printed and distributed after students have been deregistered for non-payment. Instructors must verify enrollment, attendance dates, beginning and ending dates, and hours and times the class meets. A student who has not attended or completed the Mandatory Course Enrollment Assignment is listed as a No Show and must be indicated as such on the roster. Audits and credit by exam grades are also included on these reports. Faculty teaching online, hybrid and web-assisted courses must submit the graded Mandatory Course Enrollment Assignment with the census roster. Completed reports are signed, dated, and submitted to the appropriate Dean/Director for review. The rosters are then returned to the Records Office for processing. Then enrollment data from these reports are used to report student hours of membership (2D SBCC 323) which are used to calculate FTE (full time equivalents) for the college and affects subsequent funding. Accuracy of information is critical. These reports are subject to audit.

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