

Janice House

From: Lisa Gray
Sent: Friday, February 01, 2013 3:13 PM
To: All Exchange Users Email List
Subject: FW: Census Roster Submission
Attachments: Drop Roster Online Instructions.pdf

Contact Kristin Pimentel with questions at kpimente@cuesta.edu or ext. 3182.

From: Kristin Pimentel



ADMISSIONS & RECORDS MEMORANDUM

Date: February 1, 2013
To: Faculty
From: Kristin Pimentel, Director of Admissions & Records
Subject: Census Roster Submission

All instructors are required to submit attendance (census) rosters.

Cuesta College is required to collect attendance (census) roster in order to legally claim apportionment (FTES) on “active enrollment.” Cuesta is paid by the state for students who are in attendance as of census date. State regulations mandate faculty must clear any inactive students, including “no shows” prior to census date. Any student not enrolled by census is not considered a student and will not be counted in total apportionment for the course.

NO paper attendance rosters will be distributed. The electronic *Faculty Census Drop Roster* must be submitted within five days after Census. Failure to do so is a violation of Title 5 state regulations and may negatively impact reporting, financial aid awards and scholarships.

The Academic Affairs office will contact faculty who do not meet the deadline.

In myCuesta, select the Faculty Services tab, click on Faculty and Advisors; then Faculty Drop Rosters. For instructions on how to drop/submit census rosters, go to <http://academic.cuesta.edu/admrrreg/onlinedrop.pdf>

Kristin Pimentel

Director, Admissions & Records

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