

# Census Rosters, Class Roster Verification Agreement, and Maintaining Compliance

## Why are Census Rosters and Class Roster Verification Agreements so important?

North Carolina Community Colleges are funded based on their enrollment of students who entered a class by the census date (generally the 10% point of the class) and did not drop before the census date. Faculty certify their census roster and/or accept their class roster verification agreement as proof that the attendance information provided about the students in their class(es) is valid and true. Without the faculty member's certification or signature, the funding from a class is at risk of being lost or paid back to the North Carolina Community College System. This is why it is so important that faculty certify their census roster and/or accept their class roster verification agreement for every class in a timely manner.

## What is the census date and how do I find it?

The census date is the deadline by which a student must enter a course. Census dates vary depending on the course. They occur at the 10% point of the class in most cases (online CE classes have different rules).

For curriculum courses, the census date can be found in [Self-Service](#) by accessing the Faculty button after logging in. You will see the census date for each curriculum class in the right column.

Fall 2021					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ENG-112-014: Writing/Research in the Disc</a>	8/16/2021 - 12/14/2021	Online, ONLINE Online Class	6 / 21 / 0		<a href="#">8/25/2021 Census</a>
<a href="#">ENG-112-101: Writing/Research in the Disc</a>	T/Th 8:00 AM - 9:15 AM 8/16/2021 - 12/14/2021	Phillips (Building 3), 220 Classroom Hours	9 / 23 / 0		<a href="#">8/26/2021 Census</a>

The census date for continuing education classes must be retrieved by using an Informer report. Please consult with your program director or chair for more information, but here are the general guidelines for continuing education classes:

- *Membership CE (not online) classes including those with non-regular scheduled clinical or laboratory: The census date shall be determined from the regularly scheduled portion of the course section. Verification of student participation in the laboratory or clinical section of the course section shall be available for review. Census date shall be determined from the calculation of the total scheduled course section hours divided by 10 (ten) and applying the rounded whole number to the beginning hours of the course section ([1G SBCCC 200.94](#))*
- *Membership CE asynchronous online classes (non-regularly scheduled) - The census date shall be determined from the calculation of the total scheduled course section hours divided by four (4) and applying the rounded whole number from the end date of the course section. If the calculated number equals one (1) or less than one (1) then the next to last date is the census date. No census date shall be applied on the end date of the course section. ([1G SBCCC 200.94](#))*
- *Contact Hour classes - The last day of class is the census date (primarily EMS, FIP, and HRD classes).*

## What is the difference between a census roster and a class roster verification agreement? When do I use each one?

### Census Roster:

Faculty certify their census roster after the census date has passed. Best practice is to certify within a couple of business days past the census date. Faculty will monitor their attendance daily in Self-Service from the first day of class (using P for Present) through the census date. For membership classes, at a minimum, the faculty member must put a P for the first day a student attended (either by physical presence or documented online activity). For contact hour classes, the instructor will enter the actual amount of time (hours and minutes) each student attended into Self Service. After the census date has passed, faculty certify that the attendance they reported from the first day of class through the census day is true and valid. A census roster needs to be certified for each individual class a faculty member teaches per term.

### Class Roster Verification Agreement:

Faculty accept their class roster verification agreement after all classes for that term (Fall, Spring, or Summer/CE1, CE2, or CE3) are completed. Faculty digitally sign that all attendance they entered for that term is true and valid. A class roster verification agreement applies to all the classes the faculty member taught in that term – not to an individual class like the census roster. Since the faculty is verifying that **all** the attendance is correct for that term, the class roster verification agreement cannot be accepted until all classes in that term have finished. Faculty should accept their class roster verification agreement as soon as all classes they have taught in that term end.

### Census Roster versus Class Roster Verification Agreement in the Past:

Census Rosters are currently used for Curriculum (Credit) courses. They are assigned to an individual course. In general, they cannot be accessed in Self-Service after the semester has ended. They need to be completed as soon as the census date has passed.

Class Roster Verification Agreements are used for Continuing Education courses. Faculty receive one class roster verification agreement for all classes they taught in one term. In general, if they are not signed, they are still accessible in Self-Service in future terms. They should be signed as soon as the term has ended or as soon as the faculty member's classes for that term have ended.

Class Roster Verification Agreements are also being used to verify attendance for faculty who (1) taught a curriculum course, (2) did not certify their census roster(s) during the semester they were assigned, and (3) the semester in which the census roster was assigned has ended.

### Census Roster versus Class Roster Verification Agreement Now:

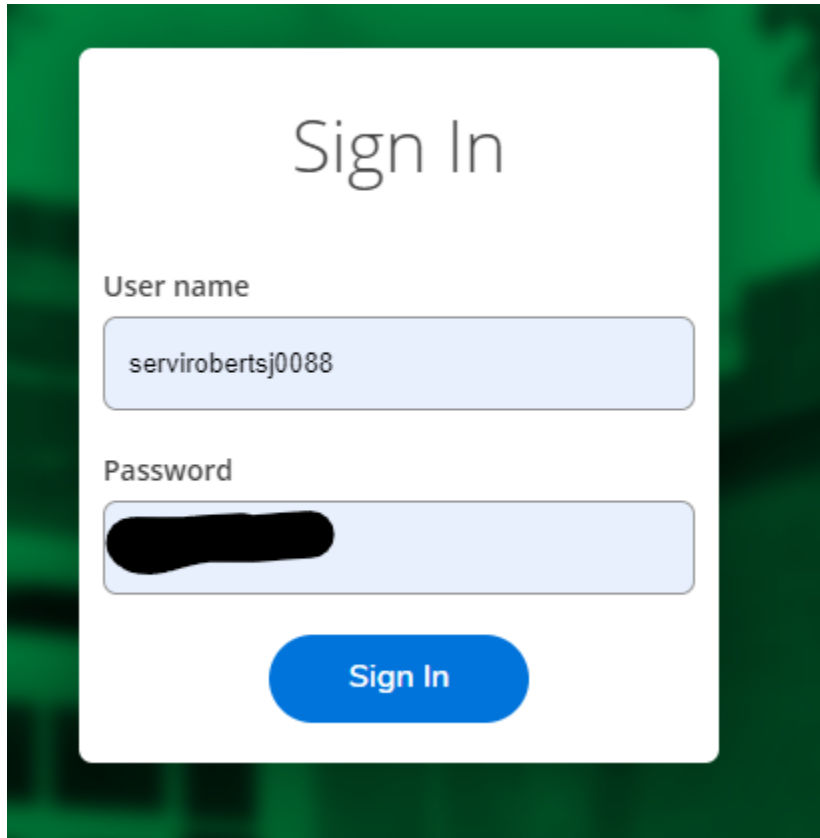
**All CE and CU classes** will have a census roster to verify after the census date and a Class Roster Verification Agreement to sign at the end of the term starting Summer 2023. This double verification process will ensure that Durham Tech is compliant with the State Board Code and does not lose any potential FTE that we have earned.

### How do I certify my census roster?

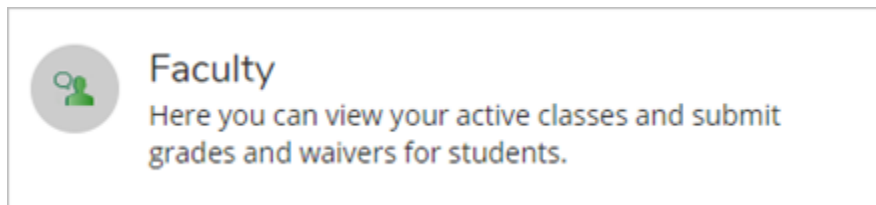
You will need to certify your census roster after the census date has passed. See above for "What is the Census Date and how do I find it?"

**To certify your census roster:**

1. Enter your username and password to log into [Self-Service](#).



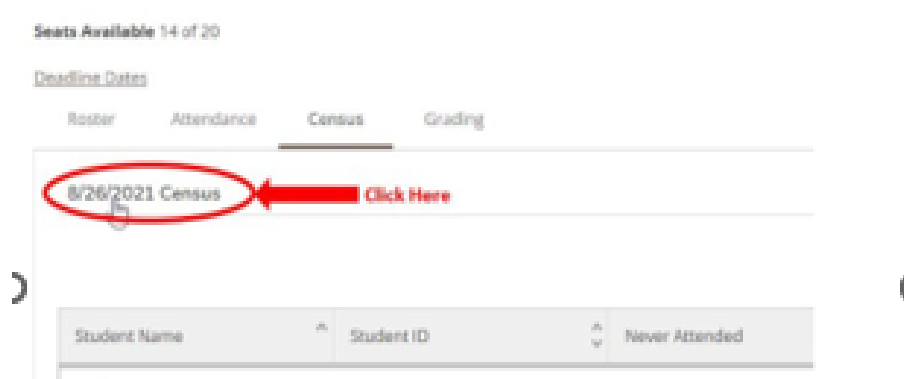
2. Select the **Faculty** tab to access attendance and the census roster.



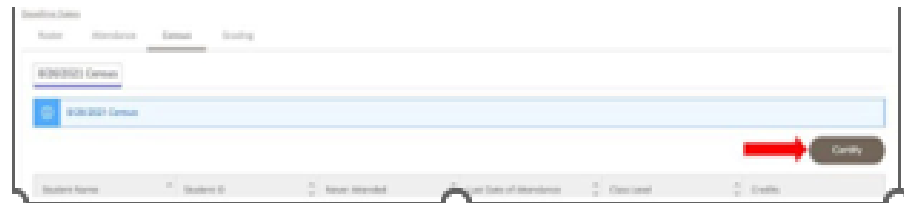
3. Click on the section (course) title that you will be certifying. Make sure you have monitored attendance daily (using P for Present) through the census date and that you have accurately entered a P for the student's first day of attendance (physical attendance or documented online activity).

Section	Times	Locations	Availability ⓘ	Books
ENG-112-014: Writing/Research in the Disc	8/16/2021 - 12/14/2021	Online, ONLINE Online Class	6 / 21 / 0	
ENG-112-101: Writing/Research in the Disc	T/Th 8:00 AM - 9:15 AM 8/16/2021 - 12/14/2021	Phillips (Building 3), 220 Classroom Hours	9 / 23 / 0	

4. Click the **census date under the “Census” tab (Once you click the date, the “Certify” button becomes clickable).**



5. Click the “Certify” button to submit. You will then be asked to sign.



6. After you certify your census roster, when you click on the Census tab, you should see the message “No census roster available”.

\*\*In the past, some classes were missing a census roster (no census roster was ever assigned to that class). That issue has been resolved, but in the rare case that you do not have a census roster for your course, please contact Terra Bikaht ([bikaht@durhamtech.edu](mailto:bikaht@durhamtech.edu)) for assistance.

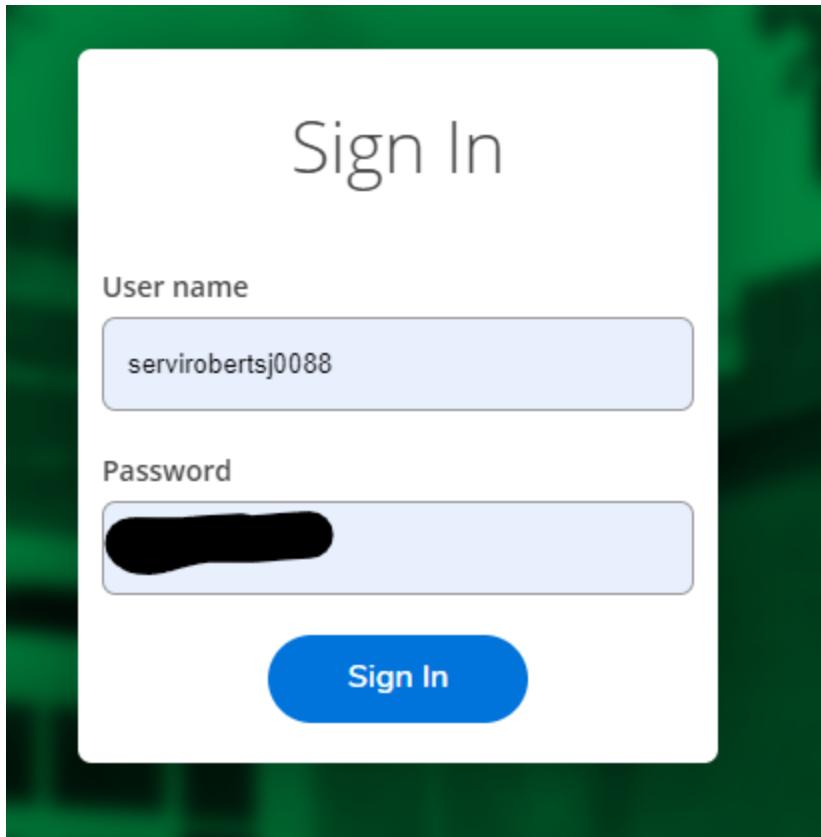
7. Repeat this process for any remaining courses that have passed the census date.

### **How do I accept my Class Roster Verification Agreement?**

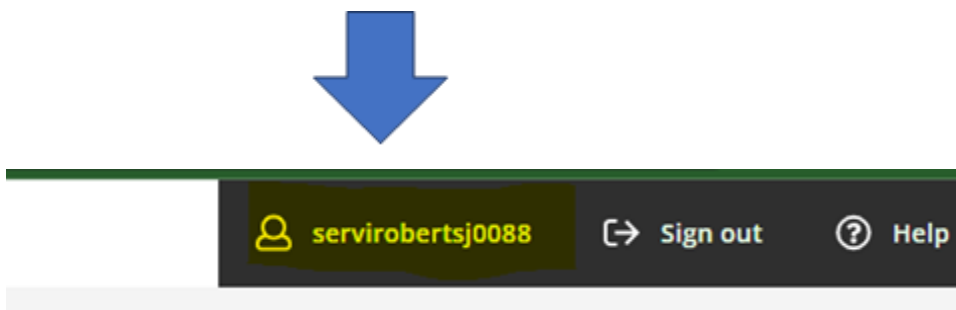
You need to accept your class roster verification agreement after all classes you taught for that term have ended.

#### **To sign the Agreement:**

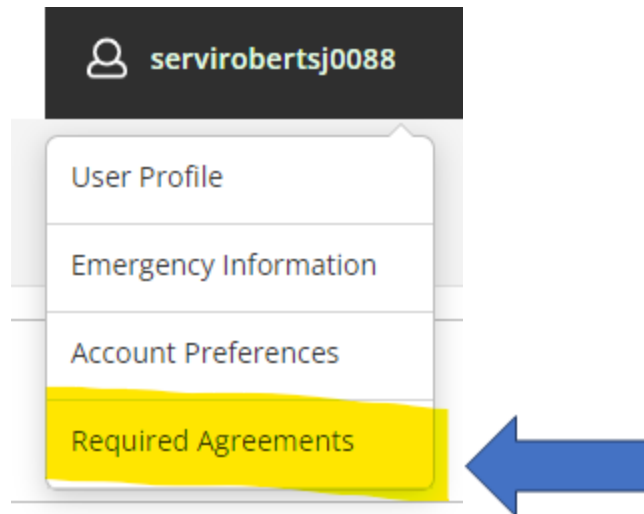
1. Enter your username and password to log into [Self-Service](#).



2. Click on your Username in the top banner.



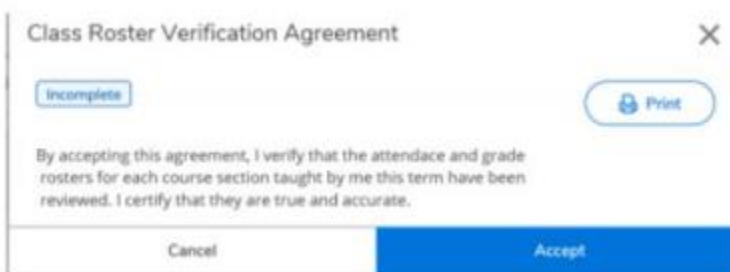
3. Select Required Agreements.



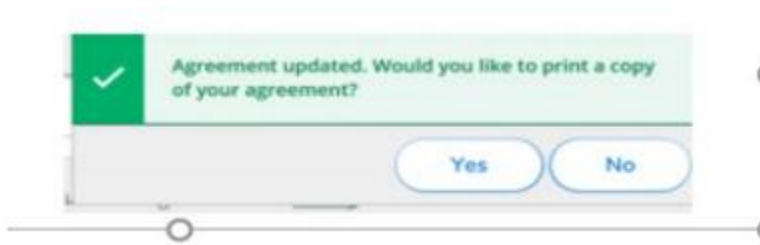
4. Select View for any agreements showing. The “Agreement Period” lets you know what term this agreement applies to.



5. Select “Accept” for the agreement after all classes you taught for that specific term have ended.



6. Select Yes or No to print (Recommended: keep a copy for your records).



7. Confirm that the **Status of the agreement is now Accepted**.

Title	Agreement Period	Due Date	Status
Class Roster Verification Agreement	Spring 2021	5/12/2021	Accepted 3/6/2021



*Any questions? Contact Jen Servi-Roberts at [servirobertsj@durhamtech.edu](mailto:servirobertsj@durhamtech.edu).*