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North Carolina Community Colleges are 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 (μ o š Ç u u OE s] () š] } v } OE Z U μ v (U Pu o] • • š OE] • (] v } s t 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.

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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 [Self Service](#) by accessing the Faculty button after logging in. You will see the census date for each curriculum class in the right column.



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:

- x Membership CE (not online) classes including those with 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. [IG SBCCC 200.94](#)
- x Membership CE asynchronous online classes (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. [IG SBCCC 200.94](#)
- x Contact Hour classes The last day of class is the census date (primarily EMS, FIP, and HRD classes).

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 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) that you will be certifying. Make sure you have monitored attendance daily (sign P for Present) through the census date that you have accurately entered a P
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Section	Times	Locations	Availability ⓘ	Books
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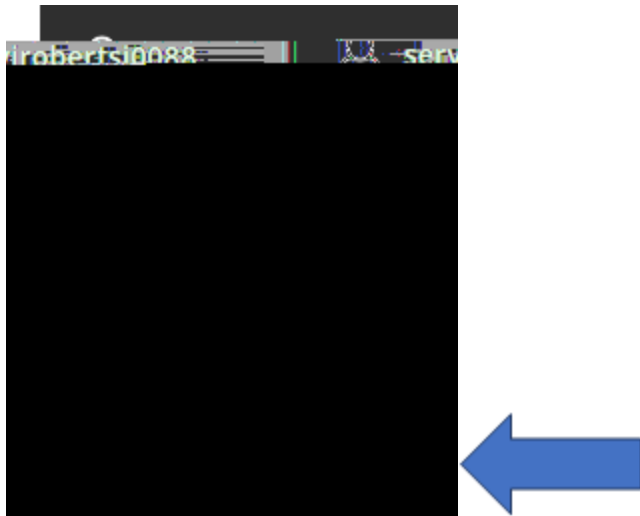
4. Click the [v•μ• š μ v Œ š Z ^ v•μ•_ š ~K v ^Ç}Œ š\]\(Ç_ š ž š}š U }u •](#)

ñX o] l š Z ^ Œ š](Ç_ μ š š}v š} •μ u]š X z}μ Á]oo š Z v •l š} •]P v X

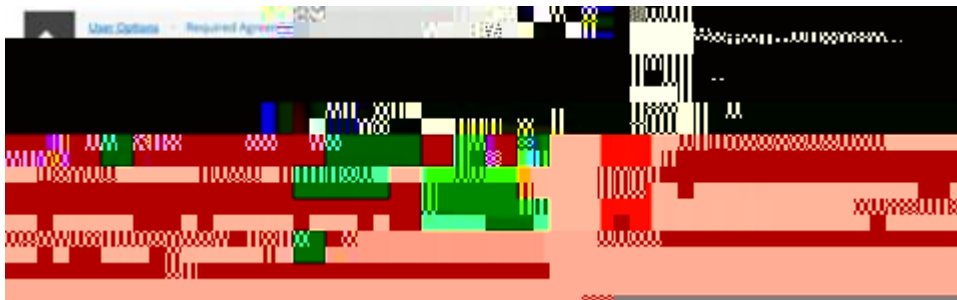
6. After you certify your census roster, when you click the [Census](#) tab, you should see the message

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**In the past, some classes were



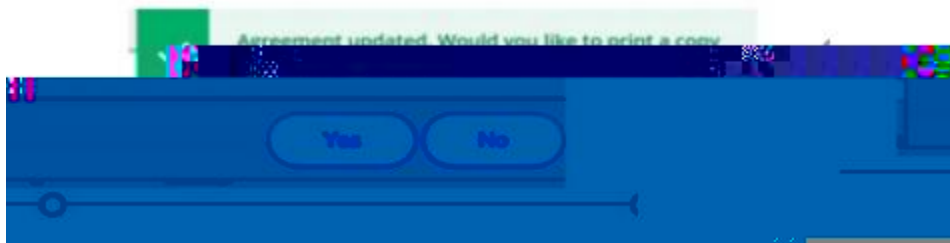
4. Select View for any agreements shown in this agreement applies to.



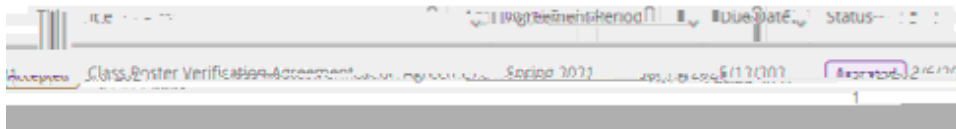
After all classes you taught for this term have ended.



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



7. Confirm that the [redacted] Accepted.



Any questions? Contact Jen Roberts at servirobertsj@durhamtech.edu