

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 32.4
Procedure Title: Dual Credit Census Rosters
Relevant Board Policy:
Originating Unit: Recruitment Center
Maintenance Unit: Vice President of Student Affairs

I. Purpose: The Dual Credit Census Roster aligns high school rosters with the official Palo Alto College (PAC) rosters and ensures that students are enrolled correctly and receive appropriate college credit for successfully completing the course.

II. Procedure Statement:

A. Preliminary Rosters:

High schools must send their preliminary rosters prior to the first day of class to the PAC Recruitment Center. The Recruiter/Advisor assigned to the high school will review the roster(s) and provide the school(s) with PAC rosters that note any enrollment issues. Preliminary PAC rosters (taken from the Recruitment Center database) will be sent at least twice prior to census date. All Independent School District (ISD) liaisons will be notified of the Census Date which is the last day for ISDs to request any students to be dropped or added to a course.

B. ACES Rosters:

Instructors must login to ACES to view their preliminary and final PAC rosters. Instructors must notify their school district Dual Credit liaisons of any enrollment issues prior to Census Date. The ISD Dual Credit liaisons must submit any enrollment changes received by instructors no later than Census Date.

C. Census Date:

Census Date falls on the 12th class day (as stated in the most recent PAC college catalog) and ends at the close of business at 5:00 pm of that day. Any adds/drops must be given to the Recruitment Center no later than 12:00 pm on Census Date. No registrations will be permitted after Census Date. Only drop slips will be accepted after Census Date. Course drops made after Census Date will result in the student earning a grade of "W" for each course dropped.

D. Course Payment:

Any third course payments need to be made by Census Date as this will affect the final roster and dual credit count.

Issued: February 21, 2011

Approved: Ana M. Guzman
President