

# Chapter 5 - Student Services

## AP 5070 Attendance

### References:

Title 5 Sections 58000 et seq.

Attendance requirements include the following broad areas:

- computation of units of full-time-equivalent student (FTES) based on the type of course, the way the course is scheduled, and course length;
- selection of a single primary term length for credit courses;
- reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15);
- compliance with census procedures prescribed by the State Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- preparation of census day procedure tabulations;
- preparation of actual student contact hours of attendance procedure tabulations;
- preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the College authorized to render service in the capacity and during the period in which he or she served; and
- maintenance of the College for at least 175 days during the fiscal year.

The Mt. San Antonio College Catalog contains the most recent information regarding attendance. This document is updated annually for currency and correctness.

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