

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 32.4
Procedure Title: High School Program
Census Rosters
Relevant Board Policy: N/A
Relevant SACSCOC Policy:
Originating Unit: Palo Alto College Office of High School Programs
Maintenance Unit: Vice President of Student Affairs

I. Purpose: The High School Programs (HSP) 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 School Programs Coordinators and Senior Advisors send preliminary registration reports for verification at the conclusion of enrollment. An updated, second verification report is sent the week prior to the first day of class. All ISD liaisons will be notified of the Census Date which is the last date to request any changes as to students who need to be dropped or added to a course.

B. ACES Rosters:

Instructors must login to ACES to view their preliminary and final PAC rosters. Off-site 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 PAC Office of High School Programs no later than 12:00 pm on Census date. No registrations will be permitted after Census date. Only drop requests 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.

Created: January 6, 2021

Approved: January 11, 2021

Approved:

(signed: Gilberto Becerra)

Gilberto Becerra, Vice President of Student Success

(signed: Dr. Robert Garza)

Dr. Robert Garza, President