

## NORTHWEST VISTA COLLEGE PROCEDURE

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Procedure Number: SS 2.1.1  
Procedure Title: NVC Manual Census Purge

### I. **Purpose**

The manual census purge process is implemented to ensure accurate State Reporting and funding for each part of term within a semester. Students have through the Census day to secure payment to avoid classes being dropped

### II. **Procedure Statement**

- A. The NVC Records team the Manual Census Day Report one week prior to the Census day and begins to and aggregate data for NVC courses and balances.
  - a. Manual Census Day Report is defined as the following: Balance >\$.01, No FA or VA Bypasses.
- B. The NVC Records team sends student records to NVC Financial Aid and Bursar offices to be reviewed for payment.
- C. The NVC Records team distributes the list of students who are at risk of being dropped no later than 2 day prior to the Census date to the following teams to conduct outreach.
  - a. Records Team: phone and email
  - b. Academic Chairs and Administrative Assistants
- D. Day after census purge, the NVC Records team will receives Census Day Purge Report for students who after census day, still have a remaining balance.
- E. NVC Records team will validate students' records to determine course add sequence and if balance is accurate.
- F. Courses that are not paid by the Census day will be dropped. Each student will be contacted via email about their deregistration via email.
- G. NVC Records team will send an email to the Academic Chairs and their Administrative Assistants to notify them of student who have been removed from their classes.
- H. Students who have been determined to have a Financial Aid award/loan pending, will be looked at on a case by case basis by Director of Enrollment Services and Student Success Vice President.
- I. If student is granted an exemption to remain in class/s, each course that was approved will be changed to an "Registered – Not Reported" (RF) registration status. A registration/transcript hold will be placed on the student record "Registrar Hold – VPSS RF Exception".
- J. Email notification will be sent to student about exception. The student will be required to pay off balance and contact Admissions & Records Director or Associate Directors to discuss implications of not setting up means of payment prior to Census date of classes, prior to the registration of the next term.

Contact for Interpretation:

Director, Admissions and Records

Relevant Board Policy: F.6.2 Student Responsibility for Success

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016

Approved: \_\_\_\_\_  
Vice President for Student Success

### **F.6.2 (Policy) Student Responsibility for Success**

Responsible Department: Vice Chancellor for Student Success

Board Adoption: 10-25-11

Last Board Action: 10-25-11

Reviewed: 2-22-16

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As members of the Alamo Colleges learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

### **Expectations and Student Responsibilities**

#### **I. Engagement**

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

#### **II. Communication**