
CENSUS TAKING POLICY

I. Introduction

The census is the process that the faculty certifies to the Registrar Office the students who never show to the enrolled course(s). The census is conducted during the first weeks of each part of term to determine whether the student attended at least once during the enrollment period. This mechanism allows to identify the population of students who never attended and at the same time the Office of the Registrar uses this method to process a non- attendance withdrawal.

II. Application

This policy applies to all students enrolled at the institution in all programs.

III. Procedure

1. The Registrar's Office prepares the calendar for census taking and the memorandum for the faculty.
2. Mechanized forms are generated to carry out the census process and distribute them to the faculty for due process.
3. Every faculty member is responsible on taking census and submitting them to the Registrar's Office by the deadline.
4. The Registrar's Office processes the information of the students who were reported as "no show" during the census process in the student information system.
5. Students that were reported as "no show" are notified accordingly.
6. Students must go to their Registrar's Office within three days upon receiving the notification to clarify any claims he/she may have.