

# VALENCIA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

## POLICY AND PROCEDURE

Number: 6Hx28:05-08

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**Title:** Class Roll

**Specific Authority:** 240.319 FS., 6A-14.0247 FAC.

**Law Implemented:** 240.319, 240.335 FS.; 6A-14.0247 FAC.

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### **Policy:**

Professors are responsible for keeping attendance records for all students in their classes and for submitting these records to the office of admissions and student records on forms provided by that office.

### **Procedure:**

At the close of regular registration each session, a preliminary class roll is prepared for each class. This roll is a list of students registered. It does not include late registrants or students who adjust schedules during the drop/add period. Students whose names do not appear on the preliminary class roll must show official proof that they are enrolled in the class. Students not officially enrolled should be sent to the office of admissions and student records.

After registration has been completed, an official class roll is prepared and sent to each professor. If there is discrepancy between the final class roll and the students in attendance, the faculty member notifies the office of admissions and student records on a form provided by that office.

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**History:**

Readopted: 12-11-74; Revised: 12-15-82; Formerly 6Hx28:5-02; Formerly  
6Hx28:5-08; Amended: 11-18-92