1. **What is census?**  
a. Census is the date used to count enrollment for funding purposes. Students must be enrolled one day prior to the census date in order for the college to claim apportionment.

2. **Why aren’t census rosters all due on the same date?**  
a. Census is calculated based on a percentage of the meeting dates. Although MOST semester length classes will have the same date, Term 1, 2, 3, 4 and courses taught outside and within the semester dates have a different calculation based on start and end dates.  
b. Your census roster due date is NOT the census date. To alleviate confusion, the census date is not reflected on any class rosters available through the portal or course descriptions through the class search feature.  
c. If your department runs roster via ARGOS, you may see the census date. Your roster is ALWAYS due at least one day prior to census.

3. **Why isn’t there just one census date?**  
a. Same answer as answer 2  
b. Check your class roster via the class roster search feature on myHancock to see your census roster due date. This due date is ALWAYS correct.  
c. You can also see this date by clicking on class search from the public website. Sort by faculty name – all of your classes will appear. Drill down on the individual CRNs to verify all of the important deadline dates for your specific course.

4. **Why are census rosters due on the weekend?**  
a. Census rosters are NEVER due on the actual census date. In order to be in compliance, they must be submitted no later than one day before census. In most cases, census will be on a Monday. A roster being due on a Sunday, rather than the Friday before, actually gives the faculty member more time to submit the rosters.  
b. In the fall, census is the day after Labor Day. Labor Day is NOT a day of instruction and cannot be counted as such; therefore, census rosters cannot be due on a holiday. Even though census is on Tuesday, the roster is due by SUNDAY.

5. **Why are census rosters due the same day that add codes expire?**  
a. In order for the enrollment to count for funding purposes, students must enroll at least one day prior to census.  
b. Once a course begins, no student can enroll unless the faculty member issues an add code.

6. **Why don’t add codes expire the first week of the semester?**  
a. In past semesters, when add codes expired after one week, HUNDREDS of students petitioned for late add WITH instructor approval. Late adds were processed manually requiring the student to come in person to the campus to register as the system was not set up to allow the adds after a specific date.  
b. Since apportionment is still granted for all enrollments prior to census, the decision was made to permit students to enroll with a faculty issued add code up until the day before the census date, as by issuing the add code, the faculty member was giving permission to add.

7. **Why can’t I submit my census rosters the first week of the semester?**  
a. Census rosters are not available until 7 days before census. The program only permits one programming calculation. Census rosters may not be submitted until a course has met at least once. Since AHC offers courses with different start and end dates (Term 1 & 3 are an example) making the rosters available for semester length classes during the first week, would make census roster available for term classes before they ever begin.
8. Why do we have electronic census rosters instead of paper?
   a. Paper rosters are very costly and time consuming. They must be processed manually by the faculty member, the admissions office, and must be scanned.
   b. Paper rosters are not a renewable resource and cannot be recycled.
   c. Paper rosters are not timely and rely on a delivery method that may not arrive on time and they are no longer an option, unless your rosters are late.

9. Are students able to register after I submit my rosters?
   a. If you issued an add code, students may still enroll up until the census roster due date and will still be added in apportionment.

10. What happens if I forget to submit my census rosters?
    a. The morning of census, a report is run to determine who has not submitted their rosters.
    b. If your roster is not submitted by the deadline, you will not be able to submit them online.
    c. By the end of that week, you will be sent an email with an attached roster that you must sign and return to the admissions office, immediately. Your late submission is reported to your department chair and academic dean.

11. What happens if I have trouble logging into myHancock and submitting my rosters?
    a. You should have been able to log into myHancock before the census roster due date.
    b. You are permitted to submit your rosters up to 7 days before the due date.
    c. If you issued add codes, and students have not used them, do not let that be the reason for not submitting your roster.
    d. Staff are not available to address issues on the weekend. Try to log into census rosters during the normal work day. If you are not able to do so, contact the AHC helpdesk immediately. Explain you are a faculty member and tell the technician the trouble you are experiencing.

12. How do I know my census rosters were successfully submitted?
    a. Although the census roster screen does indicate if submission was successful, effective with Term 4 2014, faculty will be sent an email to their myHancock email account verifying that specific rosters were successfully submitted. KEEP that email. It will be your proof that your rosters were submitted on time.
    b. If you believe your rosters were submitted on time, and the census roster screen shows a submit date, and you did not receive the email, call or email Marian Quaid Maltagliati, ext 3323 marianqm@hancockcollege.edu

13. Why is my census roster due before my first class meeting?
    a. If you teach an 8 week class which meets only one day per week in summer, term 2 or term 3, it is possible that the census calculation is the first day of class, making the roster due before the first class meeting. Why?
      Census is based on a percentage – not a specific date. Holidays are not counted in the total of instructional days.
    b. In summer, if you teach an 8 week class which meets only one day per week, and that day is the same day of the week as the fourth of July holiday, you actually only have 7 sessions. Therefore, your census count occurs before a class that meets 8 sessions and actually occurs the first day of class. Census rosters by definition are due at least one day before census.
    c. The same is true for term 2 classes in fall that meet only one day per week and that day is the same day of the week as the Veterans day holiday, and the Thanksgiving holiday dates.
    d. The same is true for term 3 classes in spring that meet only one day per week and that day is the same day of the week as the Presidents’ holiday dates.

14. What do I do if my census roster is due before the first class session and not available online?
    a. Contact Marian Quaid-Maltagliati, ext 3323; email marianqm@hancockcollege.edu or Kathy Lester, ext 3513; email klester@hancockcollege.edu
    b. Explain your situation, and one of us will send you a census roster to complete.

15. Any other issues with Census rosters?
    a. Call or email Marian Quaid Maltagliati