



Census Policy

Vicerrectoría de Asuntos Estudiantiles y Vicerrectoría Académica

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The Census is the process that the faculty certifies to the Registrar Office the students who never attended the courses enrolled. The census is conducted during the first weeks of each part of term to determine whether the student attended at least once during the selected period of enrollment. This mechanism allows to identify the population of students who never attended and inform the Registrar's Office to process the non-attendance withdraw.

Application:

This policy applies to all students enrolled at the institution and all programs and learning modalities.

Procedure:

- The Registrar's Office:
 - Complete the mechanized forms necessary to conduct the Census Process electronically.
 - Prepares the schedule for the Census Process.
 - Send to the faculty deadlines for making Census Process for each part of terms.

- The faculty conducts the process of taking the Census electronically with the pin number.

- The Registrar's Office:
 - Processes information that was compiled in the process of Census in the mechanized system, the cases identified by the faculty who never attended.
 - Sends notification to students identified by faculty, who never attended.
 - Processing Report the Census of the identified cases of student that never attend.



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- The student who claim that is attending must go through the Registrar's Office to get the form of Courses Reinstallation.
 - The student completes the form and notifies the professor.
 - Proceeding, the professor signs the form to the student.
 - The Registrar's Office evaluates the document and proceed with the reinstallation of the course in the Banner mechanized system.
- The student who claims that never attended and have been reported as attending, the teacher must complete the Certification and send it to the Registrar's Office.

Responsibilities:

- **Registrar Office:**
 - Prepares the schedule for the Census Process.
 - Processes information that was compiled in the process of Census in the mechanized system, the cases identified by the faculty who never attended.
 - Send communications to students identified as not attending.
- **Faculty:**
 - Make the process of Census electronically within the dates established by the Registrar's Office.
- **Student:**
 - Should you be attending the course and was certified as not attending; must pass through the Registrar's Office.



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Contacts:

Registrar Office

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