Census Date

POLICY: Census Date			
POLICY NUMBER:	700.14.01	**CUSTODIAN:**	Student Services Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	10/26/2021	**REVIEW DATE:**	
REFERENCES: Add/Drop Policy, Academic Calendar, Tuition Refund Policy, Student Handbook, Financial Aid Award Policy, Administrative Drop/Withdrawal Policy, Title IV Regulations			

Part 1. Policy Background and Purpose

The purpose of this policy is to establish White Earth Tribal and Community College (WETCC) census date for each academic semester.

Part 2. Definitions

Census date is also known as the official count day.

Part 3. Responsibility

Students are responsible for completing the Add/Drop form before the Add/Drop deadline listed on the Academic Calendar for the semester.

The Registrar is responsible for processing course adds, drops, and withdrawals and communicating the changes to pertinent staff.

The Registrar is responsible for notifying finance when the official census is complete.

The Finance Supervisor is responsible for taking a snapshot of the census file on census day and confirming accurate invoicing for the semester.

The Student Services Dean is responsible for overseeing the process of Adds, Withdrawals, Drops, and financial aid awards to conform with the census date.

Part 4. Policy

Census date is the official enrollment count for the specified semester.

Census date is the first business day following the Add/Drop date listed on the Academic Calendar for the semester.

Census date is the official billing date. Any changes after the Add/Drop date will result in a full invoice for the course.