



UNIVERSIDAD DEL ESTE
Oficina de Registraduría

The Census is the process that the faculty certifies to the Registrar's office the students who never attended the courses enrolled. The census is conducted during the first weeks of each academic session (full term and 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 completes the mechanized forms necessary to conduct the Census Process electronically and prepares the schedule for the Census Process. Send to the faculty deadlines for making Census Process for each academic session.
- The faculty conducts the process of taking the Census electronically with the institutional password (user ID and secret pin number) before the due date established.
- **The student who claim is attending** must go through the Registrar's Office to get the form of Courses Reinstallation to complete the form. The student notifies the professor and he sign the document to certify the student assist.
- **The student returns the form to the Registrar's Office** and 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 professor must complete the Certification and send it to the Registrar's office.

RESPONSABILITIES

Registrar's 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.
- Processing Report the Census of the identified cases of student that never attend.
- Sends notification to students identified by faculty, who never attended.

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.