



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 8, 2000

MEMORANDUM

TO: Presidents
Chief Instructional Officers
Registrars
Student Services Directors
System Administrators

FROM: Stephen Scott
Executive Vice President

SUBJECT: Effects of Inclement Weather on College Census Dates

Several colleges have contacted the System Office concerning the impact of recent inclement weather on curriculum census dates for student hour reporting and tuition refunds for Spring Semester 2000. Since the degree of disruption varies from college to college, there are several options that may be applied. Colleges should apply the following options depending on the local situation. In all situations, it is assumed that any class time missed will be made up in accordance with your college's adverse weather policy and the information provided below.

1. For classes in which the census date was reached prior to the college missing class days due to inclement weather, no adjustment in the census date is required. The college should use the original census date, as initially calculated by the IIPS software based on the original published schedule, to calculate student membership and tuition refunds.
2. For classes that did not meet at all prior to the original census date due to inclement weather, the college must recalculate the census date based on the new class schedule. The recalculation should be done in compliance with the attached instructions, and the newly calculated census date should be based on the 10 percent point of the total hours of classroom, lab and/or clinical instruction expected to be provided based on the new class meeting schedule. Instructional time made up outside the classroom, lab or clinical setting (i.e. extra assignments, individual conferences, etc.) should not be included as class time when calculating the new census date.

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3. For classes that met at least once prior to the original census date but that did not reach the census date prior to the college missing class days due to inclement weather, the college may apply one of the following two options:
 - a) The college may use the census date as initially calculated by the IIPS software based on the original schedule, or
 - b) The college may recalculate the census date manually based on the new schedule as described above and in the attached instructions.

The college must be consistent in its application, either using the original census date or manually recalculating the census date, for all classes that met the same number of days prior to the original census date. For example, the college may decide to recalculate the census date for all classes that met only once prior to the original census date, but use the original census date for all other classes. It is important, however, that the college be consistent in applying the options noted above.

Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, classes which are missed or not held for any reason, including inclement weather, should be rescheduled whenever possible in accordance with the college's adverse weather policy. If it is not possible to reschedule all class hours missed, the instruction may be made-up by other alternatives, which may include extra assignments, individual conferences, etc. The college must be able to document, during its annual program audit, how any instructional time that was not rescheduled was made up in order for the class hours to be reported for budget FTE reimbursement. Instructors compensated on an hourly basis must be paid in accordance with the hours of instruction actually provided. Therefore, if an hourly instructor misses classes due to closure of the college and the actual time is not made up, the amount of compensation and the reported student hours in membership must be adjusted as well. For additional information regarding auditing issues associated with missed class time due to inclement weather, refer to System Office numbered memo CC99-272 from Steve Scott dated October 8.

Please contact Shea Henson at the System Office or your local Program Auditor if you have further questions regarding the reporting of student membership hours or other auditing issues related to rescheduling missed class time. If you have questions regarding the recalculation of census dates, please contact Angelica Pickett or Vicki Strayer at the System Office.

Attachment

Instructions for Census Date Recalculation

1. If the college missed complete class days that are being made up by adding days during the reporting period, use the following method to recalculate the census date. (For example, you missed Monday and Tuesday and you are adding a Thursday and Friday at the end of the semester.) The process for recalculating a new census date is as follows:
 - First, go to the Registration Master menu (RG.M) and select the following sequence of menus to get to the Closed Time Maintenance screen (2-4-5). Once you have entered all the required data and added the closed dates and times, you must enter 'S' on the command line at the bottom of the screen to save the record.
 - The session dates will also have to be changed. Go to the Registration Master menu (RG.M) and select the following sequence of menus to get to the Term Date Maintenance screen (2-4-6). Once you have entered all the required data and added the new session dates you must enter 'S' on the command line at the bottom of the screen to save the record.
 - The data will also have to be recalculated. Go to the Registration Master menu (RG.M) and select the following sequence of menus to get to the Semester Course Maintenance screen (2-4-3-1) and type in all the required course information. Make sure you enter 'Y' on line # 39 (Calculate) in the space provided. And change the dates on line # 43 (Beginning Date) and line # 44 (Ending Date). Once you have entered all the required data and changed the dates you must enter 'S' on the command line at the bottom of the screen to save the record.
2. If you missed a non-standard period of time, or if you are not rescheduling all class time missed, you will need to calculate and key in the date changes manually. An example of non-standard period of time would be two complete days missed, closed early one day, and opened late four days.
 - To key the data in manually from the Registration Master Menu (RG.M) go to the Semester Course Maintenance screen (2-4-3-1) and type in all the required course information. Make sure you enter 'N' on line # 39 (Calculate) in the space provided. Then enter the new dates you calculated by hand. Once you have entered all the required data, you must enter 'S' on the command line at the bottom of the screen to save the record.