



California Community Colleges Attendance Accounting Quick Reference Guide

Accounting Method	Contact Hours Formula	Requirements
Weekly	Weekly Contact Hours x 16.3 x Census Enrollment	Coterminous with beginning and ending of term, meets same days and times every week, no deductions for holidays.
Daily	Daily Contact Hours x Number of Days x Census Enrollment	Meets on a regular basis for at least 5 days but less than full semester, meets same number of hours each scheduled day, no hours counted for holidays
Positive Attendance	Actual Attendance Hours (as entered in by instructor)	Based on actual student attendance, cannot be calculated until instructor has entered hours into Banner, used in all courses that meet for less than 5 days, non-credit, irregularly scheduled, apprenticeships, and open entry/open exit
Alternative Attendance Independent Study/Work Experience - Daily/Weekly	(Course Units + Lab Contact Hours (if needed)) x 16.3 x Census Enrollment	Used mainly for distance learning, one weekly student contact hour is counted for each <i>unit</i> of credit, lab hours, when appropriate, can be added to contact hours derived from units, both daily and weekly use TLM of 16.3
Alternative Attendance NONCREDIT Distance Learning	Average of Student Contact Hours at Census and at 60% point in course calendar.	Used for Noncredit distance education, two census points are used to determine FTES

$$\text{FTES} = \text{Contact Hours} / 525$$

Links with more information

- CCCC [Student Attendance Accounting Manual](#)
- State of California Title 5. [Education Code](#)
- Bakersfield College [Contact Hours Primer](#)
- CCCC [Fiscal Services Presentation](#)