

**Central Piedmont Community College**  
**PROCEDURES FOR COMPLETING 10% CURRICULUM ROSTER**  
**10% Rosters Due to Division Office By: (Date to be filled in by division)**

The 10% roster is the official audited record of CPCC. The accuracy and completeness of the 10% roster directly impacts the number of budget full time equivalents (FTEs) which determine the College's annual operating budget. The 10% roster is audited by the state.

Before beginning, verify the roster for accuracy of the following:

- Class title, class and section numbers
- Begin and end date of the class
- Census date (10% date) and total hours scheduled
- Class meeting day(s) and time
- If instructor ID# and name is not printed, please write-in this information beside the instructor field.

**Approved Symbols to be used on the roster – DO NOT USE other symbols or notations**

Symbol	Definition	Location To Be Entered on the roster
<b>E</b>	First date student attended class	Date box
<b>/</b>	Use a diagonal line (/) to indicate student is absent from class	Date box
<b>WN</b>	Withdrawn by Instructor – Student never attended the class by the 10%/census date	First date box next to student's name

**PROCEDURES**

**DO Use the symbols above and enter the data for each student**

- **Draw** a heavy bold line down the roster after the 10% /census date. The 10% date is the CENSUS DATE located in the upper left-hand corner and listed below the beginning and end dates. **\*NOTE: for fully online (IN), telecourses, and teleweb courses** there will be no dates printed; you will use the statistics from Blackboard or Moodle to establish students' date of entry. **See separate instructions for fully on-line, and teleweb courses.**
- **Enter** an "E" in the date box to indicate the first date the student attended class

**NOTE:** Lecture/lab classes that meet on the same day require the entry of only one "E" for FTE reporting. While two dates are printed on the roster, one for the lecture and one for the lab, only one "E" is required to be recorded on the roster. This "E" will indicate the first date the student attended the lecture/lab class.

- **Record "/"** in the date box to indicate each day the student was absent from class.
- **Record "WN"** in the first date box to indicate the student never attended by the 10%/census date
- **Add** a student's name to the roster once you contact your division office to verify that the student is properly registered. Write-in of verified students must include the student's name and student ID number.
- **Count** the number of students who entered class on or before the 10%/census date and record the number after the caption "Total Students Enrolled at Census Date" located in the top, left corner of the roster.
- **Multiply** the number of students who entered class on or before the 10%/census date by the "Total Hrs. Scheduled" and **record** that number beside the "Membership Hours" caption
- **Sign** roster

**Students can be counted for FTE purposes if they:**

**--Enroll and are properly registered**

**--Attended one or more classes on or before the 10%/census date**

## **DO NOT**

- Record grades, tardiness, notations or other symbols
- Include students in the "Total Students Enrolled at Census Date" figure who
  - Never Attended (WN) the class by the 10%/census date
  - Withdrawn or Dropped before the 10%/census date
  - Entered after the 10%/census date

## **SUBMIT (10% Rosters)**

- Return the white top copy (original) of all pages to your division office on or before the due date
- Return the pink and yellow copies at the end of the semester to your division office

The Compliance & Audit website provides additional information on FTE procedures and additional reference information. See: [www.cpsc.edu/audit](http://www.cpsc.edu/audit)

### **NOTE:**

Division Offices are responsible for submitting the 10% rosters to the Compliance and Audit Office within the published deadline dates.

The Compliance and Audit Office processes the 10% rosters, generates the Institutional Class Reports, and works with the program auditors.

### **NOTE:**

#### **\*Process for Obtaining 10% Statistics for fully on-line (IN) and teleweb courses (TW) For a course in Blackboard**

- Go to the Control Panel of your course
- Within Assessment click on Course Statistics
- On the drop-down menu for Select Report, select Overall Summary of Usage
- **Select the begin date and the end date, which will be the day after the specified date for the 10% indicated in your class roster.**
- Click on the Submit button (it takes a little while to display)
- Scroll down and **only print section number 2: Access/Date.**
  - To do it, select with your mouse only the information on that Access/Date option
  - Click on "File" (top bar in your browser)
  - Click on "Print" and select the "Selection" option under "Page Range" and click on the "Print" button; print 2 copies, one to attach to the 10% roster and one for your records.

#### **For a course in Moodle**

- Go to the Course Administration Webtools area (CAW) at <https://secure2.cpsc.edu/tenpercent/>
- Login and in the Moodle menu click on "10% Reporting"
- Click the login button and enter your network ID and password.
- A list of the class sections for which you have Moodle shells will appear. Click on the link below "log."
- Print 2 copies of the report, one to attach to the 10% roster and one for your records.

#### **For a combined shell**

- Follow the steps above Blackboard or Moodle
- When you attach the copy of the report and attach to the 10% roster, manually print across the top of the page all of the section numbers included in the statistics.