



**Universidad Ana G. Méndez  
Florida Branch Campuses  
Census Taking Policy**

A census is made during the first two (2) weeks of each part of term to determine whether the student attended at least once during the period of enrollment. Regular attendance and active student engagement is encouraged in all courses and course activities. Any class session missed reduces the opportunity for learning and may have an adverse effect on the grade earned in the course. Each instructor will establish and announce their class attendance and online engagement policies at the beginning of each term.

Census is recorded based on being present in class (ground courses) or submitting an identified assigned academic related activity (online courses) during the first two weeks of the course. Please refer to the academic calendar in this catalog for exact dates. If marked as "not attending" during this period on the official Census, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will be administratively withdrawn from the course (WN on the student transcript). Students should refer to the Academic Catalog for details on the financial implications of being a No Show.