

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sequoias

CERTIFICATION

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

Chief Executive Officer: Stan A. Carrizosa

Signature: _____

Signature Date: _____

Electronic Certification Date: Tuesday, November 01, 2016

District Contact Person: Beverly Feleciano

Title: Administrative Assistant

Phone: (559) 730-3800

Email: beverlyf@cos.edu

Please return completed form to:

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511**

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sequoias

PART I. FULL-TIME EQUIVALENT STUDENTS

			State Residents (and Nonresidents Attending Noncredit Courses)	
			Attendance FTES	Factored FTES
Summer Intersession (Summer 2015 Only)				
1. Noncredit (Parts IV.A.1 + VII.A.3)			11.74	11.74
2. Credit (Parts III.A.1 + VI.A.1)			171.72	171.72
Summer Intersession Courses (Summer 2016 Prior to July 1, 2016)				
1. Noncredit (Parts IV.B.1 + VII.B.3)			3.53	3.53
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)			449.18	449.18
Primary Terms (Exclusive of Summer Intersession)				
1. Census Procedure Courses				
(a) Weekly Census Contact Hours (Part II)			7,019.97	7,019.97
(b) Daily Census Contact Hours (Part III)			209.64	209.64
2. Actual Hours of Attendance Procedure Courses				
(a) Noncredit (Part IV.C)			493.52	493.52
(b) Credit (Part IV.D)			357.37	357.37
3. Alternative Attendance Accounting Procedure Courses				
(a) Weekly Census Procedure Courses (Part V)(Credit)			518.03	518.03
(b) Daily Census Procedure Courses (Part V)(Credit)			195.58	195.58
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)			0.00	0.00
Total FTES				
Total Credit FTES			8,921.49	8,921.49
Total Noncredit FTES			508.79	508.79
Total FTES			9,430.28	9,430.28

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	441.04
Basic Skills Courses and Immigrant Education (Credit)	362.03

2015-2016 APPORTIONMENT ATTENDANCE REPORT

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District: Sequoias

PART I. FULL-TIME EQUIVALENT STUDENTS

Nonresidents		
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2015 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	2.05	2.05
Summer Intersession Courses (Summer 2016 Prior to July 1, 2016)		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.19	0.19
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	1.67	1.67
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	80.32	80.32
(b) Daily Census Contact Hours (Part III)	5.38	5.38
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	4.27	4.27
(b) Credit (Part IV.D)	3.04	3.04
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	3.67	3.67
(b) Daily Census Procedure Courses (Part V)(Credit)	1.57	1.57
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
Total FTES		
Total Credit FTES	97.70	97.70
Total Noncredit FTES	4.46	4.46
Total FTES	102.16	102.16

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: College of the Sequoias

PART I. FULL-TIME EQUIVALENT STUDENTS

			State Residents (and Nonresidents Attending Noncredit Courses)	
			Attendance FTES	Factored FTES
Summer Intersession (Summer 2015 Only)				
1. Noncredit (Parts IV.A.1 + VII.A.3)			11.74	11.74
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2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)			449.18	449.18
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(a) Weekly Census Contact Hours (Part II)			7,019.97	7,019.97
(b) Daily Census Contact Hours (Part III)			209.64	209.64
2. Actual Hours of Attendance Procedure Courses				
(a) Noncredit (Part IV.C)			493.52	493.52
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3. Alternative Attendance Accounting Procedure Courses				
(a) Weekly Census Procedure Courses (Part V)(Credit)			518.03	518.03
(b) Daily Census Procedure Courses (Part V)(Credit)			195.58	195.58
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)			0.00	0.00
Total FTES				
Total Credit FTES			8,921.49	8,921.49
Total Noncredit FTES			508.79	508.79
Total FTES			9,430.28	9,430.28

Supplemental Information	FTES
Inservice Training Courses	0.00
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Basic Skills Courses and Immigrant Education (Credit)	362.03

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College: College of the Sequoias

ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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A. Credit Courses

1. Weekly Census Procedure Courses	0.00	0.00	1.0000
2. Daily Census Procedure Courses			
3. Positive Attendance Credit Courses	0.00	0.00	1.0000
4. Alternative Attendance Accounting Procedure			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	0.00	0.00	1.0000

B. Noncredit Courses

1. Positive Attendance	0.00	0.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

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PART IX. AB 540 HEADCOUNT AND SPECIAL ADMIT FTES**AB 540 Headcount Report**

In the space provided below, for the District as a whole, please provide the total number of students who received the Nonresident tuition fee exemption under AB 540 for the Fiscal Year. This total should include any student that was considered to be an AB 540 student during any part of a term/session and should be an unduplicated student headcount (e.g. please count each student only once, regardless of how many terms/sessions they attended). This data collection will be considered to be a limited survey instrument and not tied or associated with FTES counts. Supporting documentation does not need to be submitted with this report.

Headcount	485
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Special Admit (Full-Time and Part-Time) P.E. Credit FTES Report

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students (Column 1)	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 2)	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3)	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3/Column 1)
253.33	6.99	4.77	1.88 %

* Reported FTES amounts should represent amounts that are subsets of FTES data certified and reported in the Annual CCFS-320 - Resident FTES, Part I, A through D. FTES shall be computed and rounded to two decimal places. Supporting documentation does not need to be submitted with this report, but should be retained by the District as records back to audit pursuant to Title 5 Section 59025.

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000549145	ESL402	Beg Writing/Grammar 1	0.00	0
CCC000452032	ESL402	Beginning Writing/Grammar 1	30.10	14
CCC000452033	ESL403	Beginning Reading/Vocabulary 1	14.24	7
CCC000549130	ESL404	Beg. Listening/Speaking 1	8.40	7
CCC000549144	ESL410	Beg Writing/Grammar 2	0.00	0
CCC000452034	ESL410	Beginning Writing/Grammar	23.61	14
CCC000452035	ESL411	Beginning Reading/Vocabulary 2	13.19	7
CCC000549117	ESL412	Beg. Listening/Speaking 2	13.09	10
CCC000452036	ESL412AB	Beg. Pronunciation/Speaking	0.00	0
CCC000452037	ESL420	Intermediate Writing/Grammar 3	11.59	4
CCC000452038	ESL421	Intermediate Reading/Vocab 3	5.38	4
CCC000546053	ESL422	Interm Listening/Speaking 3	3.71	4
CCC000452039	ESL430	Intermediate Writing/Grammar 4	10.83	4
CCC000452040	ESL431	Intermediate Reading/Vocab 4	4.73	4
CCC000551387	ESL431	Intermediate Reading/Vocabulary 4	0.00	0
CCC000549146	ESL432	Interm Listening/Speaking 4	3.29	4
CCC000452041	ESL432AB	Interm Pronunciation/Speaking	0.00	0
CCC000452042	ESL440	Advanced Writing/Grammar 5	8.07	4
CCC000452043	ESL441	Advanced Reading/Vocabulary	3.54	4
CCC000546054	ESL442	Adv Listening/Speaking 5	2.60	4
CCC000549143	ESL450	Advanced Writing/Grammar 6	5.79	4
CCC000452044	ESL450	Advanced Writing/Grammar 6	0.00	0
CCC000452045	ESL451	Advanced Reading/Vocabulary 6	4.05	4
CCC000543712	ESL452	Adv Listening/Speaking 6	3.32	4
CCC000452046	ESL452AB	Adv Pronunciation/Speaking	0.00	0
Total			169.53	107

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CENTERS FTES

Center	Credit FTES	Noncredit FTES	Total FTES
Center for Agriculture Science and Technology	2,505.18	91.54	2,596.72
Total	2,505.18	91.54	2,596.72

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ANNUAL REPORT APPLICATION FOR ADJUSTMENT**PART I. ADJUSTMENTS**

Type of Adjustment	Resident Noncredit FTES - Understated	
Amount of Adjustment	72.00	
Adjustment Need Discovered By	District	
Audit Finding Reference Number		
Nature of Adjustment	COS implemented a new Universal Log-in System in Spring semester of 2016. As a result, our software system (Banner) had not been re-coded to recognize the tutorial lab hours and library tutorial hours of positive attendance, and did not extract those hours when we filed our annual CCFS 320. Upon researching why the actual hours of attendance for spring had come in significantly below the projected FTES, it was discovered that spring 2016 hours were significantly below fall 2016, spring 2015, and all prior history. Further research revealed the error in extracting the hours, due to our new Universal Log-in System.	

Type of Adjustment	Special Admit P.E. FTES Report - Understated	
Amount of Adjustment	0.00	
Adjustment Need Discovered By	District	
Audit Finding Reference Number		
Nature of Adjustment	User error. Failed to insert the data into the 320 report.	

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ANNUAL REPORT APPLICATION FOR ADJUSTMENT

PART II. CERTIFICATION

I, the district Chief Executive Officer, hereby certify that, to the best of my knowledge and belief

1. The facts, figures, and explanations contained in this application and the attached amended CCFS-320 and/or CCFS-321 report are true and correct; and

2. All corrections have been made in conformance with the instructions below.

Chief Executive Officer: Stan A. Carrizosa

Signature: _____

Signature Date: _____

Electronic Certification Date: Tuesday, November 01, 2016

District Contact Person:

Name: Beverly Feleciano

Title: Administrative Assistant

Phone: 5597303800

Email: beverlyf@cos.edu

INSTRUCTIONS

1. Certification of this Report

An Annual Report Application for Adjustment (CCFS-317) under California Code of Regulations, Title 5, Section 58134 must be certified by the community college district chief executive officer.

2. Number and Distribution of Copies

Prepare one original and one copy of the CCFS-317 and attach to amended CCFS-320 and/or CCFS-321 report for distribution as follows:

Original Fiscal Services Unit
California Community Colleges Chancellor's Office

Duplicate District Records

3. Filing Due Dates

October 1 (Lottery and Recal) and November 1 (Recal). Please note that the revised CCFS-320 FTES amounts submitted by October 1 will be included in the FTES workload report submitted to the State Controller's Office in mid October of this year for Lottery revenue allocation purposes. Revised CCFS-320 FTES amounts submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller's Office in October of the next year.

4. Number of Applications

While separate errors or needed changes shall be individually detailed on the CCFS-317, only one amended CCFS-320 or CCFS-321 report shall be submitted with each CCFS-317.

Please return completed form to:

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511**