

**CALIFORNIA COMMUNITY COLLEGES  
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September 26, 2008

TO: Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Information Systems Officers  
Admissions Officers and Registrars

FROM: Erik Skinner  
Vice Chancellor for Fiscal Policy

SUBJECT: Student Attendance Accounting Manual Addendum Concerning Academic Calendars, Course Scheduling, and Related Topics

After significant effort by both district and System Office staff, an addendum to the Student Attendance and Accounting Manual (SAAM) has been completed. The specific focus of the SAAM addendum concerns “academic calendars, course scheduling, and related topics” and is intended to clarify related Title 5 regulations and procedures and in part to present appropriate practices for managing compressed and or flexible academic calendars. The SAAM Addendum includes background information, basic principles, definitions, problem summaries and possible resolution actions and guidelines related to these areas. Please note that the SAAM addendum was presented to the State Consultation Council at its meeting of August 21, 2008. The [“Consultation Digest”](#) for that meeting provides additional information on the development of the SAAM Addendum.

Questions regarding the SAAM Addendum should be directed to Elias Regalado at [eregalad@ccco.edu](mailto:eregalad@ccco.edu) or (916) 445-1165.

ES/er

Enclosures

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