MEMORANDUM

To:                         All Faculty
Subject:               Census Certification

The College may only claim apportionment for students that are *actively participating* in classes. As a result, the California Administrative Code Title 5 58004 and local Governing Board AP 5075 *require* the District to clear the rolls of inactive enrollments prior to the census date. Inactive enrollment in a course is defined as:

- A no show.
- A student who has dropped the course or is no longer participating in the course. “No longer participating” includes, but is not limited to excessive unexcused absences.

It is important to clear your rosters of inactive students, and certify their accuracy, for the following reasons:

- Students will be charged for enrollment fees, and will have a grade notation on the transcript, if they are enrolled on the census date. This affects course repeatability options as well as pocketbooks. Student financial aid will be paid on the basis of active participation.
- Contracted local and State auditors are aggressively evaluating enrollment throughout the community college system to insure compliance.

Please do this for each class you are teaching. *The census date could be different for each class and is shown by clicking the detail link at the top of each Class Roster.*

**Access/Certify Census Roster**

- Sign in to Faculty eServices
- Click on the Roster tab
- Click on Access Census Roster
- Select the Term
- A list of your classes will display
- Select the Course Title
- Your Census roster will display - *This roster will be available to you 4 days before Census.*
- Drop No Show students.
- To drop students, click on the Drop 000000000 link next to the student that you would like to drop.
- You will be prompted to add a date. Please insert the exact date prompted to avoid getting an error message.
- Students dropped on this roster will not receive any notation on their record and no fees will be assessed on their student account.

**Certify Census Roster**

- Scroll to the bottom of the roster and click in checkbox to Certify your enrollment in this class.
- Check off certification box as pictured below
- Click on Submit