Online Census Roster Process

Admissions and Records
661-763-7756

TITLE 5 REGULATION

Title 5 requires that each district (instructor), by the end of the business of the day <u>immediately preceding</u> the census date, drop all students who are inactively enrolled in the course. Title 5 also states that inactive enrollment occurs when a student has been identified as a "no show," officially withdraws from the course, or is no longer participating in the course.

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Add or Drop Classes
Look Up Classes
Faculty and Advisor Security Information
Class Schedule
Course Catalog
Office Hours
Rosters
Web-Enabled Drop Roster

Term Selection

Select a Term: Fall 2014 ▾

Submit

STEP 3

CLICK ON THE CRN LINK

CRN LINK is live and "clickable"

Active column reads "Now"

Available column shows the dates of Availability to drop

Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. Additionally, the current grad notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

CLICK the CRN LINK to access the available Drop Roster

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolled
52379	ENGR	1500	21	Introduction to Engineering	2	Census Roster	Census 1	Now	Aug 08, 2014-Aug 25, 2014	Not Submitted	Total:0 of 4	No

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

CRN	Subj	Crse	Sec	Title	Section Condition	Recorded Grades	Rolled

No sections to list.

Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

If you have **no students to drop** from the CRN, you still **MUST** submit the page **without updating any student Action fields** to record that you have reviewed this CRN and approve of its roster. Leave all students with "None" for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
52379	Introduction to Engineering - ENGR 1500 21	2	Census Roster	Census 1	Aug 08,2014-Aug 25,2014	Not Submitted

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	████████ ████, Ryan L.	**Web Registered**	None ▼	✉ ████████@gmail.com
2	████████ ████, Richard A.	**Web Registered**	None ▼	✉ ████████@gmail.com
3	████████ ████, Christian T.	**Web Registered**	None ▼	✉ ████████@gmail.com
4	████████ ████ Sandy	**Web Registered**	None ▼	✉ ████████@gmail.com

[Submit] [Reset]

Return to Previous

Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

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Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
52379	Introduction to Engineering - ENGR 1500 21	2	Census Roster	Census 1	Aug 08,2014-Aug 25,2014	Not Submitted

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	▮▮▮▮	Ryan L.	**Web Registered**	None	▮▮▮▮@gmail.com
2	▮▮▮▮	Richard A.	**Web Registered**	Instructor Drop (No Show)	▮▮▮▮
3	▮▮▮▮	Christian T.	**Web Registered**	Instructor Drop (No Grade)	▮▮▮▮50@gmail.com
4	▮▮▮▮	Sandy	**Web Registered**	None	▮▮▮▮@gmail.com

Submit   Reset

Return to Previous

INSTRUCTOR DROP (NO SHOW): RICHARD NEVER ATTENDED CLASS

INSTRUCTOR DROP (NO GRADE): CHRISTIAN ATTENDED CLASS BUT STOPPED SHOWING UP PRIOR TO CENSUS

NONE: RYAN AND SANDY CONTINUE TO ATTEND

STEP 6

Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

If you have **no students to drop** from the CRN, you still **MUST** submit the page **without updating any student Action fields** to record that you have reviewed this CRN and approve of its roster. Leave all students with "None" for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
52379	Introduction to Engineering - ENGR 1500 21	2	Census Roster	Census 1	Aug 08,2014-Aug 25,2014	Not Submitted

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	A#########	▮▮▮▮, Ryan L.	**Web Registered**	None	▮▮▮▮▮@gmail.com
2	A#########	▮▮▮▮▮, Richard A.	**Web Registered**	Instructor Drop (No Show)	▮▮▮▮▮@gmail.com
3	A#########	▮▮▮▮▮, Christian T.	**Web Registered**	Instructor Drop (No Grade)	▮▮▮▮@gmail.com
4	A#########	▮▮▮▮, Sandy	**Web Registered**	None	▮▮▮▮@gmail.com

Submit   Reset

Drop Roster Maintenance Confirmation

Course Information

CRN	Title	Rule ID Roster Type	Census Type	Dates Available	Roster Last Submitted
52379	Introduction to Engineering - ENGR 1500 21	Census Roster	Census 1	Aug 08,2014-Aug 25,2014	Not Submitted

⚠ The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1	~~██████████~~	~~███████~~, Richard A.	Instructor Drop (No Show)
2	~~██████████~~	~~██████~~, Christian T.	Instructor Drop (No Grade)

[Submit Changes] [Cancel]

RELEASE: C3SC 8.3.1

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IF YOU NEED TO MAKE CORRECTIONS OR CHANGES, CLICK ON "CANCEL"

IF NOT

CLICK ON "SUBMIT CHANGES"

Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Cancel button to reset the Action field to None for all students.

If you have **no students to drop** from the CRN, you still **MUST** submit the page **without updating any student Action fields** to record that you have reviewed this CRN and approve of its roster. Leave all students with "None" for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
52379	Introduction to Engineering - ENGR 1500 21	2	Census Roster	Census 1	Aug 08,2014-Aug 25,2014	14-AUG-2014

✔ You successfully dropped 2 student(s), and it was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	████████ ████, Ryan L.	**Web Registered**	None		████████@gmail.com
2	████████ ████, Sandy	**Web Registered**	None		████████@gmail.com

Submit   Reset

Return to Previous

ONCE YOU HAVE "DROPPED" THE APPROPRIATE STUDENTS, THE LIST OF NAMES REMAINING IS CONSIDERED YOUR CLEAN CENSUS ROSTER.

YOU WILL NEED TO **CONFIRM** YOUR CENSUS ROSTER THE DAY PRIOR TO YOUR SPECIFIC CENSUS DATE EVEN IF NO STUDENTS ARE BEING DROPPED.

BEHIND THE SCENES

- THESE ARE SCREENSHOTS THAT THE OFFICE OF ADMISSIONS AND RECORDS WILL SEE
  - LIST OF STUDENTS ENROLLED AS OF CENSUS DATE
    - LAST DATE OF INSTRUCTOR ACTIVITY

Class Attendance Roster SFAALST 8.4.0.1 [C3SC:8.4] (CTTRNG)

Term: 201450 ▼ Fall 2014   CRN: 52379 ▼ ENGR 1500 21   ☐ Roll   Degree Award Status: Select.... ▼

Sequence	ID	Name	Status	Status Date	Final Grade ▼	Grading Mode	Incomplete Final Grade ▼	Extension Date 🗓	Credit Hours	Hours Attended	Last Attendance Date 🗓
28	████████	██h, Ryan L.	RW	13-AUG-2014		S			2.000		
Rolled ☐ Grade Comment: ▼											
31	████████	T██s, Sandy	RW	13-AUG-2014		S			2.000		
Rolled ☐ Grade Comment: ▼											
Rolled ☐ Grade Comment: ▼											
Rolled ☐ Grade Comment: ▼											
Rolled ☐ Grade Comment: ▼											
Rolled ☐ Grade Comment: ▼											

Term: 201450 ▼ **CRN:** 52379 ▼ **Subject:** ENGR **Course:** 1500 **Title:** Introduction to Engineering

Section Information

Primary Instructor ID: ▮▮▮▮▮▮▮ Bogle, Darcy S. **Campus:** T Taft College Campı

Disable Drop Roster: ☐ **District ID:** 691 Taft College

Roster Status

Rule ID Sequence	Roster Type	Description	Active	Census Type	Date First Available	Date Last Available	Date First Submitted	Date Last Submitted	Maintained By ID
2	Census	Census Roster	☑	Census 1	08-AUG-2014	25-AUG-2014	14-AUG-2014	14-AUG-2014	A00200111
5	Total	Total Roster	☑	Not Applicable					
			☐						
			☐						

THINGS TO REMEMBER

- CENSUS ROSTER IS AVAILABLE THE FIRST DAY OF CLASS THROUGH CENSUS DATE ALTHOUGH

  DROPPING STUDENTS ON **CENSUS DATE** WILL RESULT IN THE STUDENT RECEIVING A "W". REMEMBER, THE CENSUS DATE IS THE FIRST DATE TO RECEIVE A "W" GRADE. PLEASE DROP YOUR STUDENTS THROUGH THE DATE <u>BEFORE</u> CENSUS. ANY DROPS <u>ON</u> YOUR CENSUS DATE, PLEASE SEND TO COUNSELING OR ADMISSIONS EXT 7748 OR 7741.

- YOU WILL NEED TO DROP AND CONFIRM YOUR CENSUS ROSTER THE <u>**DAY BEFORE**</u> YOUR CENSUS DATE IN ORDER TO NOT AWARD A "W"

- THIS PROCESS IS TO CONFIRM YOUR ROSTER AS OF CENSUS

- YOU WILL NEED TO CONFIRM YOUR ROSTER REGARDLESS IF YOU ARE DROPPING STUDENTS

- THE DAY THAT YOU DROP THE STUDENT IS THE DATE YOU THAT WILL SHOW AS THE DROPPED DATE

- PAPER CENSUS ROSTER WILL NEED TO BE USED IF YOU MISS THE CENSUS DATE. WE VERY STRONGLY ENCOURAGE ONLINE ROSTER SUBMISSION AS PAPER SUBMISSION IS TIME CONSUMING AND CUMBERSOME.

- PLEASE CONTACT ACADEMIC RECORDS AT 661-763-7756 WITH ANY QUESTIONS