

Census Drop Roster

CONFIRMATION OF CENSUS: GREAT EFFORT!

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EXT. 7943 | FLARA@TAFTCOLLEGE.EDU

FALL 2014: HOW IT WENT

OF 489 CRN, 363 (75%) WERE COMPLETED ONLINE

- 126 PAPER ROSTER
- NOTICED THAT MANY CENSUS ROSTER WERE UPDATED ON CENSUS DATE
- CENSUS ROSTER NEEDS TO BE UPDATED THE DAY BEFORE THE CENSUS DATE

IMPROVEMENTS:

- A&R NEEDS 100% PARTICIPATION
- REMINDER EMAILS FROM A&R (FERNANDO LARA, ASST. DIRECTOR)

TITLE 5

REGULATION

Title 5 requires that each district (instructor), by the end of the business of the day immediately preceding 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 has been dropped for no longer participating in the course

WHY 100% PARTICIPATION?

1. POWER LIES WITH THE **ALL-KNOWING INSTRUCTOR** OF THE COURSE
2. ONLINE CENSUS ROSTER
 - a. LESS TIME CONSUMING FOR INSTRUCTORS
 - b. LESS TIME CONSUMING FOR RECORDS DEPARTMENT
3. NO LONGER “BACK DATING” DROP DATES
4. LITTLE TO NO STRAIN ON SUPPORTING DEPARTMENTS
 - a. ELECTRONIC REVIEW
 - b. LOWER POTENTIAL FOR ENTRY ERROR
5. FINANCIAL AID NEED FOR ACCURATE AWARDING
6. ACCURATE CENSUS ROSTERS AT CENSUS DATE
7. ACCURATE CENSUS ROSTERS AT CENSUS DATE
8. ACCURATE CENSUS ROSTERS AT CENSUS DATE
9. ACCURATE CENSUS ROSTERS AT CENSUS DATE
10. ACCURATE CENSUS ROSTERS AT CENSUS DATE

STEP 1

AFTER LOGGING IN TO YOUR ACCOUNT, CLICK ON "WEB-ENABLED DROP ROSTER"

Faculty and Advisors

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STEP 2

SELECT A TERM

Term Selection

Select a Term:

STEP 3

CLICK ON THE CRN LINK

CRN LINK is live and "clickable"

Available column shows the dates of Availability to drop

Active column reads "Now"

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 grade 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
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No sections to list.

STEP 4

Drop Roster Maintenance

Account Darcy S. Bogle
Fall 2014
Aug 14, 2014 02:04 pm

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	[REDACTED]	[REDACTED], Ryan L.	**Web Registered**	None	[REDACTED]
2	[REDACTED]	[REDACTED], Richard A.	**Web Registered**	None	[REDACTED]
3	[REDACTED]	[REDACTED], Christian T.	**Web Registered**	None	[REDACTED]
4	[REDACTED]	[REDACTED], Sandy	**Web Registered**	None	[REDACTED]

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STEP 5

Drop Roster Maintenance

██████████ Darcy S. Bogle
Fall 2014
Aug 14, 2014 02:04 pm

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**	Instructor Drop (No Show)	██████████@██████████.edu
3	██████████	██████████, Christian T.	**Web Registered**	Instructor Drop (No Grade)	██████████@gmail.com
4	██████████	██████████, Sandy	**Web Registered**	None	██████████@gmail.com

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RELEASE: C3SC 8.3.1

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

██████████ Darcy S. Bogle
Fall 2014
Aug 14, 2014 02:04 pm

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**	Instructor Drop (No Show)	██████████@gmail.com
3	██████████	██████████, Christian T.	**Web Registered**	Instructor Drop (No Grade)	██████████@gmail.com
4	██████████	██████████, Sandy	**Web Registered**	None	██████████@gmail.com

STEP 7

Drop Roster Maintenance Confirmation

Darcy S. Bogle
Fall 2014
Aug 14, 2014 02:38 pm

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"

STEP 8

Drop Roster Maintenance

██████████ Darcy S. Bogle
Fall 2014
Aug 14, 2014 02:39 pm

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

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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

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	[REDACTED]	[REDACTED], Ryan L.	RW	13-AUG-2014	[REDACTED]	S	[REDACTED]	[REDACTED]	2.000			
Rolled		<input type="checkbox"/>	Grade Comment: [REDACTED]									
31	[REDACTED]	[REDACTED], Sandy	RW	13-AUG-2014		S			2.000			
Rolled		<input type="checkbox"/>	Grade Comment: [REDACTED]									
Rolled		<input type="checkbox"/>	Grade Comment: [REDACTED]									
Rolled		<input type="checkbox"/>	Grade Comment: [REDACTED]									
Rolled		<input type="checkbox"/>	Grade Comment: [REDACTED]									

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

Section Information

Primary Instructor ID: Bogle, Darcy S.

Campus: T Taft College Campi

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	<input checked="" type="checkbox"/>	Census 1	08-AUG-2014	25-AUG-2014	14-AUG-2014	14-AUG-2014	A00200111
5	Total	Total Roster	<input checked="" type="checkbox"/>	Not Applicable					
			<input type="checkbox"/>						
			<input type="checkbox"/>						



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 **BEFORE** CENSUS. ANY DROPS **ON** YOUR CENSUS DATE, PLEASE SEND TO COUNSELING OR FERNANDO EXT 7943.
- YOU WILL NEED TO DROP AND CONFIRM YOUR CENSUS ROSTER THE **DAY BEFORE** 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. THIS METHOD IS FROWNED UPON AT THIS ESTABLISHMENT ☹️
- PLEASE CONTACT FERNANDO AT FLARA@TAFTCOLLEGE.EDU OR 763-7943 WITH ANY QUESTIONS