

Faculty Guide:

Student Drops and Census



Faculty should report students who have never attended class or stopped participating in class. These students will be dropped from the class.

Per Title 5 regulations, instructors must report inactive students so they are dropped from the class prior to Census. On Census faculty must certify that all currently enrolled students are actively participating in class. Census occurs at the 20% point of the class and is used for State reports, Financial Aid, and Federal reporting.

Faculty should report students who are not actively participating in class as soon as possible. When a student is reported before Census:

- it opens a seat so a waitlisted student can be added to the class during the Add Period
- the class will not impact the student's ability to repeat the course
- the effect on the student's financial aid eligibility will be minimized
- the student may be eligible for a refund
- the class will not impact the student's academic standing

It is better to report a student early if they have never attended or stopped participating. If the student wants to rejoin the class Admissions and Records can reenroll them with instructor approval.

Before Census:

1. Review the class roster regularly.
2. Identify students who are not actively participating in class and mark them as Never Attended or enter a Last Date of Attendance. They will be dropped from the class.
3. Verify all students attending class are on the class roster. Students who are not on the class roster must enroll in the class before Census. *Students who are not enrolled are not permitted to attend the class.*

On Census:

1. Review the Census roster carefully.
2. Identify students who are not actively participating in class and mark them as Never Attended or enter a Last Date of Attendance. They will be dropped from the class.
3. Verify all students attending class are on the Census roster. *Students who are not enrolled are not permitted to attend the class.*
4. Verify all remaining students on the Census roster are actively participating.
5. Certify and Submit the Census roster.

After Census Until the Last Day to Withdraw:

1. Identify students who have stopped participating and enter a Last Date of Attendance with a W grade. *Faculty should ensure that students who stop participating before the Last Day to Withdraw are dropped.*

Do not enter anything for students who are actively participating as they will be dropped from the class.

Examples of Academic Participation:

- Attend a synchronous class, either physically or online
- Submit an academic assignment
- Take an assessment or exam
- Participate in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participate in an online discussion
- Contact the instructor to ask a course-related question

Student Drops

The **Drop Roster** is available from the first day of class until the last day to withdraw. After the last day to withdraw the **Drop Roster** will not be available.

Do not enter anything for students who are actively participating! Students with a **Last Date of Attendance** will be dropped from the class.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Drop Roster** tab.

The screenshot shows a web interface for course management. At the top, there is a navigation bar with 'Daily Work', 'Faculty', and 'Faculty Overview'. Below this is a yellow banner with a warning icon and the text 'Are you ready for registration? [Registration Checklist](#)'. The main content area is titled 'Section Details' and includes a link '< Back to Courses'. The course information is 'ENGL-1A-D9174: College Comp/Read', 'Spring 2024', 'Online - Yuba', and '1/22/2024 - 5/24/2024 Sutter Internet, NET Lecture - Asynchronous Online'. It also shows 'Seats Available 0 / 27 / 2' and 'Waitlisted 2 of 10'. Below this is a tabbed interface with 'Roster', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. The 'Drop Roster' tab is selected and highlighted with a red arrow. The table below has columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Class Level, Credits, and a Drop button.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Gr: [v]	Not Available	4	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Gr: [v]	Not Available	4	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Gr: [v]	Not Available	4	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Gr: [v]	Not Available	4	Drop

3. Check the Never Attended box next to students who never participated in class.

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Spring 2024
Online - Yuba

1/22/2024 - 5/24/2024
Sutter Internet, NET Lecture - Asynchronous Online

Seats Available ⓘ 0 / 27 / 2

[Deadline Dates](#)

Waitlisted 2 of 10

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
	[Redacted]	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		Not Available	4	<button>Drop</button>

Enter the Last Date of Attendance for students who began the class but are no longer participating.

NOTE: After the Census date a W grade must also be entered.

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Waitlisted 2 of 10

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
	[Redacted]	<input type="checkbox"/>	<input type="text" value="02/05/2024"/>	<input type="text" value="W"/>	Not Available	4	<button>Drop</button>
	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Gr"/>	Not Available	4	<button>Drop</button>
	[Redacted]	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Not Available	4	<button>Drop</button>

4. Click **Drop** for each student, then click **Drop** in the pop-up.

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Waitlisted 2 of 10

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy		Not Available	4	Drop

Drop Student

Drop student [Redacted] from the section

Cancel **Drop**

5. A green confirmation box will appear in the top right corner of the page when the drop request has been submitted.

NOTE: Drops are not automatic. Please allow 1-2 business days for processing.

Daily Work · Faculty · Faculty Overview

✔ Student was dropped successfully ✕

Are you ready for registration? [Registration Checklist](#)

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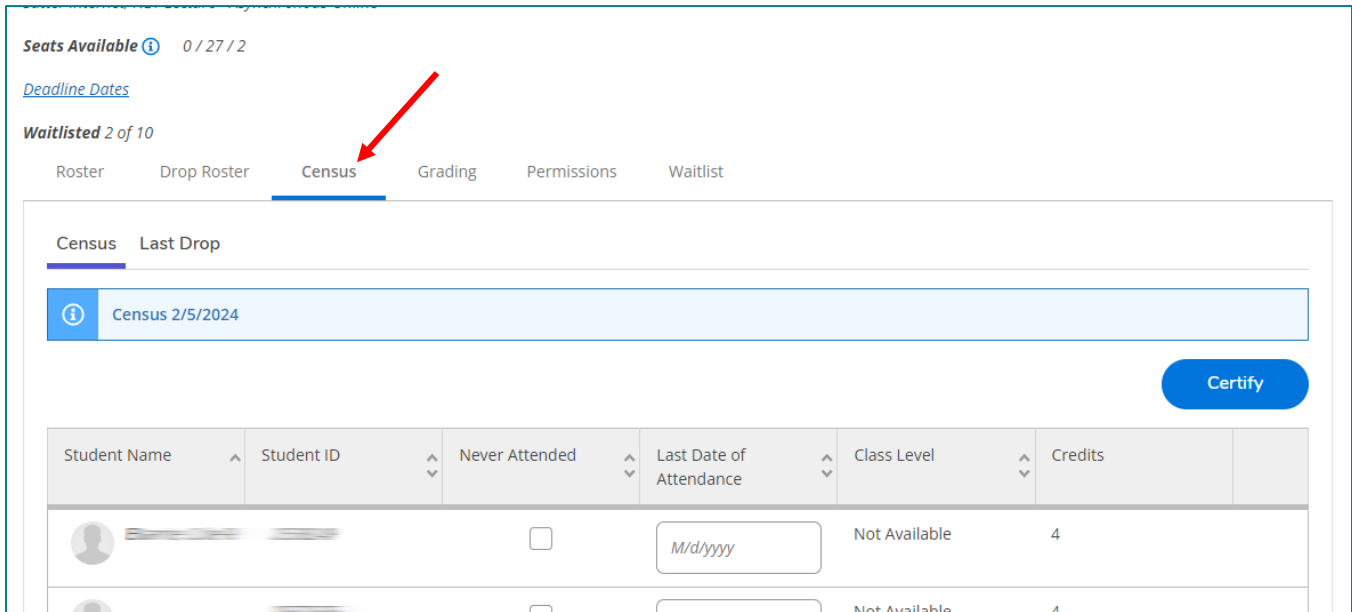
[Deadline Dates](#)

Census Certification Submission

The **Census** roster is available on the Census date. Certification must be submitted on Census or the next business day.

Do not enter anything for students who are actively participating as they will be dropped from the class.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Census** tab.



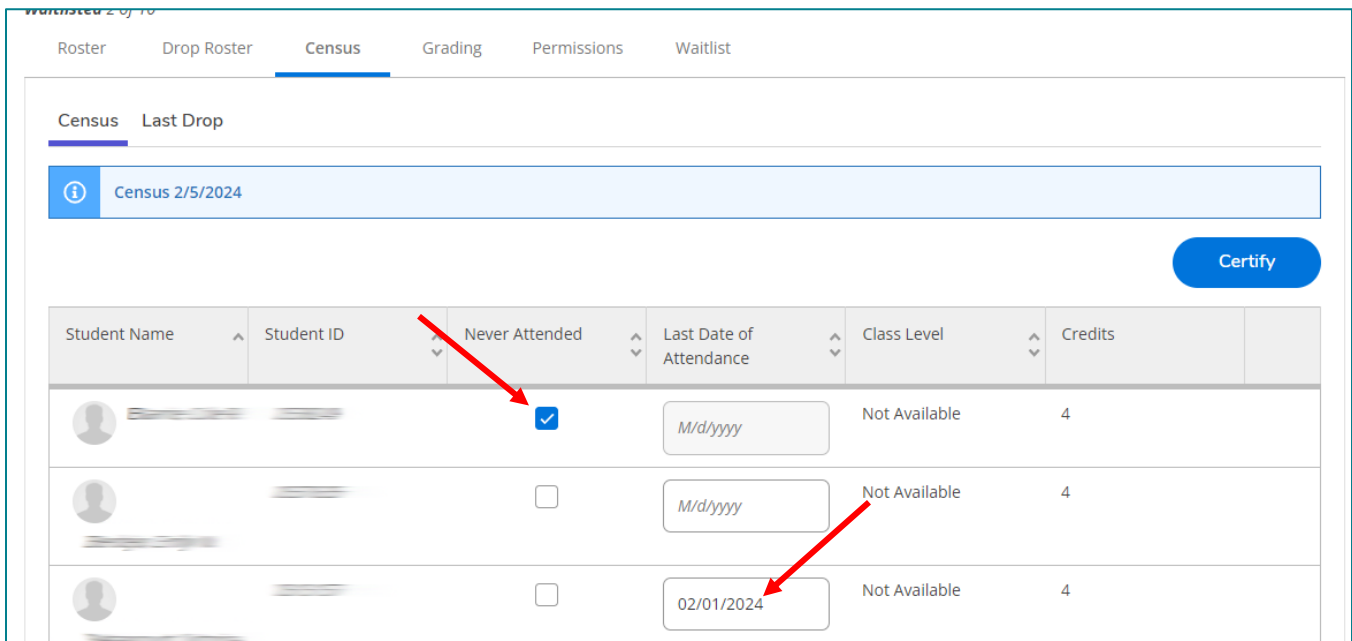
The screenshot shows the 'Census' tab selected in the interface. A red arrow points to the 'Census' tab. Below the tabs, there is a 'Census 2/5/2024' header and a 'Certify' button. The table below has columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Class Level, and Credits.

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Not Available	4
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	Not Available	4

3. Check the Never Attended box next to students who never participated in class.

Enter the Last Date of Attendance for students who began the class but are no longer participating.

Only enter a Last Date of Attendance for students who have stopped attending class. Do not enter a Last Date of Attendance for all students.



The screenshot shows the 'Census' tab selected. A red arrow points to the 'Never Attended' checkbox, which is checked for the first student. Another red arrow points to the 'Last Date of Attendance' field, which is filled with '02/01/2024'.

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy	Not Available	4
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Not Available	4
[Redacted]	[Redacted]	<input type="checkbox"/>	02/01/2024	Not Available	4

4. When all students who never attended or stopped attending have been marked, click **Certify**.

Seats Available ⓘ 0 / 27 / 2

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Waitlisted 2 of 10

Roster Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

ⓘ Census 2/5/2024

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[blurred]	[blurred]	<input checked="" type="checkbox"/>	M/d/yyyy	Not Available	4
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	Not Available	4

5. A certification pop-up window will appear. Click **Submit** to complete the Census certification.

Census certification will not be complete until it has been submitted.

Roster Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

ⓘ Census 2/5/2024

Certify

Certify Census Attendance

I certify that these students are in attendance, except those marked not in attendance.

Cancel Submit

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[blurred]	[blurred]	<input checked="" type="checkbox"/>	M/d/yyyy	Not Available	4

6. A green confirmation box will appear in the top right corner of the page when the Certification has been completed.

Daily Work Faculty Faculty Overview

✓ Census Certification completed successfully

⚠ Are you ready for registration? [Registration Checklist](#)

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