

Dear Instructors,

You are identified as the primary instructor for an intercession class. The intercession census rosters are now due, and I have included instructions below on how to complete the process. Have a great day!

Step 1 – Go to faculty center and click on the census roster icon

2019 Spring | Palomar College

[change term](#)

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > 2019 Spring > Palomar College

View All | | First 1-8 of 8 Last

Cls	Prm	Grd	Cen	Ath	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
					SPCH 100-11 (30811)	ORAL COMMUNICATION (Lecture)	30	MoWe 15:55 - 17:20	H-212	Jan 28, 2019-May 25, 2019
					SPCH 100-15 (30815)	ORAL COMMUNICATION (Lecture)	30	TuTh 09:35 - 11:00	H-212	Jan 28, 2019-May 25, 2019
				★	SPCH 100-21 (30821)	ORAL COMMUNICATION (Lecture)	30	TuTh 11:10 - 12:35	H-212	Jan 28, 2019-May 25, 2019
				★	SPCH 100-22 (30821)	ORAL COMMUNICATION (Lecture)	30	MoWe 11:10 - 12:35	H-212	Jan 28, 2019-May 25, 2019
				★	SPCH 100-46 (32757)	ORAL COMMUNICATION (Lecture)	24	MoTuWeThFr 08:00 - 11:10	H-212	Jan 2, 2019-Jan 24, 2019
				★	SPCH 120-2 (30853)	HUMAN COMMUNICATION (Lecture)	30	MoWe 14:20 - 15:45	H-212	Jan 28, 2019-May 25, 2019
					SPCH 145-1	HUMAN COMMUNICATION (Lecture)	30	TuTh 09:35 - 11:00	H-212	Jan 28, 2019-May 25, 2019

Use this icon for census



Step 2 – click on the link for any students who are being dropped

2019 Spring

ORAL COMMUNICATION

Class Nbr	Subject	Catlg Nbr	SectionDescription	Units	Course Component	Status
32757	SPCH	100	46 ORAL COMMUNICATION	3.00	LEC	Open
Session: Four Wk 1					Avail	Wait
					6	0
Time: 08:00 11:10		Room: H-212		Dates:	01/02/2019	01/24/2019
Day(s): M-F			Description:	Instructor: [REDACTED]		

Total Students: 30 Attendance Type: Daily Census

Click here to drop a student

Student ID	Name	Grading Basis	Enrollment Status	Start Date	End Date	Drop Dt	Drop Reason	Drop
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	D	01/02/2019	01/24/2019	01/03/2019	SDRP	
[REDACTED]	[REDACTED]	ANC	D	01/02/2019	01/24/2019	01/02/2019	SDRP	
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]
[REDACTED]	[REDACTED]	ANC	E	01/02/2019	01/24/2019			Drop [REDACTED]

Step 3 – Select a reason and date for each student

██████████ with ID number ██████████ will be dropped with the drop reason of "No Show", after a "Drop Date" has been entered or selected, and the "OK" button is selected.
Additional drop reasons are available if "No Show" is not appropriate for the student's circumstances.

Please enter the drop date of 01/03/2019 into the Drop Date field.

If reason is a
'No Show'
(NOSH) use
this date

Select Reason:

Drop Date: 

OK

Cancel

Step 4 – Check the box and submit after all students have been dropped.

Census Certification

Please drop any student who is no longer participating in your class before you certify.

I certify that the above named students with an Enrollment Status of 'E' were actively participating in this class on or before for the 2019 Spring term.

Grading Basis Legend:

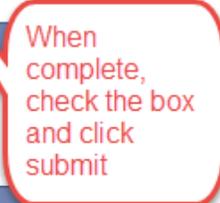
ANC = Grade	AUD = Audit	PNP = P/NP Only
GRD = Grade but not CR/NC	NON = Non Graded	
CNC = CR/NC Only	NOG = Not Graded	

Enrollment Status Legend:

E = Enrolled
D = Dropped

Drop Reason Legend:

NOSH = No Show	SADR = Student Activities Drop	DROP = Administrative Drop
XAB = Excessive Absences	SDRP = Student Requested Drop	NPAY = Drop for Nonpayment of Fees
FASG = Failure to do Assignments	FEXM = Failure to take exams	



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