

CENSUS CERTIFICATION INSTRUCTIONS

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What do I need to know about census certification?

- ❖ Primary instructors will receive automated email reminders 2 days before the class census date and daily until the census roster(s) are certified. See examples below.
- ❖ The census icon will be active in the faculty center **on census day** for the class.
- ❖ Census certification deadline is 8 days after the census date (see Class Data for the census date).
- ❖ Automated emails sent after the census certification deadline will include “Past Due” in the subject line.
- ❖ Primary instructors receive a confirmation email after certifying the census roster.
- ❖ Chairs, Deans and VPI’s will get a weekly rollup of all “Past Due” census roster 9 days after census.

Step-by-Step Instructions: Accessing and Certifying Your Census

If you are identified as the primary instructor, the primary instructor is responsible for certifying all census rosters. Please review the instructions below on how to complete the process.

Step 1 – Access Your Census Roster

- ❖ Go to faculty center
- ❖ Make sure you have selected the correct TERM

The screenshot shows the faculty center interface. At the top, there are tabs for 'Class Roster', 'rosters', and 'class search'. Below these, there are links for 'Class Permissions', 'Grade Roster', 'Census Roster', 'Drop Roster', 'Athletics Roster', 'Early Alert', 'FYE Roster', 'Positive Attendance', and 'Class Data'. A note indicates that users must be in 'Utility Mode' to view certain data. Below the note, there is a section for '2018 Fall | Palomar College' with a 'My Exam Schedule' link. A 'Select display option:' section shows 'Show All Classes' selected. At the bottom, there is a table titled 'My Teaching Schedule > 2018 Fall > Palomar College' with columns for 'Cls', 'Prm', 'Grd', 'Cen', 'Drp', 'Ath', 'Er!', '1Yr', 'Pos', 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. Red arrows point to the 'Class Roster' link and the 'Cen' column header in the table.

Cls	Prm	Grd	Cen	Drp	Ath	Er!	1Yr	Pos	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
									POSC 100-2 (72136)	INTRO TO POLITICAL SCIENCE (Lecture)	38	TuTh 2:20PM - 3:45PM	MD-315	Aug 20, 2018- Dec 15, 2018
									POSC 101-2 (72138)	INTRO POL/AMER POL INSTITUTION (Lecture)	37	MoWe 9:35AM - 11:00AM	MD-315	Aug 20, 2018- Dec 15, 2018

- ❖ Click on the census roster icon “CEN”

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 100-22 (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	HEART OF CHRISTIANITY	30	TuTh 09:35 - 11:00	H-212	Jan 28, 2019-May 25, 2019

Use this icon for census

Step 2 – Select Student to Drop

- ❖ On the right-hand side, click on the “drop” blue link, on the student you would like to drop from your census roster

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

Personalize Find View All 1-30 of 30 Last									
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 – Confirm Drop Data

- ❖ Select a reason and date for each student.
 - The drop date is the last date of academic engagement for the student. See *Drop Reasons During Census* section for the definition of academic engagement.
 - If a reason of “No Show” is selected, the drop date will be provided on the screen and must be entered as indicated.

Confirm Drop Selection

Select a Drop Reason for (). For NOSH, the first day of the class or the day the student first added the class will be provided; for XAB or FASG, provide the last date of the student's academic engagement.

Drop Reason: (NOSH) No Show ▼

Drop Date: 08/24/2026

Final processing of the drop will occur when you press the 'OK' button. 'Cancel' will return without processing.

OK

Cancel

Step 4 – Certify Census Roster

- ❖ Check the box on the left-hand side and then click on submit AFTER all students have been dropped.

Census Certification

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

☐

Submit

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	

Return to Faculty Center

When complete, check the box and click submit

Email Notification Examples

**Subject: Class Roster
Reminder (Past Due, if
applicable)**

Class Roster Reminders

A

admissions@palomar.edu

😊

↩ Reply

↩ Rep

To: [REDACTED]

Cc: 🟢 Lauchmen, Eva

Dear Prof. [REDACTED]

This is an update on your class roster status.

Census Certification is due for:

Class Nbr	Subject	Catalog #	Title	Census Date	Census Nbr
[REDACTED]	N CTED	905	BASIC TUTORING TRAINING/CERT.	Sep 17, 2024	1

**Subject: Confirmed
Census Certified**

Confirmed Census Certified: 2247 71818 DNCE 225 CONTEMPORARY DANCE ENSEMBLE I

A

admissions@palomar.edu

To: [REDACTED]

Cc: 🟡 Admissions

This email acknowledges that the following class section was census certified on Sep 18, 2024:

2024 Fall [REDACTED] DNCE 225 CONTEMPORARY DANCE ENSEMBLE I. Census date #1 SEP 09, 2024.

Drop Reasons During Census

NOSH – Dropped as a NO SHOW student

FASG – Failure to do assignments

FEXM-Failure to take Exams

XAB-Dropped for Excessive Absence

What constitutes academic engagement aka “attendance”?

- Attending a synchronous class, lecture, field activity, or laboratory activity, either physically or online, where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam or assessment
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a school-assigned study group, online discussion, or group project.
- Interacting with a faculty member regarding the academic subject studies in the course.

What does not constitute academic engagement aka a “NO SHOW” student?

- A student who did not attend the course prior to or on census
- A student who logged into an online class or tutorial without active participation

PLEASE NOTE: *If a student last attended on the census date, they need to be dropped from the regular drop roster and a last date of attendance will be needed (i.e., only drops prior to the census date are completed in the census roster).*

Common Questions & Troubleshooting

My class has a co-requisite and I am not the primary instructor on the other course. How should I proceed?

- ❖ Reach out to the instructor of the other class and inform them you will be dropping them. If the class is a co-requisite, students can't take one without the other. They will need to be dropped from both.

My Census Icon does not show up? Why?

- ❖ You must be primary instructor for that class, if you are not assigned as a primary instructor, you will not have access
- ❖ You will need to have post access. If you do not have post access, you will need to reach out to Instruction to fix this issue.
Email: Krista Lough: Klough@palomar.edu or Rebecca Diaz: rdiaz@palomar.edu
- ❖ You are accessing the census roster too early. The census roster will be available **two days prior to census.**
- ❖ Your class may not require a census roster and instead may use Positive Attendance to capture student participation. Please verify this information with your ADA.

My Class was cancelled and it's showing up on the report. Why?

- ❖ Please reach out to Instruction to cancel the class properly. If the class is not cancelled properly, you will need to complete the census roster. Please reach out to **Rebecca Diaz at Rdiaz@palomar.edu**

Any questions or issues please reach out to Eva Lauchmen at elauchmen@palomar.edu.