



Faculty Guide to Census & Drop Roster

Created August 2022

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Logging In & Navigating Self Service Faculty Census & Drop Roster

Purpose of Census

Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of census day, any student who has

- Been identified as a No show, or
- Officially withdrawn from the course, or
- Been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The “drop date” shall be the day immediately preceding census day.

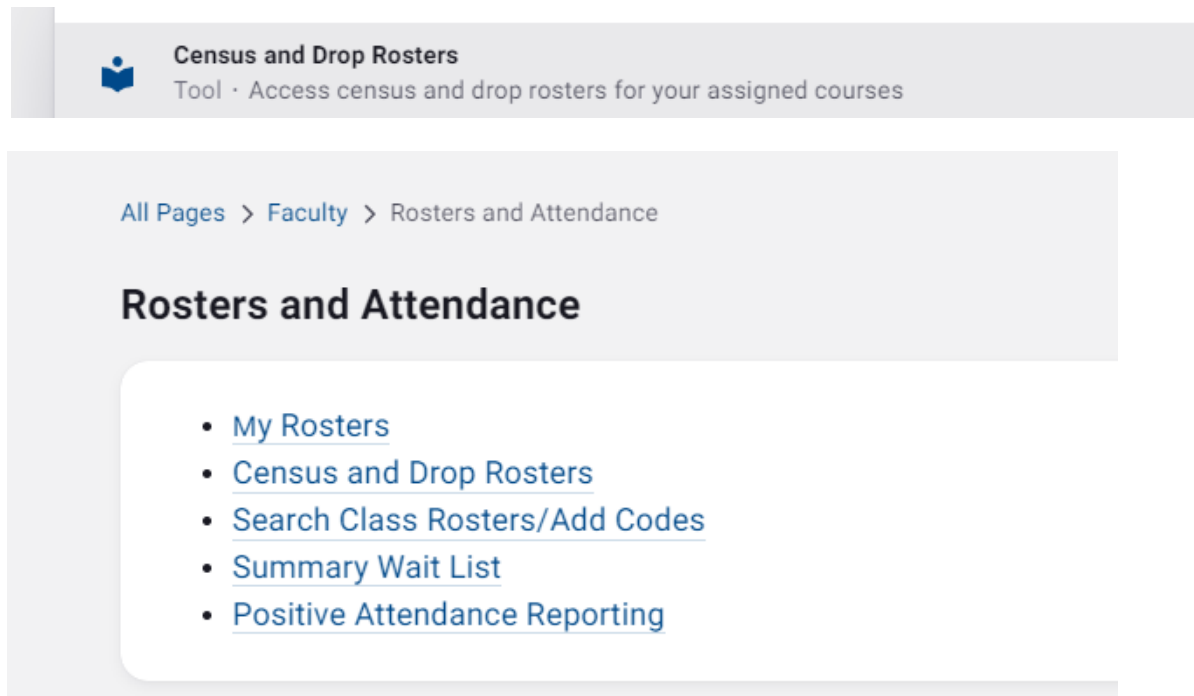
What are the consequences if I submit my Census drops late or do not submit my Census drops at all?

The college receives apportionment based on the number of students report and may receive apportionment which it is not entitled to, and it must be returned. Eligibility is seriously compromised for the following student groups:

- Financial Aid Students: Overpayments to students on financial aid may be created. If students are dropped after the census period, they can legally keep the funds, but the college is responsible for reimbursing these funds to the Federal government.
- International students: Any change in enrollment status must be reported to SEVIS (Student & Exchange Visitor Information System) and Citizen & Immigration Services which is under Homeland Security.
- CalWORKs Students: Students are under county contract to attend and complete specific classes and are tracked on a regular basis. If a student is not attending a class and is not dropped from the class during Census, the student faces a sanction from the county for not adhering to his/her education plan. If a student is dropped, the CalWORKs office can contact the student, notify the county and assign the student to another approved activity avoiding sanction.
- Veteran Students: If a Veteran is not dropped during Census, an overpayment is automatically issued to the student. When it is determined that the student did not attend, the student must repay entitlement to the Department of Veterans Affairs. If the student refuses to pay, it goes to collection. In addition, receiving a failing grade as a result of not being dropped could affect a student’s probation status. This could also result in denial of future benefits.
- Athletic Eligibility: Student-athletes are required to be enrolled in a minimum of 12-semester units in order to maintain eligibility to participate in sanctioned contests. Late census submission may: disqualify the student-athlete from eligibility and risk forfeiture of any contests by the college; result in incorrect transcript information that may affect a student’s ability to be recruited by another institution; cause erroneous information (GPA, enrolled units) to be reported to athletic oversight agency; endanger student’s eligibility for Financial Aid; affect the status of academic probation.

Step 1: Logging in

- Login to myHancock from the hancockcollege.edu webpage by selecting Faculty Tools on left banner, using your myHancock credentials.
- Click on the 'Census and Drop Rosters' link shown below



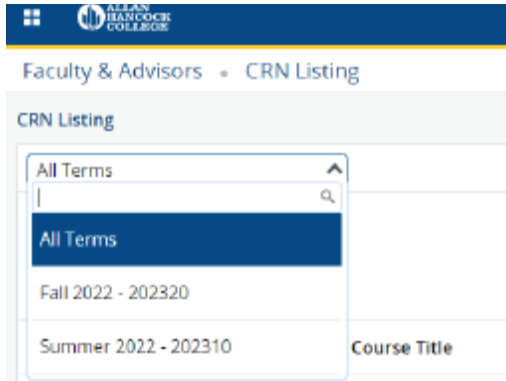
The screenshot shows a navigation bar with a blue icon of an open book and the text "Census and Drop Rosters" followed by "Tool · Access census and drop rosters for your assigned courses". Below this is a breadcrumb trail: "All Pages > Faculty > Rosters and Attendance". The main heading is "Rosters and Attendance". A list of links is displayed in a white rounded rectangle:

- [My Rosters](#)
- [Census and Drop Rosters](#)
- [Search Class Rosters/Add Codes](#)
- [Summary Wait List](#)
- [Positive Attendance Reporting](#)

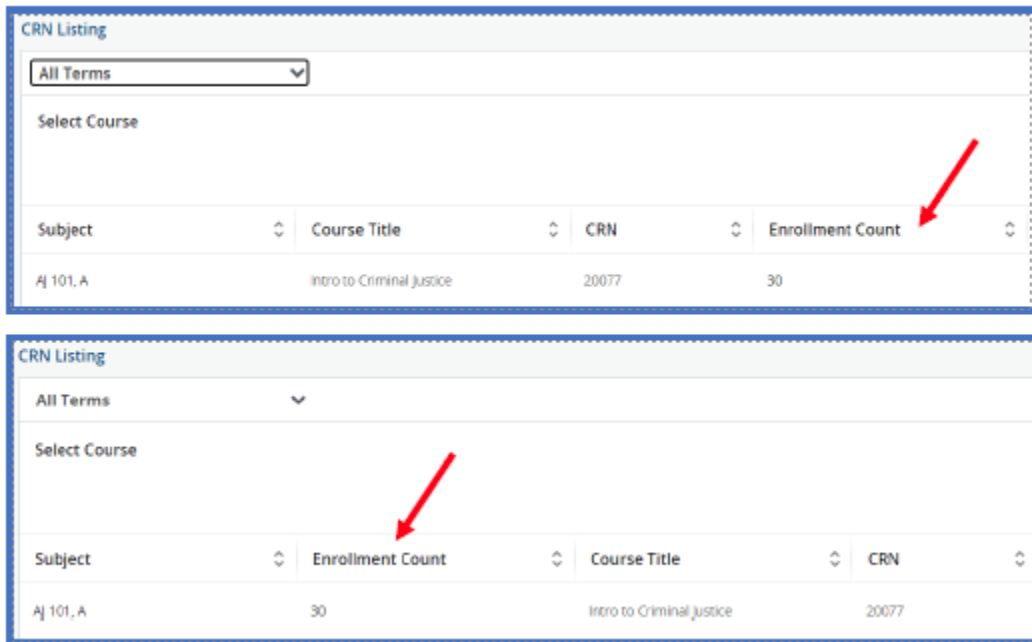
This will take you to the new Self Service Banner 9 Faculty Services Page.

Step 2: Start Viewing your Rosters

You are now on the CRN Listing Page. From this page, you can select which term you would like to view or select “All Terms” to view all of your rosters available. Use the dropdown menu which defaults to All Terms to change the term.



In addition to selecting the terms you wish to view, you can also change the columns around or limit what is visible on your screen. To re-organize the columns, simply click on a column heading and drag it and drop it in the new location. In the example below, the “Enrollment Count” column has been moved to the left.



To remove or add columns, use the dropdown on the righthand side of your screen next to the mini Parthenon. Note that CRN and Course Title cannot be removed from the view.

Step 3: Selecting the CRN For Census Submission

The Drop Roster Summary Screen displays:

- Subject – Course abbreviation
- Title – Title of the course
- CRN – Course requisite number
- Rule ID – 1=Census period 2=Faculty drop period (Student receives a “W”)
- Roster Type – Census or “W” Roster
- Status – Now=submit drop roster “now” and Future= drop period opens soon
- Available – shows the timeframe you’re able to drop for census and the drop period. **IMPORTANT: You cannot submit on the final day that is listed. It must be done the day prior. (Ellucian design fault)**
- Last Submitted – shows if you have submitted your census or drop roster

Faculty & Advisors > Drop Roster Status

Drop Roster Status

Fall 2022 - 202320

Current Drop Roster Summary

Sections

Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
AJ 101, A	Intro to Criminal Justice	20077	1 2	Census Roster W Roster	Census 1 Not Available	Future Future	08/22/2022 - 08/28/2022 08/29/2022 - 11/04/2022	Not Submitted Not Submitted			Fall 2022 (202320)
CBOT 337, A	Presentation Design- PowerPoint	20184	1 2	Census Roster W Roster	Census 1 Not Available	Now Future	08/17/2022 - 08/23/2022 08/24/2022 - 09/23/2022	08/17/2022 Not Submitted			Fall 2022 (202320)
ART 101, G	Art Appreciation	20290	1 2	Census Roster W Roster	Census 1 Not Available	Now Future	08/17/2022 - 08/23/2022 08/24/2022 - 09/23/2022	08/17/2022 Not Submitted			Fall 2022 (202320)
HIST 101, B	World Civilizations to 1600	21559	1 2	Census Roster W Roster	Census 1 Not Available	Future Future	08/22/2022 - 08/28/2022 08/29/2022 - 11/04/2022	Not Submitted Not Submitted			Fall 2022 (202320)

Results found: 4

Sections Disabled or Without Drop Rosters

Drop Roster Conflicts

You are ONLY able to submit your census if you are submitting within the available dates. **The bold text in a course row illustrates you can submit your census or drop roster. IMPORTANT: You cannot submit on the final day that is listed. It must be done the day prior. **

Click on the white space or dates field in any column within the row for which you wish to pull up the roster. TIP: select the available dates for that CRN.

Step 4: Drop Roster Maintenance

You are now at the drop roster maintenance screen for the CRN you selected.

Faculty & Advisors > Drop Roster Status > Drop Roster Maintenance

Drop Roster Maintenance Export

Fall 2022 - 202320

Course Information

Presentation Design-PowerPoint - CBOT 337 A
CRN: 20184
Rule ID: 1
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 08/17/2022 - 08/23/2022
Roster Last Submitted: 08/17/2022

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	18	17
Wait List	20	0	20
Cross List	35	29	6

Students Eligible to be Dropped Show/Hide Column Search (Alt+F)

<input type="checkbox"/>	Student Name	ID	Current Registration	Action	Email
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via Web	None	akoswad.melowo@my.hancockcollege.edu
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via Web	None	alysa.horner@my.hancockcollege.edu
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via Web	None	chloe.morales@my.hancockcollege.edu
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via Web	None	daniel.byrd@my.hancockcollege.edu
<input type="checkbox"/>	[Redacted]	[Redacted]	Registered via Web	None	deborah.smith4@my.hancockcollege.edu

From here you will navigate to the “Action” column and select “Census Faculty Drop” for the student who was a “No Show”.

Action

- None
- Census Faculty Drop**
- NOTE

None

Once you have issued an “action” on students who need to be dropped, you will navigate to the **Submit** button (in blue) at the bottom of the page.

Step 5: Confirmation

After selecting submit, you will arrive at the confirmation page. This page will allow you to review your selected “No Shows” or “Drops” before confirming. Once you have determined if your selections were accurate, navigate to the bottom corner and select “Confirm”.

Faculty & Advisors » Drop Roster Status » Drop Roster Maintenance » Confirmation

Course Information

Presentation Design-PowerPoint - CBOT 337 A
CRN: 20184
Rule ID: 1
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 08/17/2022 - 08/23/2022
Roster Last Submitted: 08/18/2022

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	35	17	18
Wait List	20	0	20
Cross List	35	28	7

Students Selected to be Dropped

Show/Hide Column Search (Alt+Y)

Student Name	ID	Pending Registration
There are no students selected to drop.		

Results found: 0

Page 1 of 0 Per Page 25

Confirm **Cancel**

To confirm, you have dropped the students, you'll see green notification(s) at the top right of the screen. Please reference the image below.

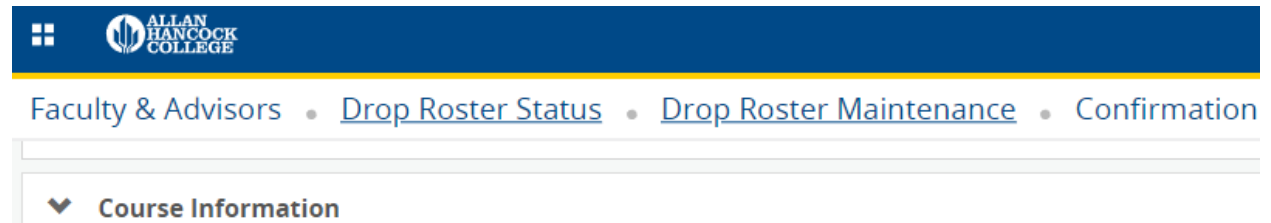
David R Vasquez 2

✓ Students dropped successfully : 1

✓ [Redacted] Drop successfully completed.

emaining

To confirm you have submitted your census roster, please navigate to the top of the page and select “Drop Roster Status” near the banner.



Referencing the “Last Submitted” column, you can see date (timestamp) of when you have last submitted. If you determine additional “No Show” students after submitting, you can still utilize this process again until the last date listed in the “Available” within the Census Roster or W roster row***

You will use this process to conduct student drops after census
(these students will receive a W grade)