

CENSUS AND ROLL SHEET FREQUENTLY ASKED QUESTIONS

ROLL SHEET INFORMATION

Faculty may view and print their roll sheets on MyChaffeyVIEW, or they may email it to themselves by checking the “Email a copy of this roster to me” box and then pressing the Submit button.

NOTE: To use the roster email functionality, you must have a valid Chaffey College issued email address in Colleague (e.g. john.smith@chaffey.edu). To check whether you do, click on the “Address Change” link located under the Faculty menu on My ChaffeyVIEW. If you have a valid Chaffey email account but it is not listed on the Address Change form, you may add it via the “Address Change” link. If you do not have a valid Chaffey Email account, you may request one by completing and submitting the “Employee Network/Email Account Form and Accountability Statement” located at the following link:

http://www.chaffey.edu/email_network_form.pdf.

If who wish to use a printed roster to maintain attendance information, etc., an Excel spreadsheet that looks virtually identical to the hard-copy roster is also available that you can import your My ChaffeyVIEW class roster into. To accomplish this, click on the “Grade & Attendance Roster Forms” link under the Faculty menu on My ChaffeyVIEW to download the instructions and roster template(s).

For technical support, contact the Information Technology Services Help Desk during business hours at (909) 652-6789, Option 2.

How do I know if a student is officially enrolled in my class?

Ask the student to provide a copy of his/her registration statement, or view the information online via MyChaffeyVIEW

Does a student need to officially register for the class to continue to attend?

Yes. Students who are not officially enrolled must not attend your class. The deadline for students to add your class is stated on their registration statement, class schedule and website. Exceptions will not be considered!

ONLINE CENSUS INFORMATION FULL-TERM

When is the absolute deadline to submit my census drops for 17- week (or full term) classes?

For both, Spring and Fall semesters the due date is on Wednesday of the third week of instruction.

Why do I need to drop students during the census period?

Instructors must clear the rolls of inactive enrollment for attendance accounting purposes during the census period. During this period, instructors must drop students as no shows (DNW’s) or instructor drops (IDW’s).

What does DNW and IDW stand for?

DNW means that the instructor dropped the student on the web as a "no show" during the census period.

IDW means that the instructor dropped the student on the web after he/she stopped attending the class.

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

- a. The college receives apportionment that they are not eligible for.
- b. Apportionment received by the college that they are not entitled to receive must be returned.
- c. Eligibility is seriously compromised for the following student groups: Financial Aid, International, Veterans, and student-athletes. EOPS and DPS students are also affected.
 - Financial Aid Students. Over payments to students on financial aid are 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 the SEVIS (Student & Exchange Visitor Information system) and Citizen & Immigration Services which is under Homeland Security.
 - CalWORKs: CalWORKs 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 they are 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 student refuses to pay, it goes to collection. In addition, students who receive a failing grade as a result of not being dropped, could affect their probation status which could also result in denial of future benefits.
 - Athletic Eligibility: The possibility of participation in a contest by an ineligible student-athlete due to late census submission that disqualifies that student-athlete for being under the mandatory enrollment and attendance of the student-athlete in 12 units; forfeiture of above-mentioned contest for competing with an eligible athlete; impact on a student-athlete's ability to be recruited by another institution because late submission of census may cause recruiter to be given incorrect transcript information; unofficial transcripts pulled to compute units/GPA information; impact on student-athletes receiving financial aid; status of academic probation

When can I start entering census drops?

Instructors can begin entering census drops online via Chaffey View beginning on the first day of instruction through Wednesday of the third week of instruction at 4:00 p.m.

Once I submit my census drops, can I submit additional census drops?

Yes. You can drop students from class as frequently as needed as long as ALL census drops are submitted by Wednesday of the third week of instruction by 4:00 p.m.

I have never used ChaffeyView to drop students. Do you have instructions?

Yes. Instructions are available on the web at <http://www.chaffey.edu/admissions/faculty> under the Online Census Instructions link.

Are there training workshops that I can attend to help me learn more about the system?

Yes. You can contact Information Technology Services at (909) 652-6764 to schedule training. In addition, the Admissions and Records office has computers available for faculty use. The Admissions staff is also available to assist you at your request.

Who should I contact if I need technical assistance?

Contact Information Technology Services at (909) 652-6789 and select Option #2.

Am I required to submit census drops online?

Your Dean's office highly recommends that you submit your census drops online. If you are unable to do so, please contact their office for special arrangements and assistance.

If I have no census drops to report, must I still submit census?

Yes, you do. There is an option on ChaffeyView that states, "no students to drop."

While processing census online, I accidentally dropped the wrong student. How can I add the student back into my class?

You can submit a Reinstatement Card to the Admissions Office with all the student information and your approval. The Reinstatement Card can be downloaded from the following link:
www.chaffey.edu/admissions/faculty/

ONLINE CENSUS - SHORT TERM CLASSES

Make sure to review the information under the Online Census – Full-Term Classes. If you are teaching a class that has an early or late start date (or short term class), refer to the Z drive and retrieve the document entitled Census Deadline Dates for your census drop deadline. Census Deadline Dates are also available in your dean's office and the Admissions and Records office.