

## CHAFFEY COLLEGE ONLINE/INTERNET CENSUS DROPS

The deadline to submit census for full-term classes is Wednesday of the third week of instruction. Census information for short-term classes can be accessed on Chaffey View in the Census, Roll Sheets & Other Information link under Census Deadline Dates for Short-Term Classes.

During the census period you can drop a student from your course using the *My Chaffey-VIEW* online services. Even if you do not have student drops to issue, access the online census program to report that you have NO DROPS to submit.

- Please follow the steps listed below to access this link:
- Go to [www.chaffey.edu](http://www.chaffey.edu)
- Click on *My ChaffeyVIEW*
- Click into the **Login** field
- Enter **User Name** (Example: jc0001234)  
Example is for Joe Chaffey with Colleague ID#0001234.  
User name is first initial of first and last name (lower case), followed by Colleague ID#.
- Enter **Password** (first-time users it will be your six-digit-birth date), click the **Submit** button.
- You will then create a new password (6-9 characters with a mixture of letters and numbers).
- Click the **Submit** button (click only once).
- Click on the **Faculty** link.
- Click on the **Drop roster (Includes Census Drop)** link.
- Select the class and start processing your census drops.
- If you have NO STUDENTS to drop, click on the “**No Students to Drop**” box above your class list. Click the **Submit** button.
- If you have students to drop, enter **DNW** or **IDW** by clicking on the *drop-down* arrow in the **Drop Reason** column **and** select the drop box by the appropriate student. Click **Submit**.
- **TIMEOUT:** The system has a “time out” within 5 minutes. You will be disconnected if you have not clicked the **Submit** button within this time frame. **HELPFUL HINT:** Review your Confirmation Page as well as your Course Selection Page to confirm that drops were accepted. The **Drop** column will say “Yes” for each student who was successfully dropped.
- When finished entering drops or clicking to report *no drops*, YOU MUST click **Submit**. **DO NOT USE the Back button on your screen.** If you click the **Back** button, your drops will not be processed or updated in the college database system.
- **Review and Print** the Census Drop Roster **Confirmation Page** to verify your selections. To continue processing Census Drops for other sections, click the **Drop Roster** link to return to the **Course Selection Page**.

For technical questions or problems regarding ChaffeyVIEW, please contact the Help Desk at (909) 652-6789 and select Option #2. Hours to contact are Monday through Thursday, 6:00 a.m. to 5:00 p.m., and Friday, 6:00am to 4:30pm.

For other questions regarding census information, please contact your dean's office.