CENSUS AND ROLL SHEET
FREQUENTLY ASKED QUESTIONS

ROLL SHEET INFORMATION

Faculty may view and print roll sheets through the MyChaffey portal by selecting MyChaffeyVIEW from the launchpad, or by requesting roll sheets via email 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 MyChaffeyVIEW. 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 contacting the Human Resources Department at (909) 652-6520.

If you 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. You may import your MyChaffeyVIEW class roster information. To do this, click on the “Grade & Attendance Roster Forms” link under the Faculty menu on MyChaffeyVIEW 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.

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 the MyChaffey portal.

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. Exceptions will not be considered.

ONLINE CENSUS INFORMATION – FULL TERM CLASSES

When is the absolute deadline to submit my census drops for 17-week (Full-Term) classes?
For both Spring and Fall semesters the due date is Wednesday of the third week of instruction.

Why do I need to drop students during the census period?
Title 5, section 58004(c), requires clearing the rolls of inactive enrollment for attendance accounting purposes during the census period. During this period, instructors must drop students as no shows (DNW) or instructor drops (IDW).
ONLINE CENSUS INFORMATION – FULL TERM CLASSES (continued):

What do DNW and IDW stand for?
DNW means the instructor dropped the student on the web as a “no show” during the census period. IDW means the instructor dropped the student on the web after he/she attended at least one class session and did not return.

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 for which we are not eligible.
   b. Apportionment received by the college in error 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**: Overpayment to students on financial aid may result. 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 (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 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, thus 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 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 status of academic probation.
ONLINE CENSUS INFORMATION – FULL TERM CLASSES (continued):

When can I start entering census drops?
Instructors can begin entering census drops online via MyChaffeyVIEW beginning on the first
day of instruction through Wednesday of the third week of instruction at 11:59 pm.

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 11:59 pm.

I have never used the MyChaffey portal/MyChaffeyVIEW to drop students. Do you have
instructions?
Yes. Instructions are available on the MyChaffey portal log-in page under the “First Time
Users” link at https://my.chaffey.edu

Are there training workshops that I can attend to help me learn more about the system?
Yes. You may contact Information Technology Services at (909) 652-6764 to schedule
training.

Who should I contact if I need technical assistance?
Contact the Information Technology Services Help Desk at (909) 652-6789.

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 the Dean’s office for special arrangements and assistance.

If I have no census drops to report, must I still submit census?
Yes, you must. There is an option on MyChaffeyVIEW 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 to the Admissions and Records Office an Add/Drop Card for
Reinstatement, with all student information and your signature. The Add/Drop Card can be
downloaded from the Faculty Forms link on the MyChaffey portal.

ONLINE CENSUS INFORMATION – SHORT TERM CLASSES

Make sure to review the information under “Online Census – Full-Term Classes”. If you
are teaching Fast Track or a class that has an early or late start date (or short term
class), please contact your Dean’s Office for deadline information.
ONLINE CENSUS DROPS

The deadline date to submit census for full-term classes is Wednesday of the third week of instruction. For information regarding Fast-Track or short-term classes, please contact your Dean’s office.

During the census period you can drop a student from your class through the MyChaffey portal. Even if you do not have students to drop, you still need to submit census information.

Please follow the steps listed below:

- Log in to the MyChaffey portal at https://my.chaffey.edu/
- Select MyChaffeyVIEW from the Launchpad
- Select the Faculty link
- Select the Drop Roster link (this link includes Census Drops)
- Select the class section and process your census drops
  - If you have no students to drop:
    - Click the “No Students to Drop” box above your class list
    - **Click the Submit button**
  - If you have students to drop:
    - Select the student to be dropped and click on the drop-down arrow in the Drop Reason column
    - Select DNW for students who did not attend
    - Select IDW for students who attended at least one class session and did not return
    - **Click the Submit button**

It is important that you click **Submit** when you finish entering your census information. Do not use the back button on your screen. If you use the back button your information will be lost and the system will not be updated.

**TIMEOUT**: The system will time out after 5 minutes of inactivity. You will be disconnected and your entries will be lost if you have not submitted your information.

Review and print your Confirmation Page to confirm that drops were accepted. The Drop column will say “Yes” for each student who was successfully dropped.

To continue processing Census Drops for other sections, select the Drop Roster link to return to the Course Selection page.

For technical questions or problems, please contact the Information Services Help Desk at (909) 652-6789 during regular business hours.