CENSUS AND ROLL SHEET
FREQUENTLY ASKED QUESTIONS

ROLL SHEET INFORMATION

Faculty may view and print roll sheets on MyChaffeyVIEW, or request to receive 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 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 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, 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. Exceptions will not be considered!

ONLINE CENSUS INFORMATION – FULL TERM CLASSES

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?
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).

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 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 received 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 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 (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.

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 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 MyChaffeyVIEW 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 may 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.

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 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 Office an Add/Drop Card for Reinstatement with all student information and your signature. The Add/Drop Card can be downloaded from the following link: www.chaffey.edu/admissions/faculty/.

ONLINE CENSUS INFORMATION – 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), please contact your Dean’s Office for deadline information.