Census Reporting

You are required to report the number of students who are not attending your course from the first day of instruction through Wednesday of the third week of instruction for full-term courses. Census drops are submitted online via MyChaffeyView. You may submit your census through Sunday of the third week of instruction with Dean's approval. However, keep in mind that if you plan to enter census drops on Sunday, the system may be unavailable due to required maintenance. For Internet/online access to census reporting, go to www.chaffey.edu/chaffeyview. Choose the Faculty Link. Follow the messages for accessing your census online. You can also view your current class enrollment at this webpage.

- Issue a DNW (did not enter-web) for census reporting, if the student did not attend any of your class meetings by the deadline to submit your census.

- Issue an IDW (instructor drop-web) for census reporting, if the student is no longer attending your class. If you are certain about the student’s return to class, you can drop the student on the census and reinstate the student before 61% of the course.

Census Information Questions and Answers (page will open in a new window above this one)

Online/Internet Census Drops (page will open in a new window above this one)