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 ChaffeyVIEW 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
  - 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.