



Admissions and Records

Census Verification Rosters Information

- 1. What is Census, and why do I need to drop students during the census period?** Census is the date used to count enrollment for funding purposes. Students must be enrolled one day prior to the census date in order for the college to claim apportionment.
Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:
As of census day, any student who has
 - Been identified as a No show, or
 - Officially withdrawn from the course, or
 - Been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student. The "drop date" shall be the day immediately preceding census day.
- 2. Why are we using Ellucian Self-Service instead of Ellucian WebAdvisor?** Ellucian Self-Service is the replacement for WebAdvisor (which is slowly phasing out) and will be permanently unsupported by Ellucian in the near future.
- 3. When is the absolute deadline to submit my census drops for full-term classes?** The Census due date is listed on the Ellucian Self-Service faculty census tab. In addition, you will receive an email at the beginning of the semester with a census date spreadsheet that will show your census date.
- 4. What are the consequences if I submit my Census drops late or do not submit my Census drops at all?**
The college receives apportionment based on the number of students report and may receive apportionment which it is not entitled to, and it must be returned. Eligibility is seriously compromised for the following student groups:
 - **Financial Aid Students:** Overpayments 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 which is under Homeland Security.



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- **CalWORKs Students:** 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 from the class 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 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 the 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 the status of academic probation.
5. **What happens if I submit my Census drops late or if I don't submit them at all?** A notification will be sent to you and your dean/VPI by the Director of Admissions and Records, and you will be required to submit the missing class roster. Disciplinary action may follow for noncompliance.
 6. **When can I start entering census drops?**
Instructors can begin entering census drops online using the Ellucian Self-Service faculty census tab at the start of the term. You have access to the census roster five days prior to the due date.
 7. **Why aren't census rosters all due on the same date?**
The deadline to submit Dynamically Dated Classes and Short Term Classes rosters vary from the regular semester classes. To find the due date, look at the roster in the Ellucian Self-Service faculty census tab on the left-hand side at the top of the page.
 8. **Why are census rosters due on the weekend?**
Census rosters are NEVER due on the actual census date. In order to be in compliance, they must be submitted no later than one day before your census date. In most cases, Census will be on a Monday. A roster is due on a Sunday rather than the Friday before, which actually gives the faculty member more time to submit the rosters.
 9. **How do I know my census rosters were successfully submitted?**



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Upon “Certify(ing) Census Attendance” and selecting submit, a green box will appear on the top right stating “Census Certification completed successfully” a blue box will show under the census tab with “Census Certified on (date and time).” Additionally, when you go back to your course list in Self-Service, you will no longer see a date under the Census Dates column.

10. Once I submit my census drops, can I submit additional census drops?

Once your census roster has been submitted, you cannot make changes. However, you can contact the Admissions and Records Office to make the changes (david.vasquez@vvc.edu)

11. I have never used the Ellucian Self-Service to drop students. Do you have instructions? Yes.

Instructions are provided with the notification notices, and they are also available on the Admissions and Records Faculty Resource page.

12. Are there training workshops that I can attend to help me learn more about the system?

Yes. Please contact the Admissions and Records office.

13. If I have no census drops to report, must I still submit Census?

Yes, you are required to submit a census roster even if you are not reporting any drops.

14. While processing my Census online, I accidentally dropped the wrong student. How can I add the student back into my class?

You can email the Admissions and Records Office for the student to be reinstated in your class (david.vasquez@vvc.edu)

15. Why do we have electronic Census rosters instead of paper?

Paper rosters are very costly and time-consuming. They must be processed manually by the faculty member and the admissions office. Paper rosters are not timely and rely on a delivery method that may not arrive on time, and they are no longer an option.

16. Are students able to register after I submit my rosters? Students are not allowed to register after Census.

17. What happens if I have trouble logging into Ellucian Self-Service and submitting my rosters? You should try login into my Ellucian Self-Service faculty census tab before the census roster due date. You have access to your Census rosters five days before the due date. A&R staff is not available to address issues on the weekend. Try login into your Ellucian Self-Service and accessing your census rosters during a typical workday so that assistance is available.

18. Whom should I contact if I experience technical issues?



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Please submit a support ticket through the ServiceDesk app.

19. Whom do I contact if I do not have a Census roster?

Contact David Vasquez at david.vasquez@vvc.edu. Be sure to include your name, the class number, and the class title.