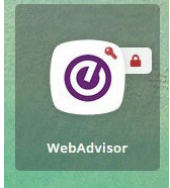
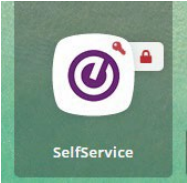




### How to Complete Census Requirements:

*You are required to clear your rolls (No Show) of inactive students as provided by Title 5, Section 58004(c), before the census date so that the student count is accurate. Apportionment is based on the number of students actively enrolled as of the census date. Per Title 5, section 58004, districts are required to clear their rosters of students who are officially enrolled but who are a no show or not actively participating as of Census, except in the case of extenuating circumstances. Not actively participating includes, but is not limited to, excessive unexcused absences. In addition, not actively participating must relate to nonattendance. Extenuating circumstances are verified cases of accidents, illness, and other circumstances beyond the student's control.*

<p><b>Step 1:</b> Select WebAdvisor in MyVVC</p>	
<p><b>Step 2:</b> Select Census Roster (Self-Service). Additionally, you can select the Student SelfService tile in MyVVC directly.</p>	<p style="text-align: center;">Faculty Information</p> <ul style="list-style-type: none"><li><a href="#">My Advisees</a></li><li><a href="#">My Class Schedule</a></li><li><a href="#">Student educational planning</a></li><li><a href="#">Student profile</a></li><li><a href="#">My To Do List</a></li><li><a href="#">Class Roster</a></li><li><a href="#">Grading</a></li><li><a href="#">Maintain Books</a></li><li><a href="#">Search for Sections</a></li><li><a href="#">Authorization Codes Roster</a></li><li><a href="#">Faculty Student Drop</a></li><li><a href="#">Census Roster (Self-Service)</a></li></ul> <p style="text-align: center;">OR</p>
	



**Step 3:** You will be directed to the SelfService platform. On the Faculty Overview screen, please select the Section you would like to complete your Census for.

**Note:** Before submitting your census, you must first mark the students that were No Show and drop them from the Section. You will not be able to drop students as Never Attended after the census date has passed. You must email Admissions and Records to back date and process these drops.

**Step 4:** Select Drop Roster option from the Faculty tabs. The Drop Roster page is displayed with students currently enrolled in the course section.

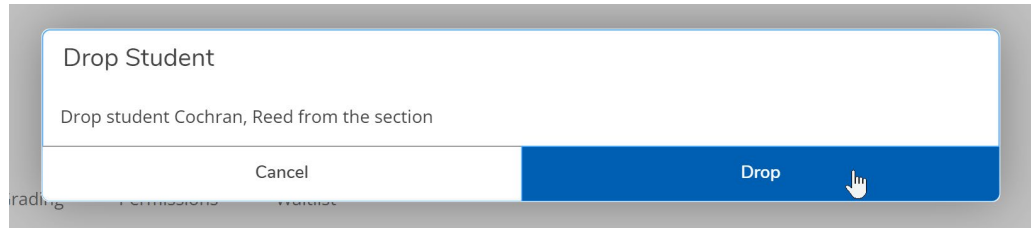
Mark the Never Attended box to mark student was a No Show. Click the blue Drop button for each student that you need to drop.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	Drop
Cochran, Reed	0402721	<input checked="" type="checkbox"/>	M/d/yyyy	Select Grade		4	Drop
Duck, Donald	0402732	<input type="checkbox"/>	M/d/yyyy	Select Grade		4	Drop
Lucas, George	0402733	<input type="checkbox"/>	M/d/yyyy	Select Grade		4	Drop

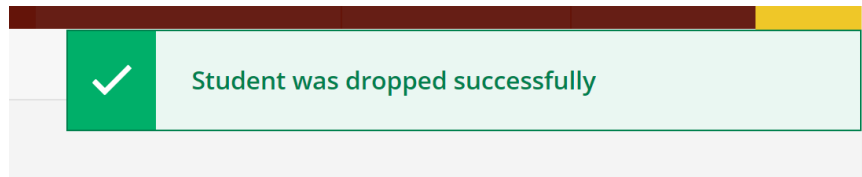


**Step 5:** When the Drop Student Confirmation page is displayed, take one of the following actions, as appropriate.

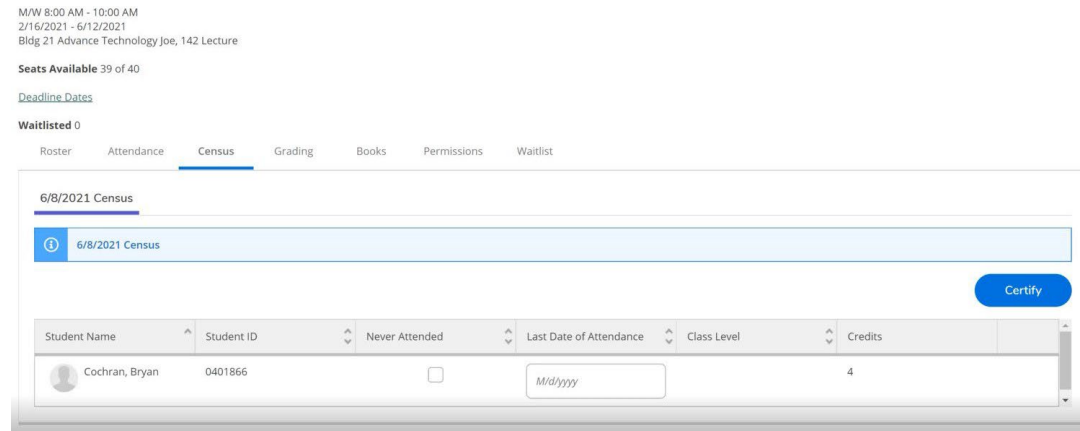
- a. click Confirm to drop the student
- b. If the student should not be dropped, click Cancel to return to the Drop Roster Maintenance page, and repeat Step 4.



**Step 6:** To confirm the drop is complete, you will see a green box appear "Student was dropped successfully"



**Step 7:** After you have dropped the appropriate students, select the Census option from the Faculty tabs. You will now only see the students that are currently enrolled in your section.





**Step 8:** Once you have verified the roster is correct, click the Certify button. A pop-up certification box will appear.

Please ensure you select Submit.

M/W 8:00 AM - 10:00 AM  
2/16/2021 - 6/12/2021  
Bldg 21 Advance Technology Joe, 142 Lecture

Seats Available 39 of 40

Deadline Dates

Waitlisted 0

Roster Attendance **Census** Grading Books Permissions Waitlist

6/8/2021 Census

6/8/2021 Census

Certify Census Attendance

I certify that these students are in attendance, except those marked not in attendance.

Cancel Submit

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Cochran, Bryan	0401866	<input checked="" type="checkbox"/>	Mid/yyyy		4

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**Step 9:** Once submitted, you will see "Census Certification completed successfully" in green and the timestamp in blue.

**Note:** After submitting your census, the Drop Roster tab will still be available for student drops after Census. You will be required to enter a grade after the Census date has passed.

Victor Valley College

bryan.cochran Sign out Help 1

Daily Work Faculty Faculty Overview

Census Certification completed successfully

Section Details

Back to Courses

MATH-120-74688: Introduction to Statistics

Spring 2021 Term  
Main Campus

M/W 8:00 AM - 10:00 AM  
2/16/2021 - 6/12/2021  
Bldg 21 Advance Technology Joe, 142 Lecture

Seats Available 39 of 40

Deadline Dates

Waitlisted 0

Roster Attendance **Census** Grading Books Permissions Waitlist

6/8/2021 Census

6/8/2021 Census Census Certified On 6/10/2021 1:23 PM



**Step 10:** You can also verify your submission by going into the your Faculty Overview page and you will see the Census Dates no longer showing next to the recently submitted section.

Additionally, you can go back into the recently submitted section and you will see in blue "There is no census to certify for the section"

The screenshot shows the Victor Valley College Faculty Overview page. At the top, there is a navigation bar with the college logo, the name "Victor Valley College", and user information for "bryan.cochran" with options for "Sign out" and "Help". Below the navigation bar, there are breadcrumb links: "Daily Work", "Faculty", and "Faculty Overview".

The main content area is titled "Manage your courses by selecting a section below". It displays a table for the "Spring 2021 Term" with columns for "Section", "Times", "Locations", "Books", and "Census Dates". One section is listed: "MATH-120-74688: Introduction to Statistics" with times "M/W 8:00 AM - 10:00 AM" and dates "2/16/2021 - 6/12/2021", located at "Bldg 21 Advance Technology Joe, 142 Lecture".

Below the table, there is a "Section Details" view for "MATH-120-74688: Introduction to Statistics". It shows the term "Spring 2021 Term", campus "Main Campus", times "M/W 8:00 AM - 10:00 AM" and dates "2/16/2021 - 6/12/2021", and location "Bldg 21 Advance Technology Joe, 142 Lecture". It also indicates "Seats Available 39 of 40", "Deadline Dates", and "Waitlisted 0".

At the bottom of the section details, there are tabs for "Roster", "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist". The "Census" tab is selected, and a blue message box at the bottom states: "There is no census to certify for the section".