# 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.

<table>
<thead>
<tr>
<th><strong>Step 1:</strong> Select WebAdvisor in MyVVC</th>
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<td><img src="image" alt="WebAdvisor" /></td>
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<th><strong>Step 2:</strong> Select Census Roster (Self-Service). Additionally, you can select the Student SelfService tile in MyVVC directly.</th>
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<td><img src="image" alt="Faculty Information" /></td>
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- My Advisees
- My Class Schedule
- Student educational planning
- Student profile
- My To Do List
- Class Roster
- Grading
- Maintain Books
- Search for Sections
- Authorization Codes Roster
- Faculty Student Drop
- Census Roster (Self-Service)

OR
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.
**Step 4:** Once your selected Section is open, you will mark the Never Attended box to mark No Shows. You do not need to wait until the day prior to Census to complete.

**Step 5:** Once you have marked the respective students as Never Attended you will need to select the "Certify" button in blue. A pop-up certification box will appear. Please ensure you select Submit.
**Step 6:** Once submitted, you will see "Census Certification completed successfully" in green and the timestamp in blue.

**Step 7:** 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"
Step 8: This process removes the NS students from your roster.

Select Drop Roster option from the Faculty tabs. The Drop Roster Status page is displayed with students in the course section.

i. Never Attended: Will show you which students you marked as Never Attended when submitting your census. You will simply have to Drop the student.

ii. Last Date of Attendance: You must enter a date if dropping after the census.

iii. Final Grade: You can enter a “W” here
**Step 9:** 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 3.

**Step 10:** To confirm the drop is complete, you will see a green box appear “Student was dropped successfully.”