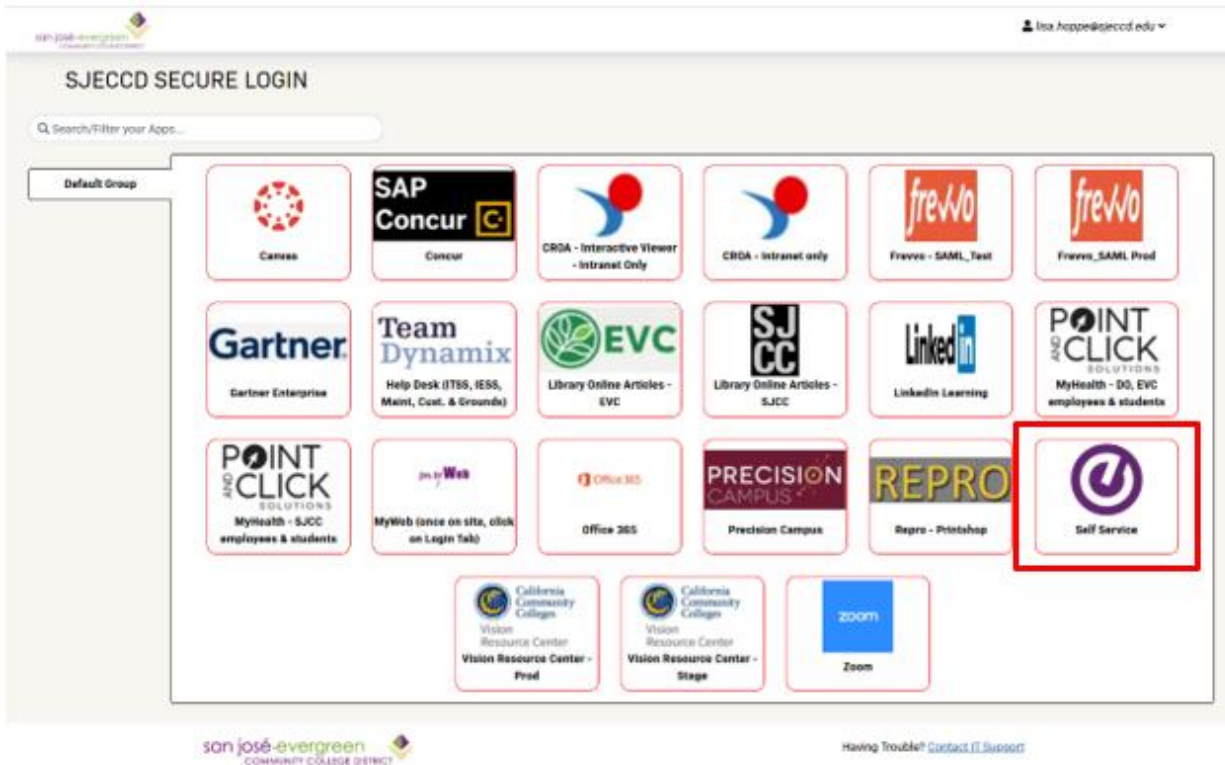
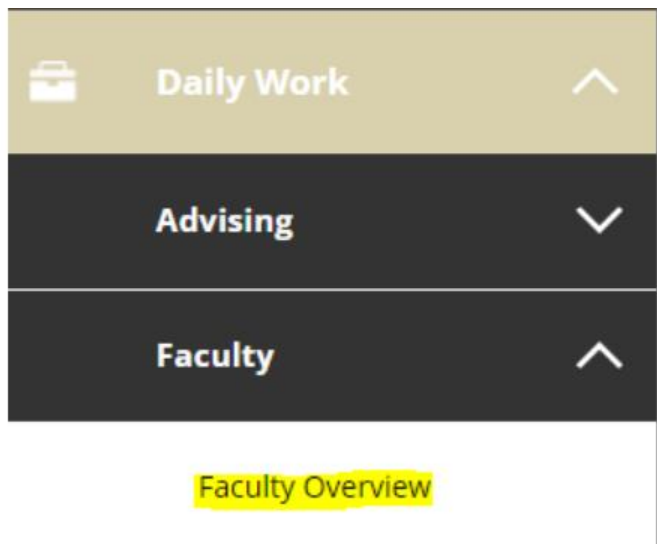
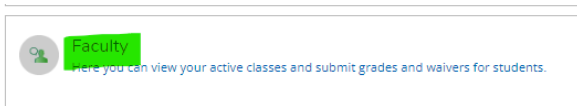


Census Roster Instructions

- 1) Login to Self-Service (using [Single Sign-On](#))



- 2) To access Faculty Self-Service, click on the Faculty tab and navigate to Faculty Overview.



- 3) Once on the Faculty Overview screen, click on the Section link to view section information. Note that this screen displays the census dates at the right end of each section

san josé evergreen
COMMUNITY COLLEGE DISTRICT

Home | Daily Work | Faculty | Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
Fall 2022 Regular					
ENGL-001B-102: English Composition	8/29/2022 - 12/15/2022	Online	30 / 30 / 0		
Summer 2022 Reg.					
COMS-010-201: Interpersonal Communication	6/20/2022 - 7/29/2022	Online	34 / 35 / 0		5/28/2022 Census
Fall 2021 Regular					
ENGL-001B-102: English Composition	8/30/2021 - 12/16/2021	Online	0 / 30 / 11		

- 4) Click on the section you wish to view. Once in the Section Details screen, you will be presented with the Class Roster tab. If you have students you need to drop, go to the Drop Roster tab. Otherwise, go to step 6 (census certification)

Section Details

[Back to Courses](#)

COMS-010-201: Interpersonal Communication

Summer 2022 Reg.
Evergreen Valley College

6/20/2022 - 7/29/2022
Online

Seats Available ⓘ 33 / 35 / 0

[Deadline Dates](#)

Waitlisted 0

Roster | Drop Roster | Census | Grading | Permissions | Waitlist

Print | Email All | Export

Student Name	Student ID	Class Level	Preferred Email	Minor
[Blurred]	[Blurred]	[Blurred]	[Blurred]	No
[Blurred]	[Blurred]	[Blurred]	[Blurred]	No

- 5) For each student needing to be dropped, select **Never Attended** or enter the **Last Day of Attendance** and click **Drop** (in compliance with Title V, for census purposes, students need to be dropped up to the date before census – Reference EC 84501, T5 58004).

Seats Available 18 / 48 / 0

[Deadline Dates](#)

Waitlisted 0

Roster **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Wesley H. Balfanz	102800	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>		11.50	<button>Drop</button>
Wesley H. Balfanz	102800	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>		11.50	<button>Drop</button>
Wesley H. Balfanz	102800	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>		11.50	<button>Drop</button>
Lee A. Corbett	0078612	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>		11.50	<button>Drop</button>

6) On the Census tab, click the **Certify** button to submit your Census Roster. You are done!

Roster Drop Roster **Census** Grading Permissions Waitlist

6/17/2022 Census

6/17/2022 Census **Certify**

Student Name	Student ID	Class Level	Credits
Wesley H. Balfanz	102800		11.50
Wesley H. Balfanz	102800		11.50
Lee A. Corbett	0078612		11.50