

Certifying your Census Rosters

BEFORE YOU BEGIN:

Census certification will open on the first day of census. If census certification is open you will see a message similar to the message in BLUE below:

ART-101-54922: Survey of Western Art History

Spring 2025
Santa Ana College

T 4:20 PM - 7:30 PM
2/10/2025 - 6/8/2025
A - Cesar Chavez Bldg, A-210 1 Lecture

Seats Available ⓘ 51 / 55 / 0

Waitlisted 0 of 10

Deadline Dates

Last Day to Add 4/25/2025

First Day to Drop 2/10/2025

Last Day to Drop without a Grade 2/23/2025

Last Day to Drop with a Grade 5/11/2025

Roster

Drop Roster

Census

Grading

Add Authorizations/Permissions

Waitlist

CC and CE

NCDE Only

ⓘ

CC and CE Census - 2/24/2025

Certify

You can see when your census roster will be opening by reviewing your **Faculty Overview** and reviewing the census dates located in the **Census Dates** column:

Manage your courses by selecting a section below					
Spring 2025					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
RE-102-54824: Real Estate Principles	2/10/2025 - 4/6/2025	J - CANVAS Online	28 / 30 / 0		NCDE Only Census - 4/24/2025
ART-101-54922: Survey of Western Art History	T 4:20 PM - 7:30 PM 2/10/2025 - 6/8/2025	A - Cesar Chavez Bldg, A-210 1 Lecture	51 / 55 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025
DNCE-106A-57429: Introduction to Modern Dance	2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025 T/Th 10:30 AM - 11:15 AM 2/10/2025 - 6/8/2025	J - HYBRID Online W Scheduled Zoom Mtgs G - Gym, G-213 1 Lecture G - Gym, G-213 1 Laboratory	34 / 35 / 0		NCDE Only Census - 4/24/2025
DNCE-108B-57438: Introduction to Ballet	2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025	J - HYBRID Online W Scheduled Zoom Mtgs G - Gym, G-213 1 Lecture G - Gym, G-213 1 Laboratory	34 / 35 / 0		NCDE Only Census - 4/24/2025
PHIL-106-51459: Introduction to Philosophy	T/Th 8:30 AM - 9:55 AM 2/10/2025 - 6/8/2025	D - Dunlap Hall, D-102 1 Lecture	37 / 40 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025
PHIL-106H-51461: Honors Introduction to Philosop	T/Th 8:30 AM - 9:55 AM 2/10/2025 - 6/8/2025	D - Dunlap Hall, D-102 1 Lecture	37 / 40 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025

For **College Credit** classes, Faculty should certify **ONLY** the **CC and CE Census**:

ART-101-54922: Survey of Western Art History	T 4:20 PM - 7:30 PM 2/10/2025 - 6/8/2025	A - Cesar Chavez Bldg, A-210 1 Lecture	51 / 55 / 0	CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025
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For Continuing Ed NCDE classes, Faculty should certify **BOTH** the **CC and CE Census** as well as the **NCDE Only Census**:

Spring 2025 -Cont Ed.					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
HSENG-070-56647: The Short Story	1/13/2025 - 3/14/2025	Oec Distance Education, ONLINE Online	30 / 30 / 0		CC and CE Census - 1/24/2025 NCDE Only Census - 2/18/2025

Other Continuing Ed classes (those that are not NCDE) do not have any census dates so there will be no census rosters to certify:

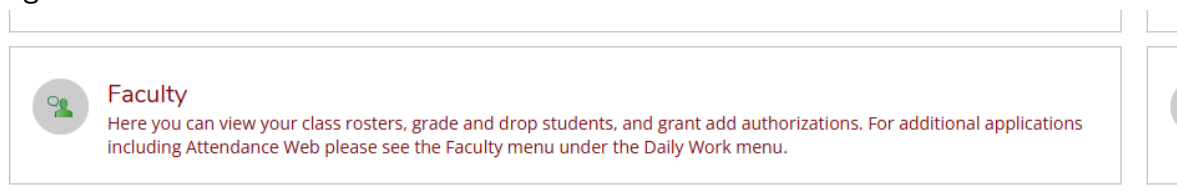
Spring 2025 -Cont Ed.					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
VRE-102-56002: Real Estate Principles	2/10/2025 - 4/6/2025	Oec Distance Education, ONLINE Online	9 / 9 / 0		

Once a census has been certified, the census date will disappear from your Faculty Overview. Below is an example of a CC section where the CC and CE Only census was certified so now only the NCDE Only Census – 4/25/2025 appears in the Faculty Overview:

DNCE-106A-57429: Introduction to Modern Dance	2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025 T/Th 10:30 AM - 11:15 AM 2/10/2025 - 6/8/2025	.. HYBRID Online W Scheduled Zoom Mtgs G - Gym, G-213 1 Lecture G - Gym, G-213 1 Laboratory	34 / 35 / 0		NCDE Only Census - 4/24/2025
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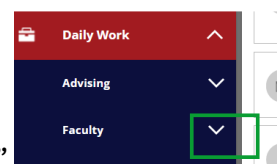
To Certify your Census Roster:

1. Log into Self-Service (<https://www.sac.edu/selfservice>
<https://www.sccollege.edu/SitePages/Self-Service.aspx>
<https://colss-prod.cloud.rscd.edu/Student/>)
2. Navigate to the Faculty menu by either clicking on the Faculty tile on your Home Page:

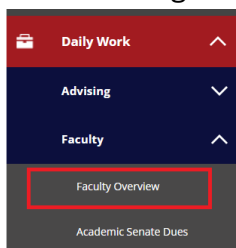


Or by using the left-hand navigation, clicking on the briefcase icon:  then

clicking on the drop-down arrow to the right of “Faculty”



and selecting “Faculty Overview”:



- You can note when your census rosters will open by reviewing the date next to the census under the Census Dates column:

Example of viewing census dates for CC (College Credit) classes. Look at only the Census labeled “CC and CE Census”:

Section	Times	Locations	Availability ⓘ	Books	Census Dates
BE-102-54824: Real Estate Principles	2/10/2025 - 4/6/2025	.. CANVAS Online	28 / 30 / 0		NCDE Only Census - 4/24/2025
ART-101-54922: Survey of Western Art History	T 4:20 PM - 7:30 PM 2/10/2025 - 6/8/2025	A - Cesar Chavez Bldg, A-210 1 Lecture	51 / 55 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025
DNCE-106A-57429: Introduction to Modern Dance	2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025 T/Th 10:30 AM - 11:15 AM 2/10/2025 - 6/8/2025	.. HYBRID Online W Scheduled Zoom Mtgs G - Gym, G-213 1 Lecture G - Gym, G-213 1 Laboratory	34 / 35 / 0		NCDE Only Census - 4/24/2025
DNCE-108B-57438: Introduction to Ballet	2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025 T/Th 10:15 AM - 10:30 AM 2/10/2025 - 6/8/2025	.. HYBRID Online W Scheduled Zoom Mtgs G - Gym, G-213 1 Lecture G - Gym, G-213 1 Laboratory	34 / 35 / 0		NCDE Only Census - 4/24/2025
PHIL-106-51459: Introduction to Philosophy	T/Th 8:30 AM - 9:55 AM 2/10/2025 - 6/8/2025	D - Dunlap Hall, D-102 1 Lecture	37 / 40 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025
PHIL-106H-51461: Honors Introduction to Philoso	T/Th 8:30 AM - 9:55 AM 2/10/2025 - 6/8/2025	D - Dunlap Hall, D-102 1 Lecture	37 / 40 / 0		CC and CE Census - 2/24/2025 NCDE Only Census - 4/24/2025

Example of viewing census dates for CE (Continuing Education) NCDE classes. Look at BOTH censuses labeled (1) CC and CE Census, and (2) NCDE Only Census:

Section	Times	Locations	Availability ⓘ	Books	Census Dates
HSENG-070-56647: The Short Story	1/13/2025 - 3/14/2025	Oec Distance Education, ONLINE Online	30 / 30 / 0		CC and CE Census - 1/24/2025 NCDE Only Census - 2/18/2025

Again, CE classes that are not NCDE will have no census dates and therefore nothing to certify.

4. Open the section that you want to certify the roster for and review your roster. Drop any students that need to be dropped BEFORE certifying your census roster:

ART-101-54922: Survey of Western Art History

Spring 2025
Santa Ana College
T 4:20 PM - 7:30 PM
2/10/2025 - 6/8/2025
A - Cesar Chavez Bldg, A-210 1 Lecture





Seats Available ⓘ 51 / 55 / 0
Waitlisted 0 of 10

Deadline Dates

Last Day to Add	4/25/2025
First Day to Drop	2/10/2025
Last Day to Drop without a Grade	2/23/2025
Last Day to Drop with a Grade	5/11/2025

Roster Drop Roster Census Grading Add Authorizations/Permissions Waitlist

Print Email All Export

Student Name	Student ID	Enroll Date	Class Level	Pass/Audit	Repeated	Preferred Email
 Balderas Chavez, Maria Sofia	2704093	11/5/2024	Freshman			santaanacollege404@gmail.com
 Calderon, Luis E.	2160930	11/4/2024	Sophomore			luisc900@gmail.com
 Ponce, Brielle N.	2751941	11/4/2024	Freshman			briellenponce@gmail.com
 Student1, Ellucian	2244860	4/25/2025	Freshman			es98516@student.sac.edu

5. Once you've checked your roster and dropped any students that need to be dropped, click on the Census tab to open your census roster(s):

ART-101-54922: Survey of Western Art History

Spring 2025
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T 4:20 PM - 7:30 PM
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A - Cesar Chavez Bldg, A-210 1 Lecture

Seats Available ⓘ 51 / 55 / 0
Waitlisted 0 of 10

Deadline Dates

Last Day to Add	4/25/2025
First Day to Drop	2/10/2025
Last Day to Drop without a Grade	2/23/2025
Last Day to Drop with a Grade	5/11/2025

Roster Drop Roster Census Grading Add Authorizations/Permissions Waitlist

Student Name	Student ID	Enroll Date
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6. If you are certifying the CC and CE census you will see two subtabs for certifying the CC and CE census as well as the NCDE Only census. Again, if you are teaching a CC (College Credit) class ignore the NCDE Only census and subtab. You will only be

certifying the CC and CE census:

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Seats Available ⓘ 51 / 55 / 0

Waitlisted 0 of 10

Deadline Dates

Last Day to Add

First Day to Drop

Last Day to Drop without a Grade

Last Day to Drop with a Grade

Roster Drop Roster **Census** Grading Add Authorizations/Permissions Waitlist

CC and CE NCDE Only

ⓘ CC and CE Census - 2/24/2025

7. Click the blue (enabled) **Certify** button:

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Spring 2025
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2/10/2025 - 6/8/2025
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Seats Available ⓘ 51 / 55 / 0

Waitlisted 0 of 10

Roster Drop Roster **Census** Grading Add Authorizations/Permissions Waitlist

CC and CE NCDE Only

ⓘ CC and CE Census - 2/24/2025

Student Name Student ID Class Level Credits

Certify

8. Click the **Submit** button to certify that your roster is accurate and students are in attendance as of the census date:

Certify Census Attendance

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

Cancel **Submit**

9. You should now receive a message in green in the upper, right-hand corner of your Section Details page confirming that the Census Certification was completed successfully.
10. Now that you've certified this roster, the census roster will disappear from your Census tab:

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Spring 2025
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2/10/2025 - 6/8/2025
A - Cesar Chavez Bldg, A-210 1 Lecture

Seats Available ⓘ 51 / 55 / 0

Waitlisted 0 of 10

Deadline Dates

Last Day to Add

First Day to Drop

Last Day to Drop without a Grade

Last Day to Drop with a Grade

Roster Drop Roster **Census** Grading Add Authorizations/Permissions Waitlist

CC and CE Census was certified and no longer displays in the Census Roster tab

NCDE Only

NCDE Only Census - 4/24/2025

11. Now that you've certified your Census roster, the census/census date will also no longer appear on your Faculty Overview page:

The CC and CE Census has now been certified so this census date no longer appears on the Faculty Overview page for this section

ART-101-54922: Survey of Western Art History T 4:20 PM - 7:30 PM A - Cesar Chavez Bldg, A-210 51 / 55 / 0 NCDE Only Census - 4/24/2025

History 2/10/2025 - 6/8/2025 1 Lecture

Certifying Cross-Listed Sections

Follow Steps #1 - #7 above, then

- After you've clicked the Certify button for one of your cross-listed sections you will receive a pop-up that will ask you to certify all of the cross-listed sections or to only certify the particular section you have open. By default, the option to certify all of your cross-listed sections will display in the pop-up with the section names of your cross-listed sections:

Certify Cross-Listed Sections Census Attendance

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

The following cross-listed sections will also be certified:

MGMT-122-50541

Cancel Current Section

Cross-Listed Sections

If you click on "Cross-Listed Sections" you will be certifying this section plus any cross-listed sections.

2. If you want to certify your census roster for the section you are currently working with PLUS any cross-listed sections click on the **Cross-Listed Sections** button:








The screenshot shows a dialog box titled "Certify Cross-Listed Sections Census Attendance". Below the title is a statement: "I certify that these students are in attendance, except those marked not in attendance." Below this is a text box containing the text: "The following cross-listed sections will also be certified:" followed by two lines of section numbers: "FDM-100-41472" and "FDM-114D-33834". At the bottom of the dialog are three buttons: "Cancel", "Current Section", and "Cross-Listed Sections". The "Cross-Listed Sections" button is highlighted with a red box. A large red arrow points from this button towards the text box above it.

3. If you want to certify your census roster for **ONLY** the section your are currently working with click on the Current Section button:

The screenshot shows the same dialog box as above. In this version, the "Current Section" button at the bottom is highlighted with a red box. The "Cross-Listed Sections" button is still present but not highlighted.

4. You will receive a message in green in the top, right-hand corner confirming that the census certification was successful. If you chose to certify all cross-listed sections

you will receive a green message for each census roster that was certified:

	ITS Loaner Webcam Please return loaner equipment to remove this hold
	ITS Loaner Headset Please return loaner equipment to remove this hold
	Auto Award Degree Auto Award Degree Acknowledgement & Consent Form
	Documents Required There are 1 requests from your institution that require your action. View required documents
1 	The section FDM-114C-33833 is certified
1 	The section FDM-100-41472 is certified
1 	The section FDM-114D-33834 is certified

5. As with non-cross-listed sections the Census that has been certified will disappear from both your Census tab for all sections that have been certified, and the Census/census date will also disappear from your Faculty Overview for all sections that were certified.