Census Verification

What is "Census"?

Census is the date used to determine the "official enrollment" used for State reporting. Census information determines how Cañada College receives a significant portion of its State funding. The California Code of Regulations, Title 5, requires districts to "clear the rolls of inactive enrollment" as of the **day before** the census day for all students.

What is my role as faculty in monitoring enrollment?

As faculty, you play an important role in determining which students are not active or no longer active in your course, especially at the start of the term or session. It is vital that you remove non-attending students by census day.

> According to T5, 58004: "Inactive Enrollment in a course, as of each census day or date, is defined as any student who, according to published college regulations, has
>   a. Been identified as a no show, or
>   b. Officially withdrawn from course, or
>   c. Been dropped from course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances."

When is the census date?

> The last date to complete Census is posted on the "Census/Enrollment Verification" form located in WebSMART. You may have a different "Census Date" for each course.

Census / Enrollment Verification
Withdraw students who have not attended your class. This link must be invoked at least once after your class starts and before the census date for your class. Activity at this link will record an audit trail for Admissions and Records letting them know you have reviewed your class and dropped students as needed before the class census date.

> Click on "Census Countdown" to verify census submission dates and status for all classes.

Census Countdown!
Check here to verify census submission dates and status for all your classes

> However, if your course is a short course and your census submissions due date has past, your census will need to be manually processed in the Admissions Office. Please note that Student drops cannot be back dated.

What are my next steps if I do have inactive students in my course?

Steps to meeting Census reporting deadlines:

It is essential to submit census information on time even if there are no students to drop. Please follow the below steps:

- Log in to WebSMART and go to the "Faculty Services" menu
- Click on "Census/Enrollment Verification"
- Select the current term
- Click "SUBMIT"
- Select the class from the drop box for which you will be processing drops
- Click "SUBMIT" – the list of students will appear
- Go to the "Register/Drop" box next to the student's name and Click "Withdraw" for students you wish to drop
- Click "SUBMIT CENSUS" at bottom of page
- Repeat the process for each class if you have more than one class
- Exit out of WebSMART

Steps to report Census Manually:

If you did not complete CENSUS by the deadline noted in WebSMART, please follow the below steps to report the active enrollment in your class:

- Print a Class List.
- Indicate any drops you intended to make by the student's name or indicate "None" if you did not have any students to drop.
- Submit the signed Class List to Admissions and Records.
- We must have these available for the auditors if you do not submit census electronically.

Faculty will also receive reminders from the Division of Enrollment Services and Support Programs about the Census verification process.

Who can I contact with any questions about Census and my role in verifying enrollment?

If you have questions, please contact Cañada College Registrar Maria Lara-Blanco at (650) 306-3122, or lara@smccd.edu for additional support.