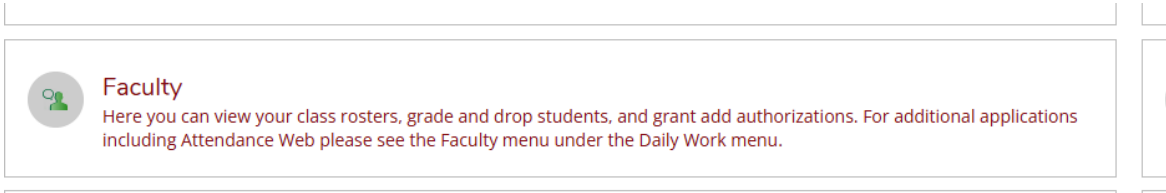


Certifying your Census-based (NCDE) Class Roster

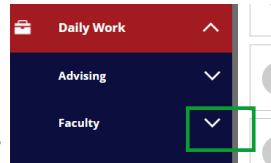
To Certify your Census Roster:

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

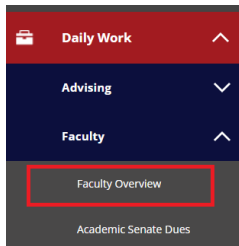


Or by using the left-hand navigation, clicking on the briefcase icon:  then

clicking on the drop-down arrow to the right of "Faculty"



and selecting "Faculty Overview":



3. Review the dates your census roster will open for certification. They will display under the census date column for each of your sections.
 - Your **Census 1** date will be labeled "**CC and CE census**" (the 20% mark)
 - Your **Census 2** date will be labeled "**NCDE only census**" (the 60% mark).

See example below.

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

IMPORTANT NOTE: Positive attendance classes are not required to certify rosters therefore they will not display a census date. See example below.

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		

- 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

Student Name	Student ID	Enroll Date	Class Level	Pass/Audit	Repeated
Balderas Chavez, Maria Sofia	2704093	11/5/2024	Freshman		
Calderon, Luis E.	2160930	11/4/2024	Sophomore		

- 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
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
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

- You will see two subtabs to certify the your 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
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

- Click the blue (enabled) **Certify** button:

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

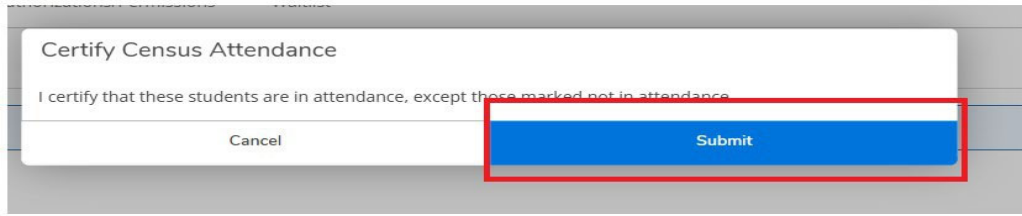
CC and CE Census - 2/24/2025

Certify

- Click th

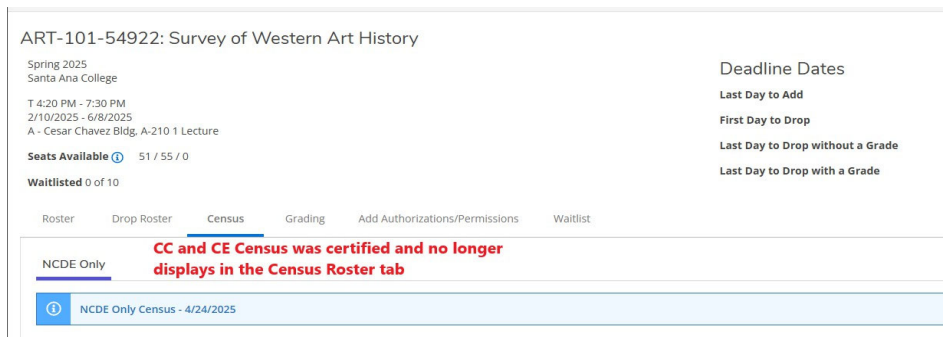
Student Name	Student ID	Class Level	Credits

attendance as of the census date:



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:



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



CERTIFYING CROSS-LISTED SECTIONS

Follow Steps #1 - #7 above, then

1. 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:
FDM-100-41472
FDM-114D-33834

Cancel Current Section Cross-Listed Sections

If you click on "Cross-Listed Sections" you will be certifying this section plus

2. If you want to certify PLUS a

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

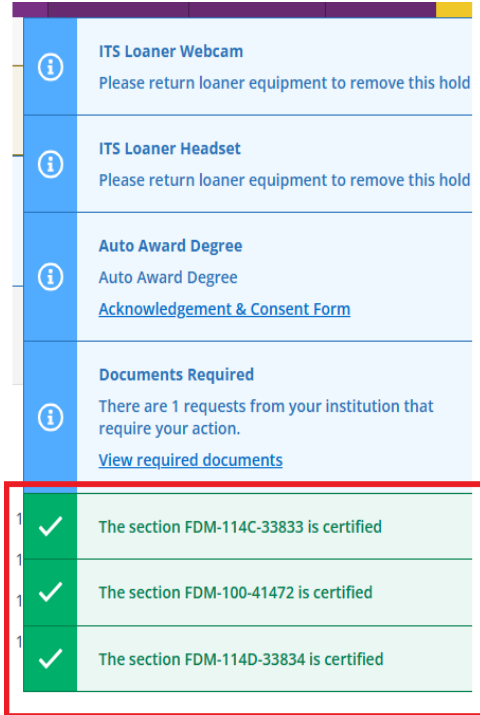
Certify Cross-Listed Sections Census Attendance

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

The following cross-listed sections will also be certified:
FDM-100-41472
FDM-114D-33834

Cancel Current Section Cross-Listed Sections

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:



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.