



Census Verification Rosters Information

1. What is Census and why do I need to drop students during the census period?

Census is the date used to count enrollment for funding purposes. Students must be enrolled one day prior to the census date in order for the college to claim apportionment.

Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of census day, any student who has

- Been identified as a no show, or
- Officially withdrawn from the course, or
- Been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student. The "drop date" shall be the day immediately preceding census day.

2. When is the absolute deadline to submit my census drops for full-term classes?

The census due date is listed on the Class Schedule and the Peralta website. In addition, you will receive email reminders to your Peralta email account.

3. What are the consequences if I submit my census drops late or do not submit my census drops at all?

The college receives apportionment, based on the number of students report and may receive apportionment which it is not entitled to and it must be returned. Eligibility is seriously compromised for the following student groups:

- **Financial Aid Students:** Overpayments to students on financial aid may be created. If students are dropped after the census period they can legally keep the funds, but the college is responsible for reimbursing these funds to the Federal government.
- **International students:** Any change in enrollment status must be reported to SEVIS (Student & Exchange Visitor Information System) and Citizen & Immigration Services which is under Homeland Security.
- **CalWORKs Students:** Students are under county contract to attend and complete specific classes and are tracked on a regular basis. If a student is not attending a class and is not dropped from the class during census, the student faces a sanction from the county for not adhering to his/her education plan. If a student is dropped, the CalWORKs office can contact the student, notify the county and assign the student to another approved activity avoiding sanction.



- **Veteran Students:** If a Veteran is not dropped during census, an overpayment is automatically issued to the student. When it is determined that the student did not attend, the student must repay entitlement to the Department of Veterans Affairs. If student refuses to pay, it goes to collection. In addition, receiving a failing grade as a result of not being dropped could affect a student's probation status. This could also result in denial of future benefits.
- **Athletic Eligibility:** Student athletes are required to be enrolled in a minimum of 12 semester units in order to maintain eligibility to participate in sanctioned contests. Late census submission may: disqualify the student athlete from eligibility and risk forfeiture of any contests by the college; result in incorrect transcript information that may affect a student's ability to be recruited by another institution; cause erroneous information (GPA, enrolled units) to be reported to athletic oversight agency; endanger student's eligibility for Financial Aid; affect status of academic probation.

4. When can I start entering census drops?

Instructors can begin entering census drops online using the Faculty Center upon notification that the census rosters are available. You have access to the roster 7 days prior to the due date.

5. Why aren't census rosters all due on the same date?

The deadline to submit Dynamically Dated Classes and Short Term Classes rosters vary from the regular semester classes. To find the due date look at the roster in the Faculty Center on the right hand side at the top of the page.

6. Why are census rosters due on the weekend?

Census rosters are NEVER due on the actual census date. In order to be in compliance, they must be submitted no later than one day before census. In most cases, census will be on a Monday. A roster being due on a Sunday, rather than the Friday before, actually gives the faculty member more time to submit the rosters.

7. How do I know my census rosters were successfully submitted?

Upon submitting and saving you can confirm the submission was successful by checking the "To Do" box located on the right hand side at the top of the page on the class roster. The date and time stamp will show the roster was submitted.

8. Once I submit my census drops, can I submit additional census drops?

Once your census roster has been submitted you cannot make changes. However, you can go to the Admissions and Records Office at your college to make the changes.

9. I have never used the Faculty Center to drop students. Do you have instructions?

Yes. Instructions are provided with the notification notices and they are also available online at <http://web.peralta.edu/studentservices/faculty-resources/>.



10. Are there training workshops that I can attend to help me learn more about the system?

Yes. You can contact the Admissions and Records Office at your college for one-on-one training.

11. If I have no census drops to report, must I still submit census?

Yes, you are required to submit a census roster even if you are not reporting any drops.

12. While processing my census online, I accidentally dropped the wrong student. How can I add the student back into my class?

You can submit an Add Card to the Admissions and Records Office for the student to be reinstated in your class.

13. What happens if I submit my census drops late or if I don't submit them at all?

You have 7 days to submit your census roster online if you missed the deadline you will not be able to submit your roster using the online Faculty Center. A notification will be send to you and your dean/VPI by the District Admissions and Records Office and you will be required to submit the missing class roster.

14. Why do we have electronic census rosters instead of paper?

Paper rosters are very costly and time consuming. They must be processed manually by the faculty member and the admissions office. Paper rosters are not timely and rely on a delivery method that may not arrive on time and they are no longer an option.

15. Are students able to register after I submit my rosters?

Students are not allowed to register after census.

16. What happens if I have trouble logging into PROMT and submitting my rosters?

You should try login into my Faculty Center before the census roster due date. You have access to your census rosters 7 days prior to the due date. A&R staff is not available to address issues on the weekend. Try login to your Faculty Center and accessing your census rosters during a normal work day so that assistance is available.

17. Who should I contact if I experience technical issues?

You may contact the IT staff at your college:

Berkeley City College – Vincent Koo vkoo@peralta.edu or 510 981-8245

College of Alameda – Balamurali Sampathraj bsampathraj@peralta.edu or 510 748-2112

Laney College – Antoine Mehouelley amehouelley@peralta.edu or 510 986-3233

Merritt College – Patricia Rom proom@peralta.edu or 510 436-2433 Contact the Information Technology Department via email at helpdesk@peralta.edu or by phone at 510 587-7800.

18. Who do I contact if I do not have a Census roster?

Contact Silvia Cortez at scortez@peralta.edu or (510) 466-7365. Be sure to include your name, the class number and class title.