

Census Roster Certification

ROSTER CERTIFICATION IS DUE ON THE CENSUS DATE OF THE CLASS. The census date is printed on the opening roster for each class. **DO NOT TRY TO CERTIFY YOUR ROSTER PRIOR TO THE CENSUS DATE, YOUR ENTRIES WILL NOT BE SAVED WHEN YOU CLICK THE SUBMIT BUTTON.**

Faculty who must certify their roster will receive automated email reminders of the required upcoming roster certification. These emails will begin approximately three days prior to the census date of the class.

PRIOR TO CENSUS - Be sure to drop all **NO SHOW** students and any students who have stopped attending class. Completing Faculty drops prior to census will make the roster certification process much easier.

CERTIFICATION STEPS:

- Login to WebAdvisor and click on the “Faculty” menu option
- Click on **Census Roster Certification** under the Faculty Information header.
- Select the **appropriate term** from the “Term” box and press submit

Census Roster Certification

Term

SUBMIT

- Select **“For Census Report”** in the “Faculty Census Roster” drop down box then click on the “Choose One” box for the appropriate section you wish Certify the roster. Click **Submit**

Census Roster Certification

Faculty Census Roster

Choose One	Class Name	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	BA-10-19535 INTRO TO BUSINES	08/12/13	12/13/13	BE	134	08:00AM - 09:15AM	TTH	FCC	2013FA

SUBMIT

Census Roster Certification

- If today's date is prior to the **Census date noted on this screen** **STOP!**
- If today's date is on or after the **Census date noted on this screen** please proceed.
- Enter your INITIALS **FL** in the box just below the Census date
- Place an **"X-For Inactive Student"**, by clicking on the drop down box to the right of the student's ID number, only for those students who are not in attendance at census and have yet to dropped themselves or whom you have not yet processed a Faculty Drop. Once all entries, if necessary, are made, click **Submit**.

Census Roster Certification

* = Required

Class Name BA-10-18535
Title INTRO TO BUSINES
Location Fresno City College
Term Fall 2013

Instructor

Frances G. Lippmann

Census Date and NOTE: Please Do Not Submit Prior to Census Date **09/03/13**

Enter Your Initial to Certify This Census Roster*

FL

Student	ID	Enter "X" For Inactive as of Census Date
[REDACTED]	0001066	[Dropdown]
[REDACTED]	0422407	[Dropdown]
[REDACTED]	0070713	X - For Inactive Student

Congratulations you have completed the roster certification process.

If you have difficulties with WebAdvisor, please call the Student Services Helpdesk at 442-8240.

If you have questions regarding your roster, please contact Laurie Nichols at ext. 8636