Census Roster Instructions

1) Login to Self-Service (using Single Sign-On)

2) To access Faculty Self-Service, click on the Faculty tab and navigate to Faculty Overview.

3) Once on the Faculty Overview screen, click on the Section link to view section information. Note that this screen displays the census dates at the right end of each section.
4) Click on the section you wish to view. Once in the Section Details screen, you will be presented with the Class Roster tab. If you have students you need to drop, go to the Drop Roster tab. Otherwise, go to step 6 (census certification).

5) For each student needing to be dropped, select Never Attended or enter the Last Day of Attendance and click Drop (in compliance with Title V, for census purposes, students need to be dropped up to the date before census – Reference EC 84501, T5 58004).
On the Census tab, click the **Certify** button to submit your Census Roster. You are done!