

Census Certification

Per state law, all courses must have a census certification submitted at 20% of the course. State law requires that all students who are no shows must be dropped. Even if you are not dropping any students, you must submit your census certification. The Drop Roster will be available the day before census and for five days after census. You MUST submit your certification within that timeframe.

Go to <http://www.barstow.edu/>

Click on “my Barstow Portal” on the right hand side of the screen



Click on "Enter Secure Area"



In User ID enter your B# in this format – B#####

In PIN enter your PIN, it is your date of birth in this format – MMDDYY

Click log in.

Important Note: If you attempt to login too many times using an invalid need your account re-enabled or if you need additional assistance, please 7236 or by email at admit@barstow.edu

To end your session, click 'Exit' and close your web browser when you are

User ID: Enter B#####

PIN: Enter Birthdate: MMDDYY

If the security questions come up, confirm your PIN and provide a security question and answer.

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin: MMDDYY

Question: Choose a question and answer

Answer:

OR

Question:

Answer:

Click Submit
Click Faculty & Counselor

Main Menu

Personal Information

Change your PIN and/or security questions, update your contact information and/or veterans classification

Student Services

Register, view your records and/or account information

Financial Aid

Apply for and/or view your status, eligibility and award information

Faculty & Counselor

Run degree evaluations, view course assignments, schedules, enter grades, office hours, and syllabus information

RELEASE: 8.7

Then scroll to the bottom of the page and click on the **Drop Roster Status** link.

[Course Catalog](#)

[Office Hours](#)

[Drop Roster Status](#)

[Class Roster/Add Codes](#)

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The next page is the **Current Drop Roster Summary Page**.

Find and click the **CRN** of the course for which you need to complete census (It will be in blue text).

Current Drop Roster Summary

| CRN | Subj | Crse | Sec | Title | Rule ID | Roster Type |
|-------|------|------|-----|-----------------|---------|---------------|
| 12345 | PSYC | 11 | 0 | Human Sexuality | 1 | Census Roster |
| | | | | | 2 | W Roster |

If one or more **students only did the syllabus**, but never completed an assignment by census, then the correct drop status is **Excessive Absences, Inst. Drop**

Action

None

None

Excessive Absences, Inst. Drop

No Show, Instructor Drop

If one or more students **did not show up in class at all**, the correct drop status is a **No Show, Instructor Drop**.

Action

None

None

Excessive Absences, Inst. Drop

No Show, Instructor Drop

Important Notes:

- Sometimes a student will contact an instructor a day or two before census and will ask the instructor for extra time to complete the first assignment. Although the instructor can do this, it is important to verify the student does then turn in the work by the extended due date. If the student does not meet the extended due date, please email hminehart@barstow.edu, so the student can be dropped from the class for failure to make substantive contact.
- No action needs to be performed for students who are attending class and turning in assignments.
- Instructors can access the Drop Roster to make drops until the end of the census period. Instructors who wait until after the census period without submitting the census *will be required to submit a paper copy*. The census is required by law.
- Instructors can access the Drop Roster multiple times to make additional drops.
- ***If you accidentally drop a student from your roster who has been attending you must submit a late add petition to reinstate the student. If the student does not meet the active participation requirement before first census, the student cannot be reinstated.***

When all drops are completed click the submit button.



The census is not completely submitted until the **Submit Changes** button is clicked.

⚠ On the Drop Roster Maintenance page considered as submitted without drop



RELEASE: C3SC 8.9.1.1

If no students are dropped the following notification will show the Drop Roster was reviewed.

✔ You did not drop any students. It was recorded that you reviewed the CRN roster.

If students were dropped the system will say:

✔ The following students were dropped from this class and a list of dropped students will be shown.

Final Reminder:

If you do not get the green arrow, with one of the two statements listed above, your census is not completed. As always if there is any problem entering final grades the college is only an email or a phone call away. The main contact for problems submitting census is jhernandez1@barstow.edu, 760-252-2411 x7308 but you can also contact nolson@barstow.edu 760-252-2411 x7319 for assistance. Remember if you are calling the college is open during normal business hours.