

**CUESTA COMMUNITY COLLEGE
OFFICE OF THE DIRECTOR OF ADMISSIONS & RECORDS
MEMORANDUM**

TO: All Faculty
FROM: Joy Chambers, Director of Admissions & Records
SUBJECT: DAILY CENSUS VERIFICATION FORMS

Attached is your Daily Census Roster from Banner. The new Banner rosters list the enrolled students, Instructor name and basic class information. Unfortunately the critical dates do not appear on this roster at this time. Please refer to your myCuesta ONLINE Attendance roster for critical date information about Census and drop dates.

OFFICIAL CENSUS DROP DATE - Listed at top of your **ONLINE** roster

1. Inactive students are to be cleared off roster as of the Census Date listed on your online roster; sorry this one does not show it.
2. Please **DO NOT** list any drop dates after the **Census date**.

CLEARING ROSTERS OF NON-PARTICIPATING STUDENTS

1. Put an 'X' next to the STUDENTS NAME next to the student to be dropped. We will drop them as of the Census Date.
2. **DO NOT** draw a line through student's names or I.D. numbers.
3. **SIGN** the Census Roster at the bottom.
4. Return census roster to Lynn Maul in the Records Office room 3115.

DEADLINE - 5 working days after receiving.

NOTICE: Short course drop dates will vary depending on the start dates and length of the course.

The last date to drop your class WITHOUT a "W" (W/O) is listed under Critical Dates on your **ONLINE attendance Roster**. Also listed is the last date to withdraw without a letter grade (W).

Please notify your students of both dates for withdrawing from your class emphasizing the last date to withdraw without receiving a letter grade.

HELPFUL HINTS: Check your roster on the myCuesta website during the term to make sure that all the students are properly enrolled in your class.

REMINDER: Once the class has ended you are able to enter your grades online through the myCuesta website. The grades should be entered 5 days after the class ends. You no longer have to wait till the end of the term to enter your grades.

Questions? Call Lynn Maul at extension 2253 or email at: lmaul@cuesta.edu