

**Central Texas College**  
**Revised Guidelines for Census-Certification Rolls**  
**REVISED: November 14, 2017**

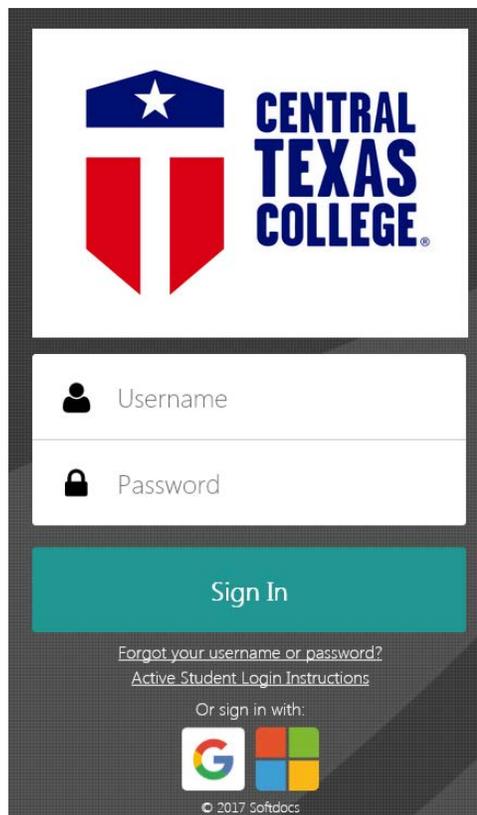
**The following guidelines are effective with the Spring 2017 classes.** Changes are necessary to ensure only eligible students receive their Title IV financial aid, Veterans Education benefits and the college adheres to state and federal reporting and refund requirements.

**FOR INSTRUCTORS**

Instructors are required to keep attendance through the census date by requiring students to complete an academically related activity (graded or non-graded) PRIOR to the census date; preferably two activities.

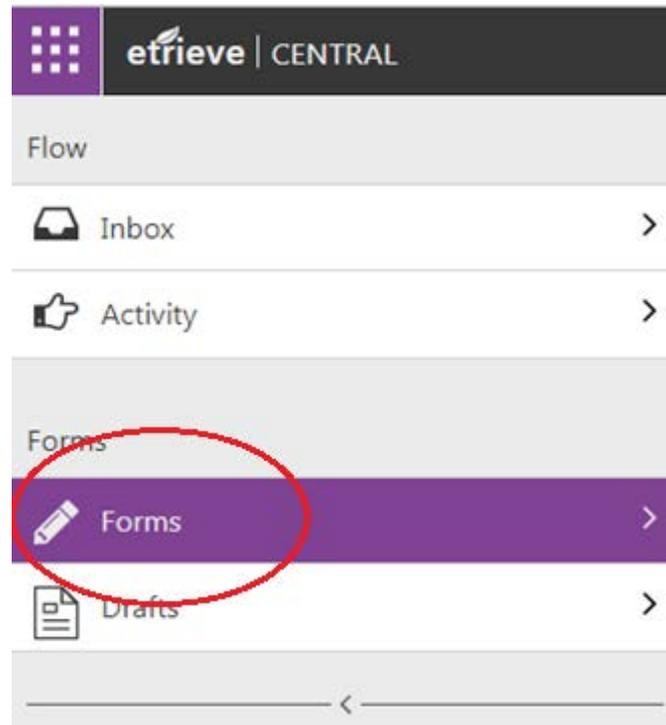
**The day AFTER the class census date, instructors must log into *Etrieve* and complete the *Census-Certification Roll*.** See below instructions.

1. Log into [Etrieve](#).

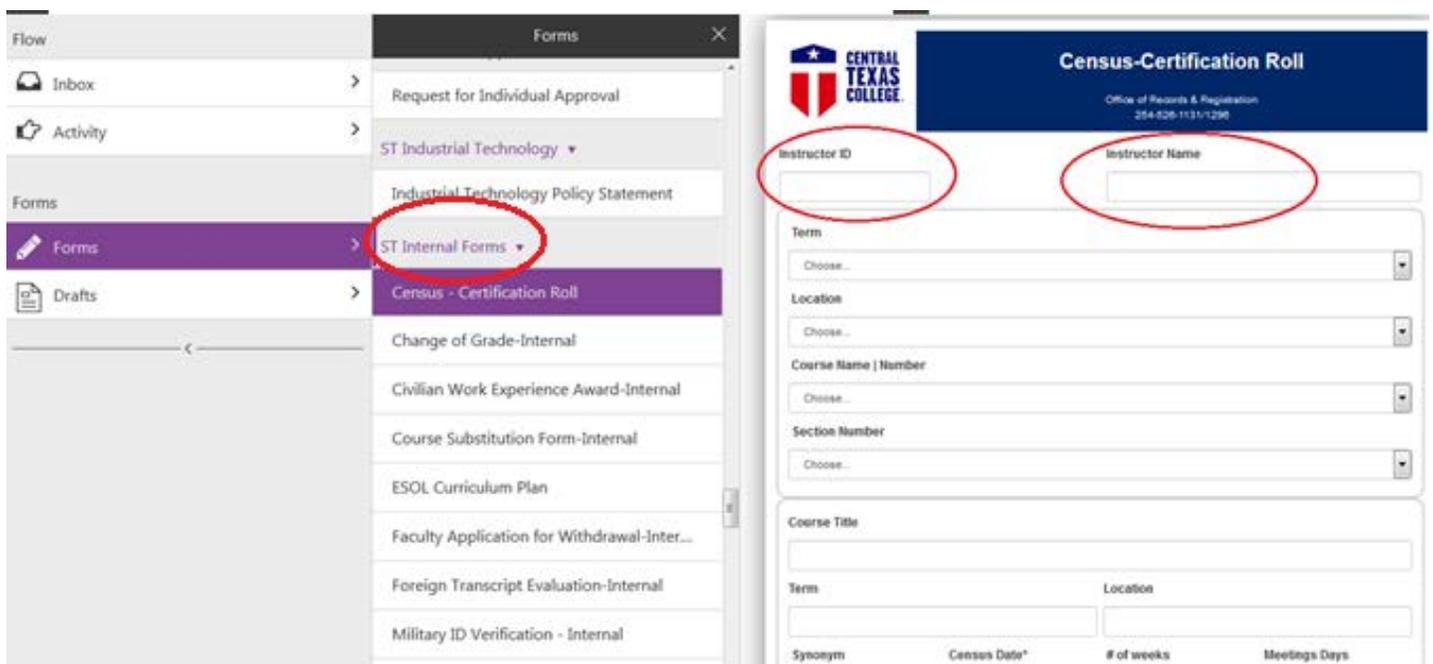


**\*Please use this [link](#) to receive assistance with login information. You may also contact CTC's Help Desk at (254)501-3103 or [hdesk@ctcd.edu](mailto:hdesk@ctcd.edu).**

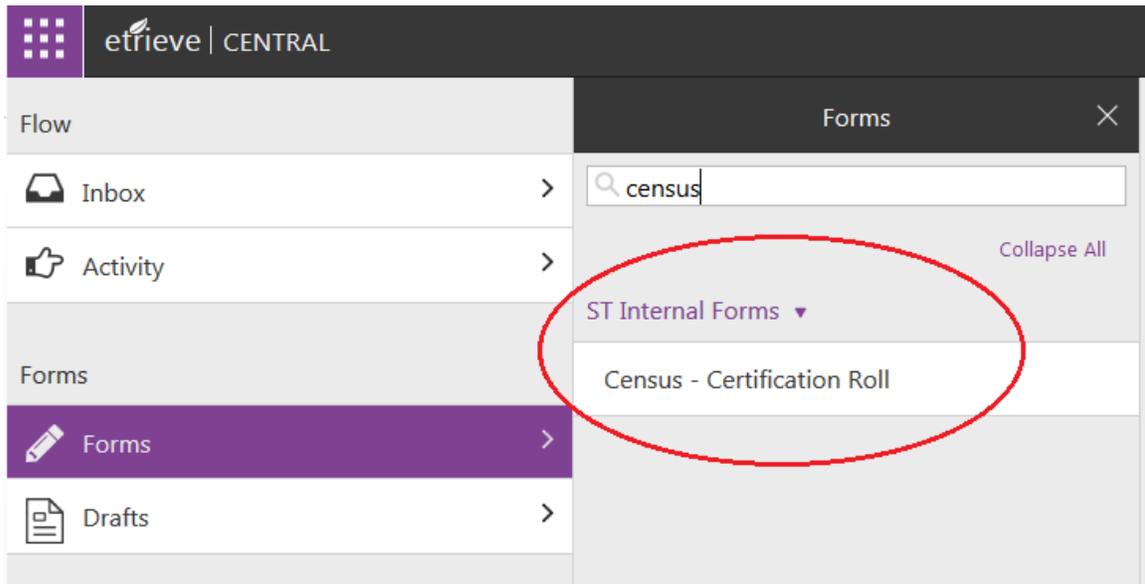
2. Click on *Forms*.



3. Scroll to *ST Internal Forms*, select *Census-Certification Roll*. The form will automatically fill your PEID number and name.



You can also use the Search bar to find the form. Click on Forms, type in ‘Census’ and the Census-Certification Roll will appear. Click on *Census-Certification Roll*. The form will automatically fill PEID number and instructor name.



4. Using the drop down arrows, select the *Term, Location, Course Name/Number, and Section Number*. Available options will auto populate with the course information for courses which you are assigned. If you do not see your course, immediately contact your Site Representative for further assistance.

A screenshot of the 'Census-Certification Roll' form. At the top left is the Central Texas College logo. The title 'Census-Certification Roll' is centered in a dark blue box, with 'Office of Records & Registration' and the phone number '254-526-1131/1296' below it. The form contains two input fields: 'Instructor ID' and 'Instructor Name'. Below these are four dropdown menus, each with a 'Choose...' option and a downward arrow: 'Term', 'Location', 'Course Name | Number', and 'Section Number'.

5. Click *Pull Students*. All enrolled students will be listed on the census roll.

\*Run this census roll the day after the class census date. Must be certified the day after class census.

**Pull Students**

CTC ID	Student Name	Never Attended	Section #
--------	--------------	----------------	-----------

The following students are in my CLASS but are NOT listed on this Census Roll.

CTC ID	Student Name
--------	--------------

Add Remove

By clicking Submit below, I certify that the above students and no others are enrolled in this class as of the submitted date.

Notes

6. If a student has not been in contact with you and never attended the class, click on the “*Never Attended*” box on the census roll.

\*Run this census roll the day after the class census date. Must be certified the day after class census.

**Pull Students**

CTC ID	Student Name	Never Attended	Section #
--------	--------------	----------------	-----------

The following students are in my CLASS but are NOT listed on this Census Roll.

CTC ID	Student Name
--------	--------------

Add Remove

By clicking Submit below, I certify that the above students and no others are enrolled in this class as of the submitted date.

Notes

**You DO NOT need to post a grade in WebAdvisor or complete a Faculty Withdrawal form for students who never attended/participated in the class during the census period. Students enrolled in the Distance Learning primary course section will be dropped by the Records & Registration Department staff.**

7. If a student has attended, but is not listed under **Enrolled Students**, enter the student's CTC ID and Student Name in the second category titled "The following students are in my CLASS, but NOT listed on this Census roll". Click on the 'Add' or 'Remove' box as needed.

Students should not be permitted to continue to attend until he/she brings a registration statement confirming enrollment in the course. The student should also be directed to contact their local Records & Registration Department or call 254-526-1131 for further assistance.

\*Run this census roll the day after the class census date. Must be certified the day after class census.

Pull Students

CTC ID	Student Name	Never Attended	Section #
--------	--------------	----------------	-----------

The following students are in my CLASS but are NOT listed on this Census Roll.

CTC ID	Student Name
<input type="text"/>	<input type="text"/>

By clicking Submit below, I certify that the above students and no others are enrolled in this class as of the submitted date.

Notes

8. Using the drop down arrow, select the correct destination. The correct destination for Distance Learning Census-Certification Rolls is **DL Census-Cert Roll**.

Pull Students

CTC ID	Student Name	Never Attended	Section #
--------	--------------	----------------	-----------

The following students are in my CLASS but are NOT listed on this Census Roll.

CTC ID	Student Name
<input type="text"/>	<input type="text"/>

By clicking Submit below, I certify that the above students and no others are enrolled in this class as of the submitted date.

Notes

Destination

DL Census-Cert Roll

Submit Attachments Download Print

9. To certify your Distance Learning Census-Certification Roll, you will click on 'Submit' on the lower left corner of the Etrieve form.