



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Self-Service Rosters Guide for Faculty

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Self-Service Rosters

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The Self-Service Rosters Guide for Faculty offers faculty a resource on college policies, procedures, and instructions for using the Student Information System. While we strive to keep information current, please note that updates may occur.

Attendance Accounting

- The Official Grade and Attendance Rosters are the permanent record of attendance for all students registered in college classes.
- The Official Class Rosters are available online in Self-Service.
- The roster lists the names and ID numbers of students who have officially registered for the class.
- Faculty may also view and print an official roster anytime online using Self-Service.
- Prior to certification of the Census Roster, faculty must clear any inactive or no-show students using the Drop Roster as of the census date.
- Notification: Instructors are required to notify their students of their attendance regulations in the class syllabus. The instructor has the right to drop any student with excessive absences; however, the number of those absences must be clearly established in the instructor's syllabus. Most student complaints arise from failing to specify the number of absences allowed including late/tardy. It is your responsibility to provide clear information to your students about your attendance policies in your syllabus. Students who discontinue attendance in any class without officially dropping or without the instructor dropping them are subject to a failing grade. **Drops will not be processed after the withdrawal deadline.**
- In a full semester class, students who drop prior to census of class will not appear on your permanent roster.
- It is the **responsibility of the instructor** to drop students who are in a "no show" or "Never Attending" at the earliest opportunity, and all inactive students no later than the last business day prior the census date. Note that if a student did not attend even one class or participated virtually, they are not considered "never attended." For more information, please refer to [AP 5075](#), Course Adds and Drops.
- Instructors must provide an evaluative grade to students who do not withdraw by the 75% "W" deadline. Prior to the deadline instructors may drop students who have stopped attending or stopped participating in their online course.
- Dropping students for no attendance or activity is not only a legal requirement but also helps alleviate student debt and helps combat fraudulent activity.

- For positive attendance courses, faculty must record individual student hours on the Attendance roster.
- For financial aid purposes, all students must be enrolled and attending their courses prior to the add/drop or census date.

Census Roster Certification and Drops After Census

Census certification is the method the District uses to comply with the census and attendance accounting procedures prescribed by Title 5 CCR §58001 and the California Community Colleges Chancellor's Office (see AP 5070, Attendance Accounting) and is one of several factors that determines the apportionment funding for the District. The Census Date is calculated at the week nearest 20% point of the class, which may be different for short term sections. Census dates for your classes can be found in Self Service under deadlines dates.

Dropping Students Prior to Census

Title 5 CCR §58001 **requires faculty** to drop students prior to the census date. Additionally, due to limits on the repeatability of classes, it is essential to drop students prior to the census date. If a student is dropped prior to the census date, it does not count against the student as an attempt at taking the course. However, if a student is dropped on or after the census date, it does. Students are limited to three attempts at taking a course, unless a standard grade is earned.

Dropping students prior to census is also critical to avoid negative impacts on a student's financial aid and Veteran's benefit eligibility. If a student receives Federal aid for a course and it is later determined the student never attended, funds may need to be returned leaving the student with a balance owed to the college, which impacts the student's ability to register for future courses. Certain balances can be large, for example the current semester (Fall 2024) Pell amount for a full-time student is **\$3,698.00**. An instructor should drop a student from a class for not showing up for the first session of the class or for not contacting the instructor or not participating in any online activity during the first week of classes of an online class. An instructor may not drop a student from a class other than for reasons of non-attendance or not actively participating as defined in the syllabus.

Dropping Students After Census and up to Last Drop (75% mark)

To satisfy Financial Aid and Veterans reporting requirements the last date of academic engagement is required for all faculty drops.

The academic record of students who remain enrolled in a class beyond the published withdrawal deadline must receive an evaluative letter grade.

Please note that Self-Service requires a letter grade to be entered for any student drops after the census date. The system will convert the letter grade into a W.

Academic Engagement

Academic Engagement is the active participation by a student in an instructional activity related to the student's course of study in accordance with Federal Regulations, and includes, but is not limited to the following activities:

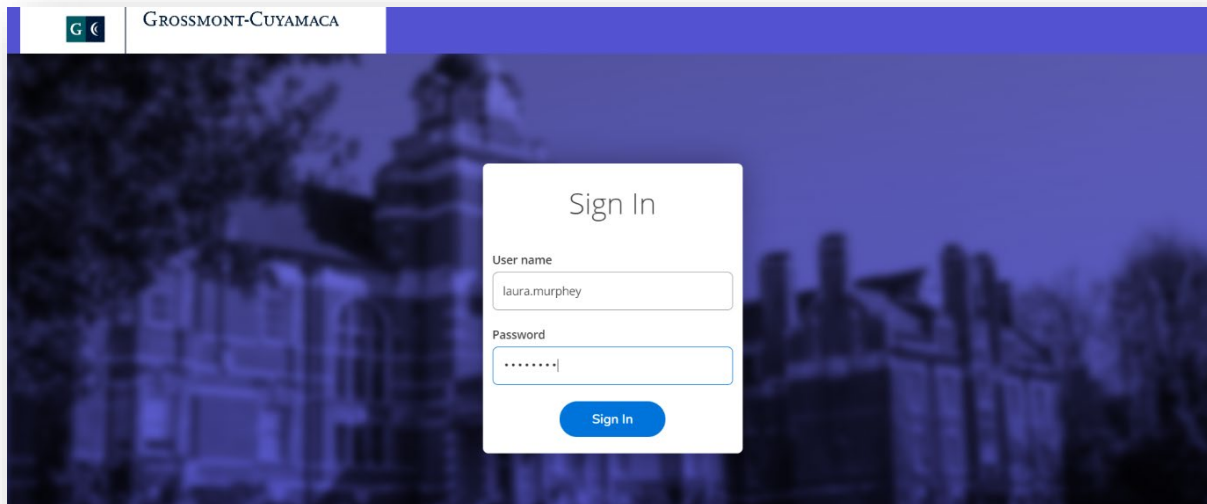
- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the instructor; or
- Interacting with an instructor about academic matters.

Academic Engagement in an online course can be different than an in-person course. Examples of academic attendance and attendance at an academically related activity in an online course include, but are not limited to:

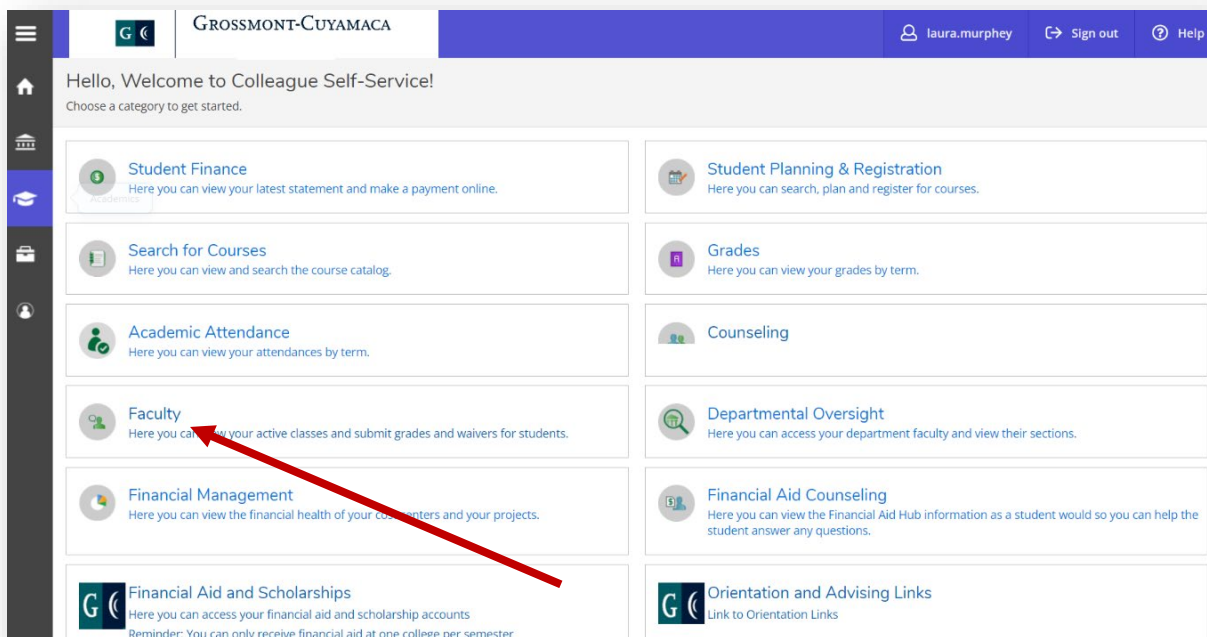
- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial, webinar or other interactive computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the instructor;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Roster/Class Contact Roster

- 1) Log into Self-Service by entering your credentials and click sign in.



- 2) Click the Faculty tab.



- 3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click the link for the section you would like to access

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

- 4) This will take you to the individual section screen, click on the “Roster” tab to view a list of all students officially enrolled.

MUS-127-1072: Class Guitar II

Fall 2024
Grossmont College


TBD
10/15/2024 - 12/17/2024
Helix Charter High School, HCHS Lecture

Seats Available ⓘ 34 / 1 / 35 / 0

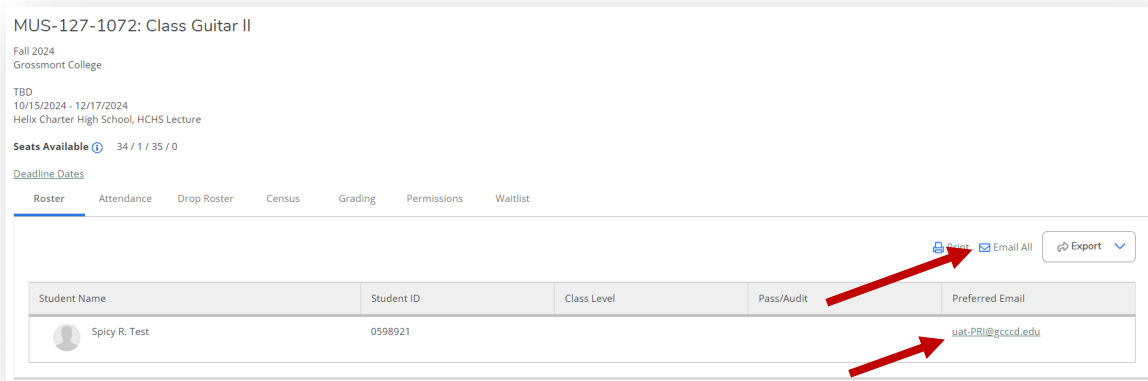
Deadline Dates

Roster Attendance Drop Roster Census Grading Permissions Waitlist

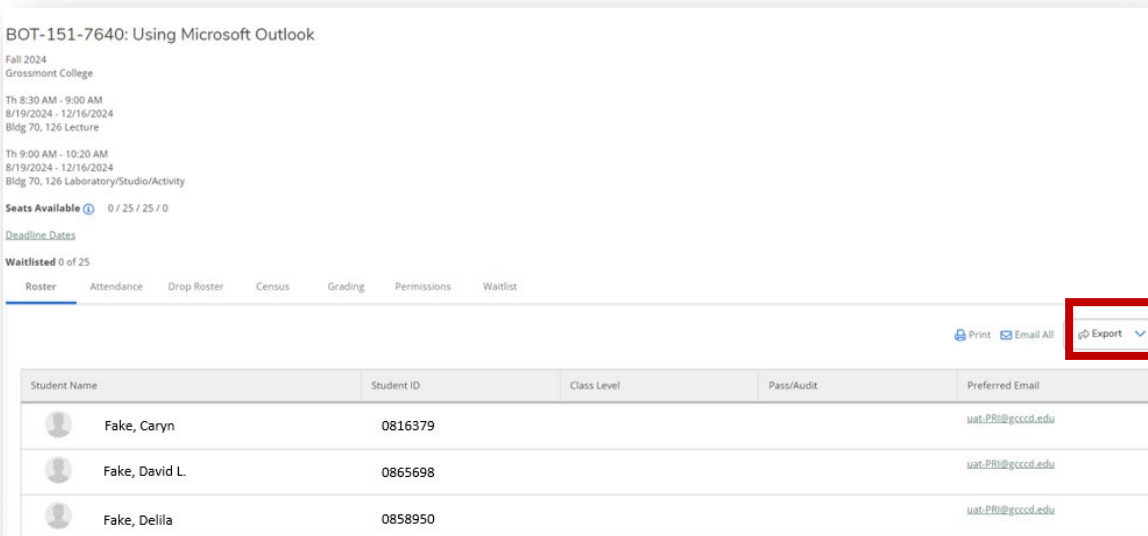
Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
 Spicy R. Test	0598921			uat.PRI@gcccd.edu

- 5) To send an email to your class:
- Email the entire class by clicking the “Email All” button. This will place all the student emails in the BCC line for security.
 - Email just one student by clicking the email on the right side of the student under the preferred email column.
- ***You must have Outlook set up on your computer to use the email all function.***



- 6) You may also print or export this roster. By clicking the “Print” or “Export” buttons.
- A template has been created that you may use with the .csv export. Instructions below on how to merge the template and the .csv file.



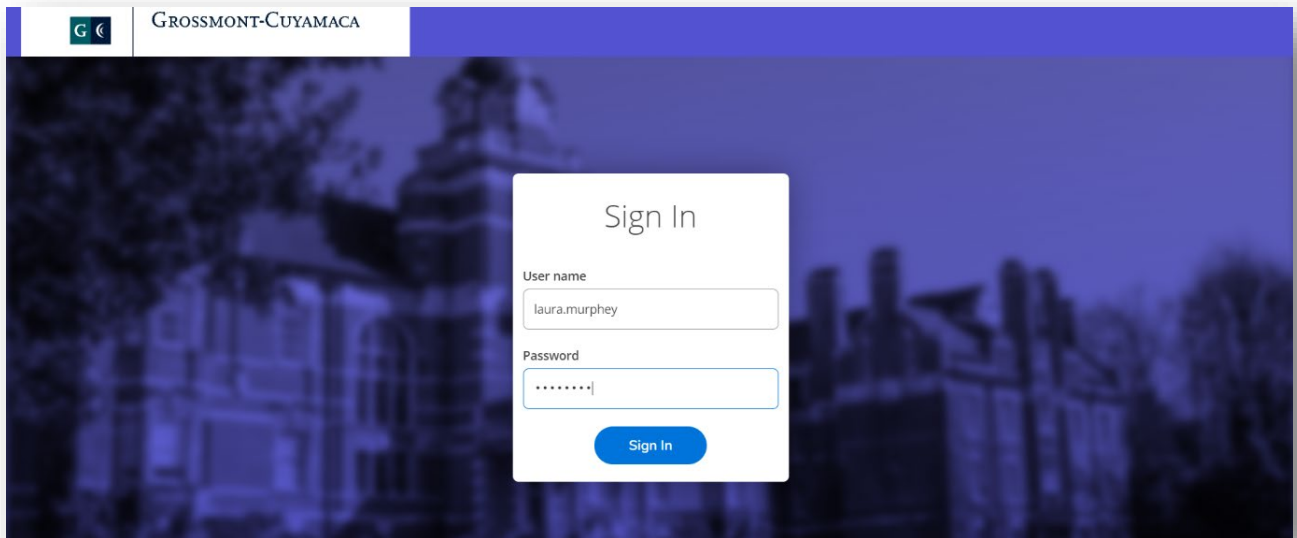
- 7) Below is the format of the export csv feature. Note that class level is not used.

Student Name	Student ID	Class Level	Preferred Email
Fake, Caryn	816379		laura.murphey@gcccd.edu
Fake, David L.	865698		laura.murphey@gcccd.edu
Fake, Delila	858950		laura.murphey@gcccd.edu
Fake, Destiny	822723		laura.murphey@gcccd.edu

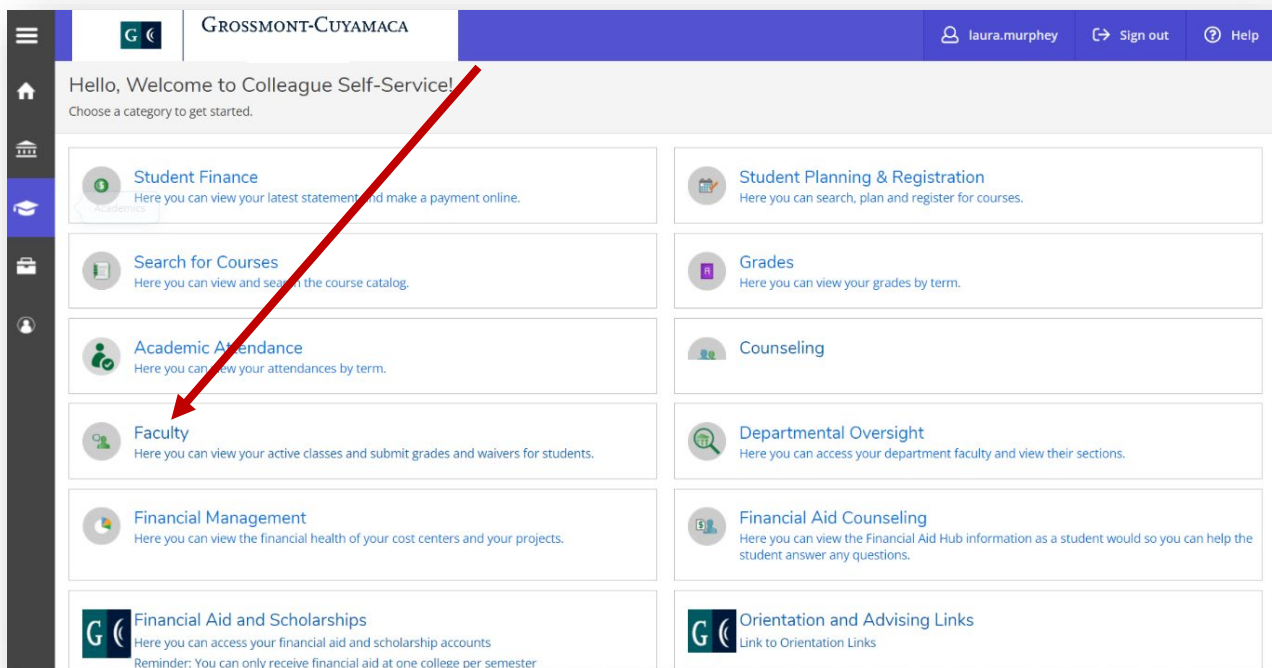
- 8) Within the .csv file, highlight the student name/student ID and right click on your mouse to copy.

Wait List Roster

1. Log into Self-Service by entering your credentials and click sign in.



2. Click the Faculty tab.



3. This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to give a student authorization to register for you class. Note that prior to the class start date, the Wait List process automatically enrolls students as space becomes available.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7118: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1817: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

5) Click the “Wait List” tab. Once you click the “waitlist” tab you will see a list of students who are on your waitlist.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

Deadline Dates

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions **Waitlist**

Email All

Active Waitlist

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
Spicy Fake	0885782	11/16/2022 10:24:56 AM	Active	11/16/2022		laura.murphey@gcccd.edu	Authorize Student

- 6) Email Students on Waitlist:
- You may also email the entire waitlist by clicking the “Email All” button. ****Note: This will place all the student emails in the BCC line for security. ****
 - You may email a student individually by clicking on the student email in the “Preferred Email” column.
- 7) You may authorize the student from the waitlist to add your class by clicking the “Authorize Student” button, prior to census.

ANTH-120-6370: Cultural Anthropology
 Spring 2023
 Grossmont College
 M/W/F 8:00 AM - 10:00 AM
 12/1/2022 - 6/5/2023
 Bl0g 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1
[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions **Waitlist**

Active Waitlist

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
Spicy Fake	0885782	11/16/2022 10:24:56 AM	Active	11/16/2022		laura.murphey@gcccd.edu	Authorize Student

Email All

- 8) Once you click Authorize Student, you will need to confirm the Add Authorization by selecting Ok. Students who have been granted authorization to add the course, must complete the registration process in their Self-Service Account.

Add Authorization Confirmation

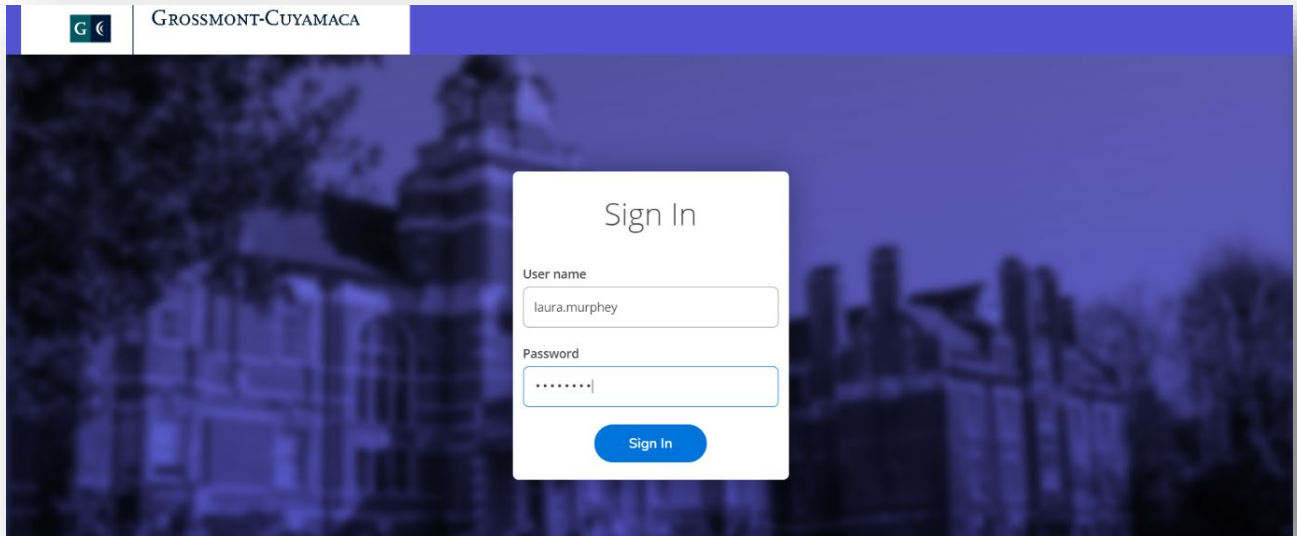
Do you want to grant an Add Authorization for **Student Fake, II**?

Cancel **OK**

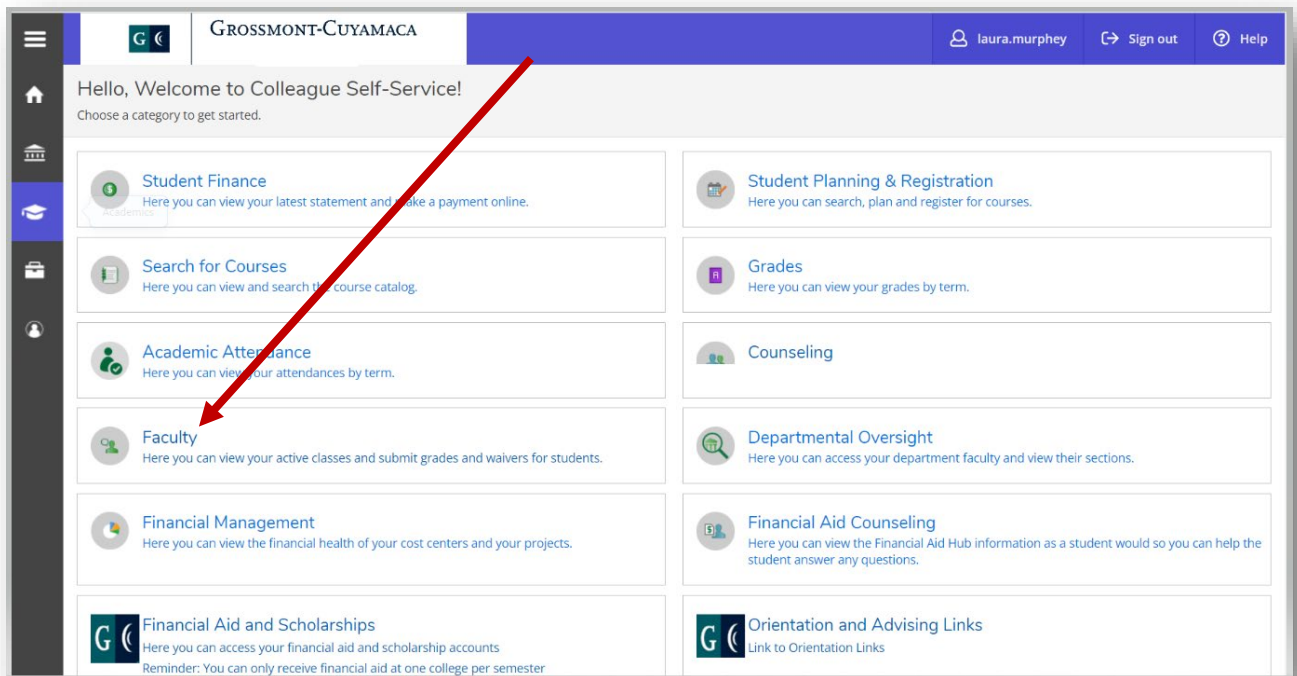
- 9) Once you see a student registered into your course, you should revoke the Add Authorization as students could potentially drop and add themselves back into the course up to census.
- 10) Revoke any Add Authorization not used after census.

Add Authorizations/Permissions

- 1) Log into Self-Service by entering your credentials and click sign in.



- 2) Click the "Faculty" tab



- 3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to give a student authorization to register for you class.

Daily Work - Faculty - Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-100-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7008: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

11) Click on the “Permissions” tab, followed by clicking on the “Add Authorizations” tab.

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below:

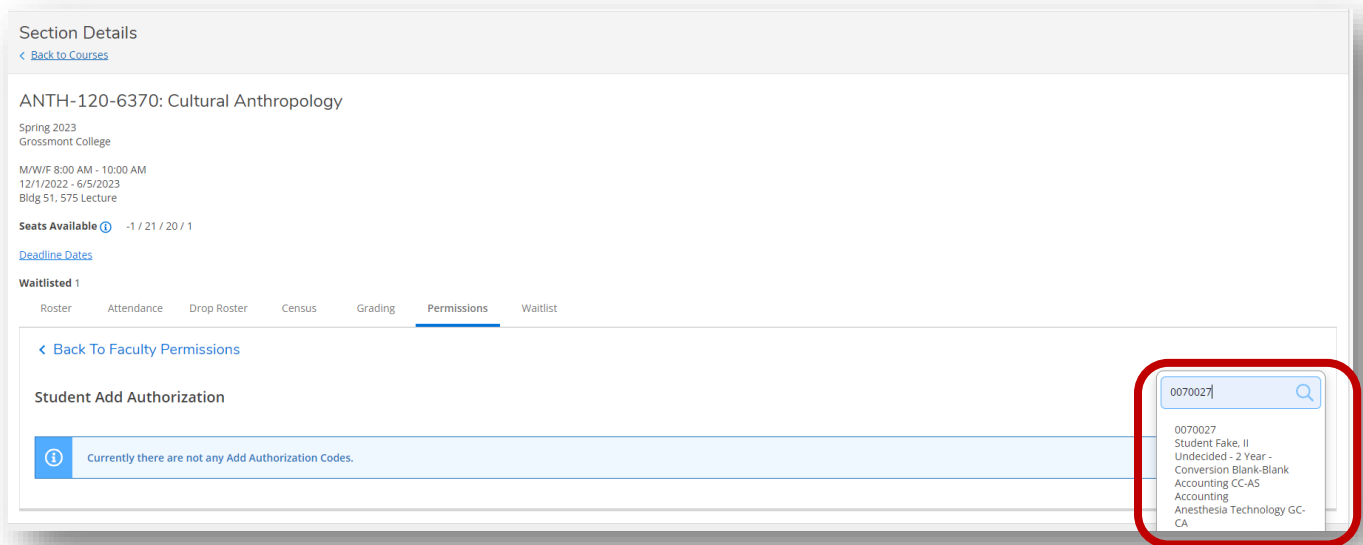
[Faculty Consent](#)
Review and manage faculty consent.

[Add Authorization](#)
Review and manage add authorizations

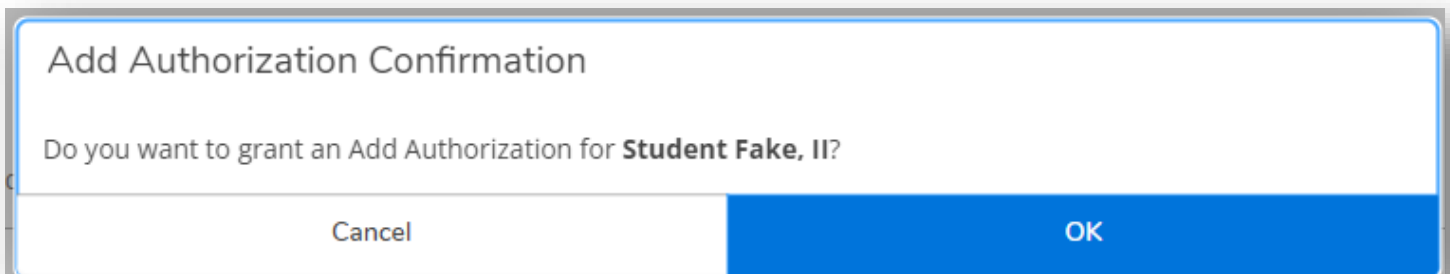
12) Enter in the 7-digit Student ID number and the student’s name should display.

****Note:** A name search can be done, by entering the students name in the search box. If the name is a common name, then you may have many students to choose from. Please be careful to choose the correct one.

13) Click on the correct student and hit enter.



- 14) After selecting the student, you will immediately be prompted if you want to give an Add Authorization to the student.
- Choose 'OK' if the student's name is correct.
 - Choose 'Cancel' if the incorrect student is shown.



- 15) After you click okay, you can see all the students that you have authorized for the course. Students who have been granted authorization to add the course, must complete the registration process in their Self-Service Account.
- 16) Once you see a student registered into your course, you should revoke the Add Authorization as students could potentially drop and add themselves back into the course up to census.
- 17) Revoke any Add Authorization not used after census.

****Note:** If you have given the wrong student the Add Authorization you may revoke the authorization by clicking the revoke button. You may also view students who have registered for your course using their Add Authorization**

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)


Waitlisted 1

Roster Attendance Drop Roster Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

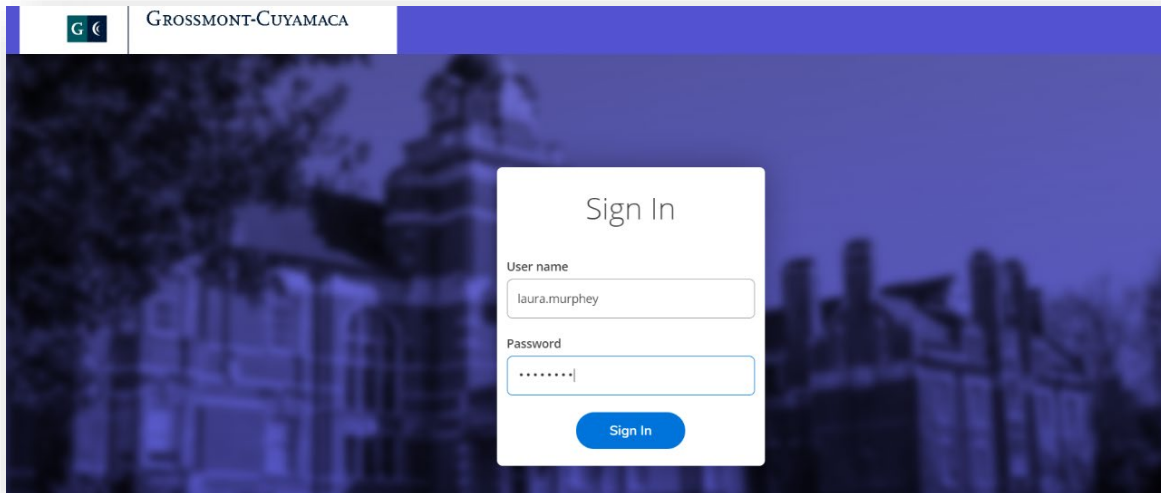
0070027 🔍

Student Name	Student ID	Status Date	Status
 Student Fake, II	0070027	12/1/2022 4:22:52 PM	Revoke

Instructor Drop Roster

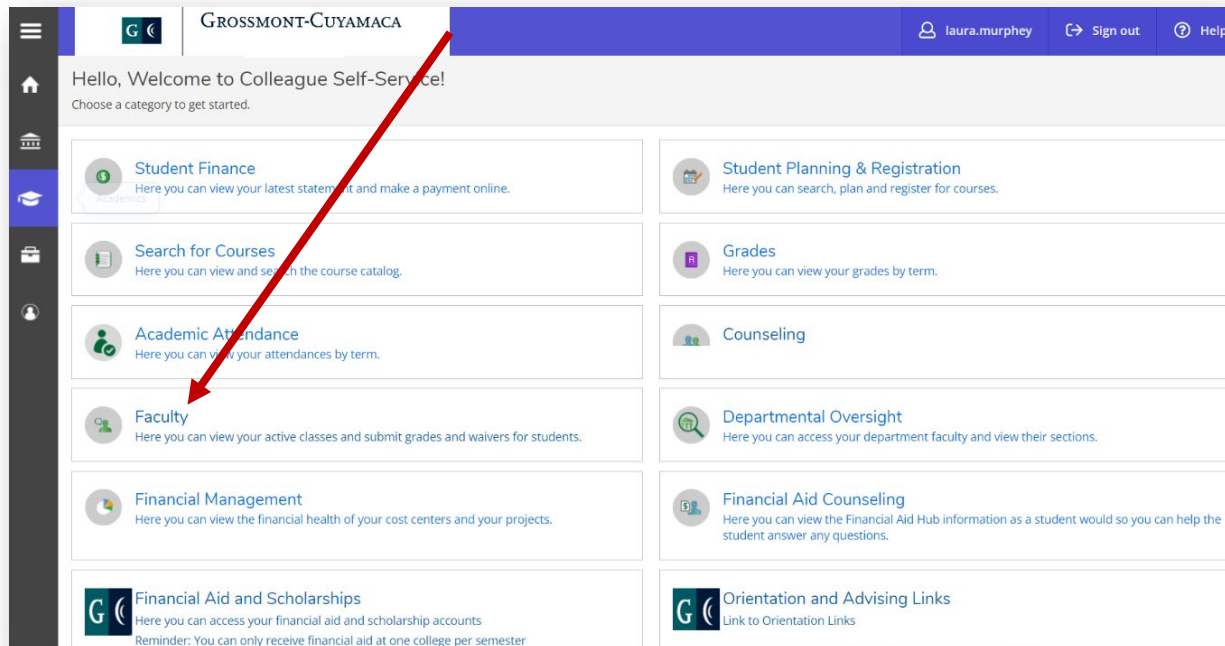
*** All drops must be processed using the Drop roster. The census roster is only used to certify enrollment as of census***

1. Log into Self-Service by entering your credentials and click sign in.



The screenshot shows the Grossmont-Cuyamaca Self-Service Sign In page. The header includes the Grossmont-Cuyamaca logo and name. The main content area features a "Sign In" form with fields for "User name" (containing "laura.murphey") and "Password" (masked with dots). A blue "Sign In" button is located below the password field.

2. Click the Faculty tab.



The screenshot shows the Grossmont-Cuyamaca Self-Service Faculty Overview page. The header includes the Grossmont-Cuyamaca logo and name, and the user's name "laura.murphey" with "Sign out" and "Help" links. The main content area displays a grid of service tiles. A red arrow points to the "Faculty" tile, which is highlighted. The "Faculty" tile description is: "Here you can view your active classes and submit grades and waivers for students." Other tiles include "Student Finance", "Student Planning & Registration", "Search for Courses", "Grades", "Academic Attendance", "Counseling", "Financial Management", "Departmental Oversight", "Financial Aid Counseling", "Financial Aid and Scholarships", and "Orientation and Advising Links".

3. This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to submit drops.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4. Click the “Drop Roster” tab

ARBC-120-6370: Arabic I
Fall 2024
Grossmont College
8/19/2024 - 12/16/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 30 / 30 / 13

Deadline Dates

Waitlisted 13 of 25

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (use only prior to census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		5	Drop

5. This will allow you to drop students from this section. Note the Drop button will be grayed out until you either mark the student as Never Attended or enter the students Last Date of Academic Engagement.

a. Drops Prior to Census

- i. Never Attended box – Check the never attended box if the student never attended the class.
- ii. Last Date of Academic Engagement- If the student attended or participated in the course at a certain point prior to census enter the date of last date of academic engagement in the following format mm/dd/yyyy.
- iii. ***Do not enter a grade prior to census.
- iv. Select Drop.

ARBC-120-6370: Arabic I
 Fall 2024
 Grossmont College
 8/19/2024 - 12/16/2024
 Distance Education/Online, WEB Internet 100%
 Seats Available 0 / 30 / 30 / 13
 Deadline Dates
 Waitlisted 13 of 25

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (use only prior to census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy			5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	8/30/2024	Select Grade		5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		5	Drop

b. Drops After Census

- i. Never Attended Box - **Do not use the Never Attended Box as students should have been dropped prior to census.** You will receive an error if you check the Never Attended box **after** census and will be unable to drop the student.
- ii. Last Date of Academic Engagement— Enter the last date of academic engagement **post census** in the following format mm/dd/yyyy.
- iii. Grade Prior to Drop – Enter student’s current grade, the system will know the student is dropped after census date and will convert the grade to a “W” overnight. You will receive an error if you try to drop without a grade.
- iv. Click Drop.

ARBC-120-6370: Arabic I
 Fall 2024
 Grossmont College
 8/19/2024 - 12/16/2024
 Distance Education/Online, WEB Internet 100%
 Seats Available 0 / 30 / 30 / 13
 Deadline Dates
 Waitlisted 13 of 25

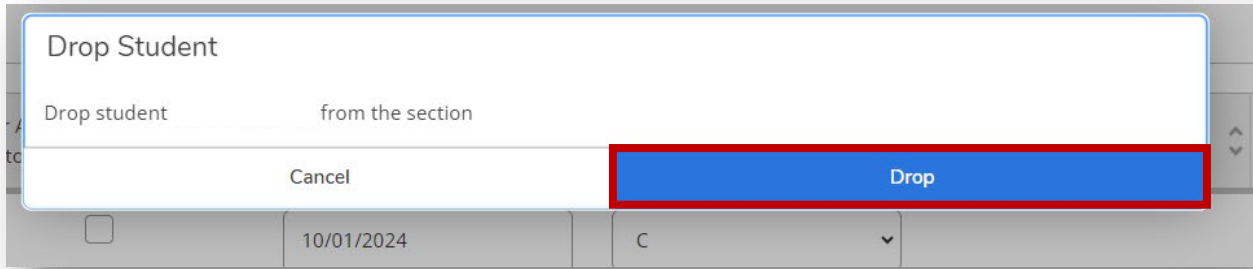
Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (Use Only Prior to Census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	10/01/2024	C		5	Drop
Error no grade entered		<input type="checkbox"/>	8/30/2024	Select Grade		5	Drop
Grade and LDA Required (Never Attended Not Allowed After Census).							
Error never attended flag selected post census		<input checked="" type="checkbox"/>	M/d/yyyy			5	Drop
Grade and LDA Required (Never Attended Not Allowed After Census).							
Error invalid date formatting		<input type="checkbox"/>	08-30-2024	Select Grade		5	Drop
Please enter a valid date (M/d/yyyy).							

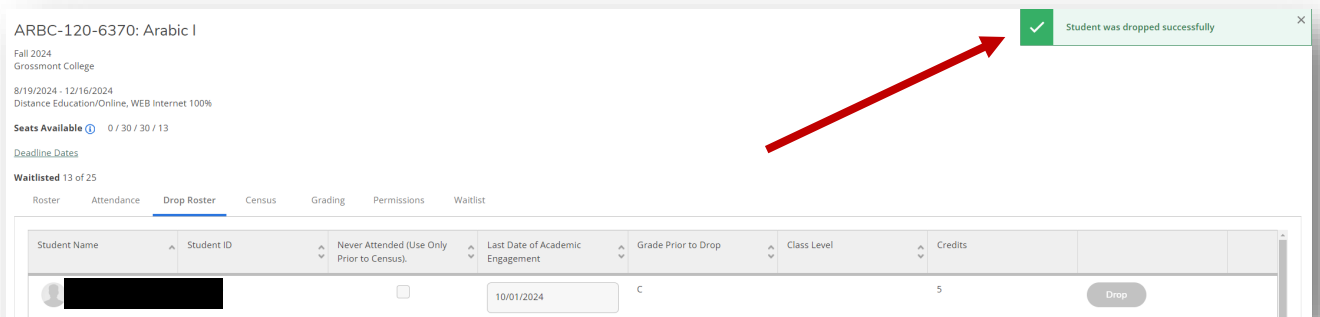
***Please Note: If the section you are teaching is linked to a different section, you will be unable to

process the drop via the drop roster. Faculty who teaches linked sections will need to contact the Admissions and Records Systems Specialist at their campus for assistance.

6. Confirm drop



7. After clicking on the drop button, you will see that you have successfully completed the drop on the top right-hand corner.

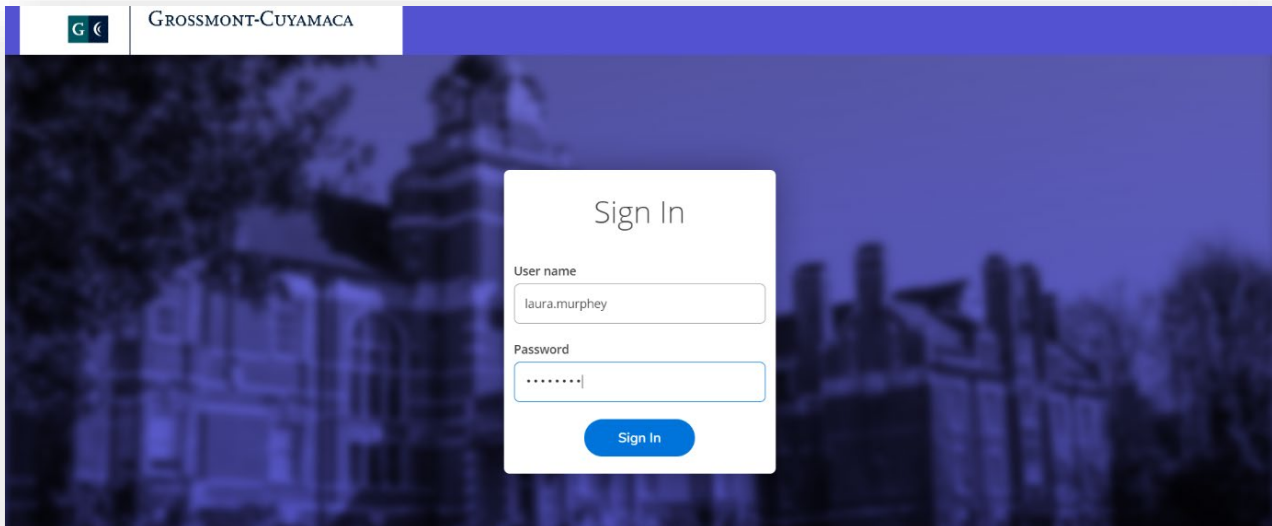


8. You may use this drop roster until the last day to drop your students. **Students who remain on the roster after the withdrawal deadline must receive a letter grade.**

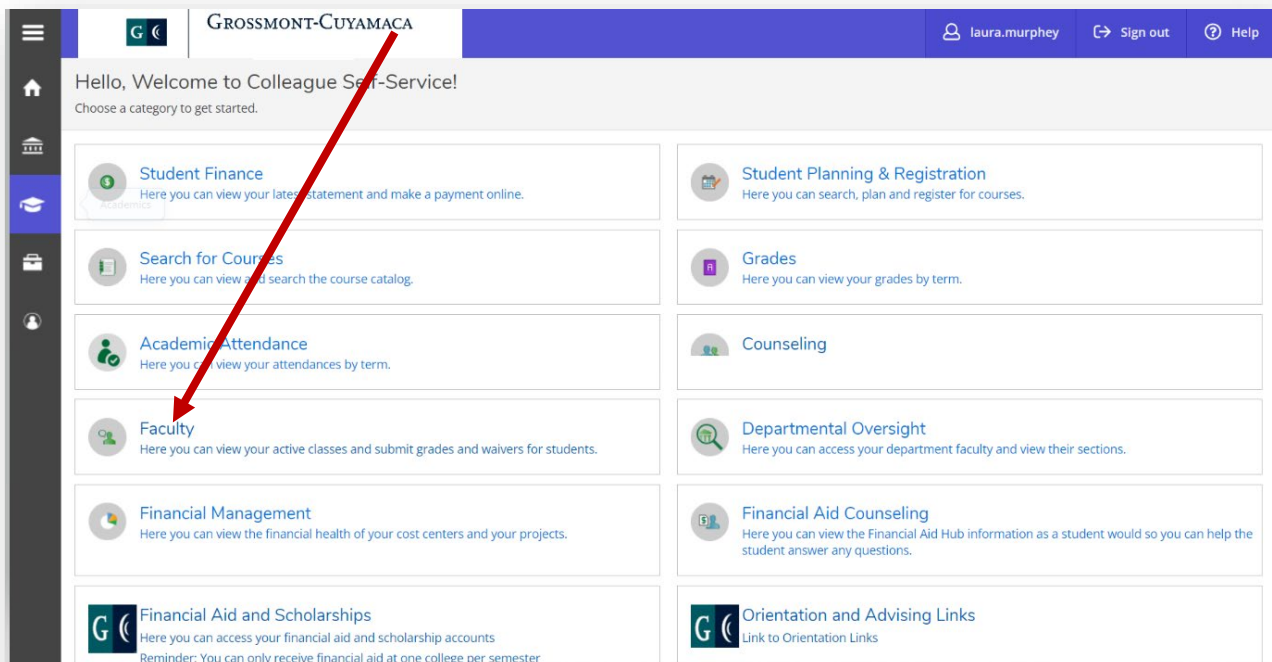
Census Roster

***** Note: This roster is only used to certify your enrollment as of the census. Faculty may access their census roster 7 days before the section's census date*****

- 1) Log into Self-Service by entering your credentials and click sign in.



- 2) Click the Faculty tab.



- 3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to certify.

Daily Work - Faculty - Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-354: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World History	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click on the Census tab and review students on roster.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

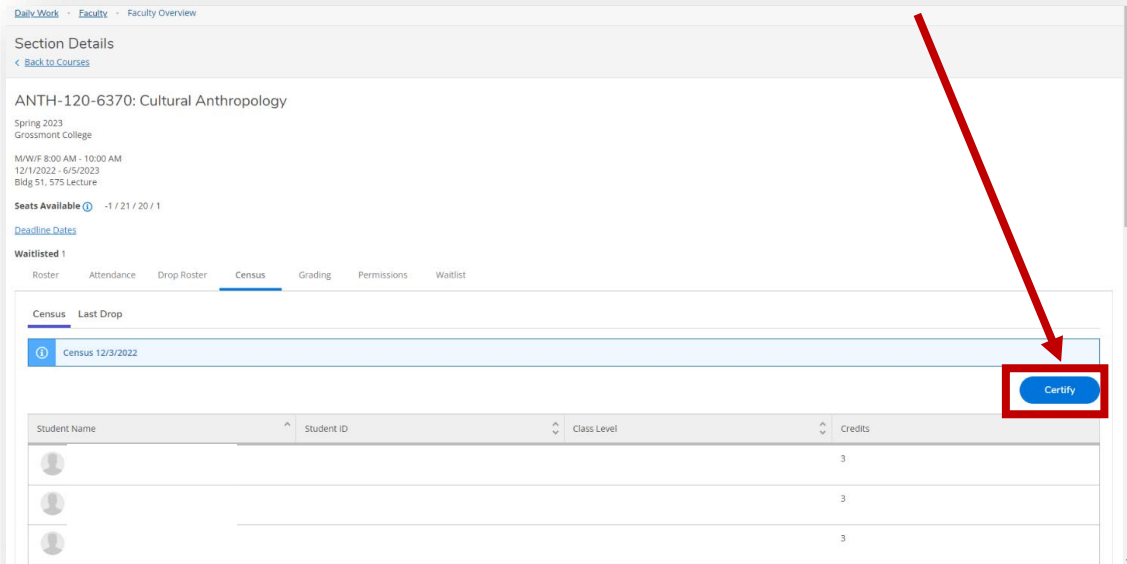
ⓘ Census 12/3/2022 Certify

Student Name	Student ID	Class Level	Credits
			3
			3
			3

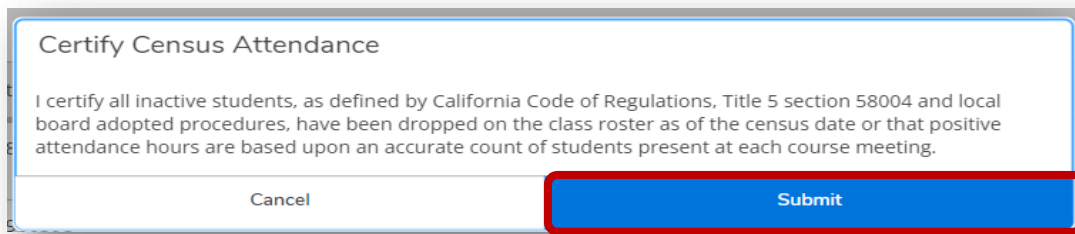
5) Prior to certification, Faculty must [drop](#) any inactive or “no show” students from roster. Inactive students include:

- Students identified as no-shows
- Students who are no longer participating in the courses

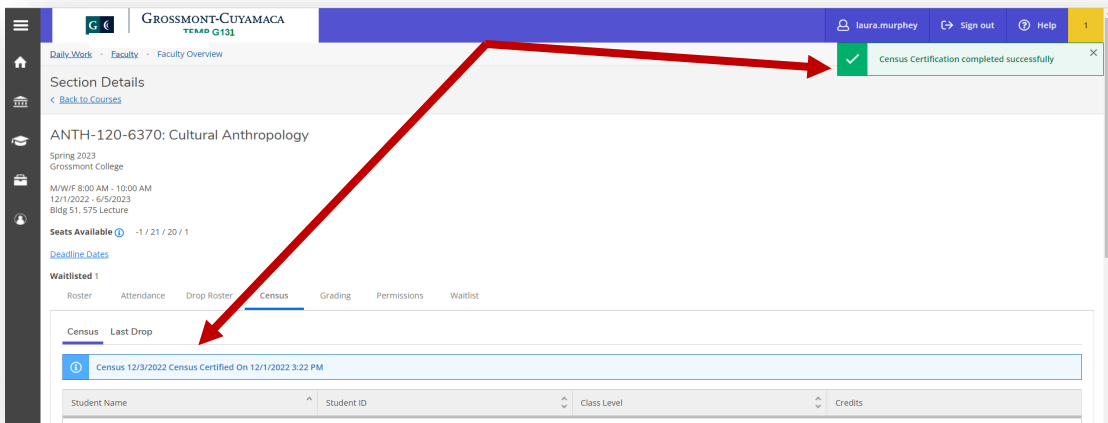
6) Click the “Certify” button to submit and certify the students remaining on the roster are attending and/or academically engaged.



7) You will be prompted to certify your census roster – Click submit

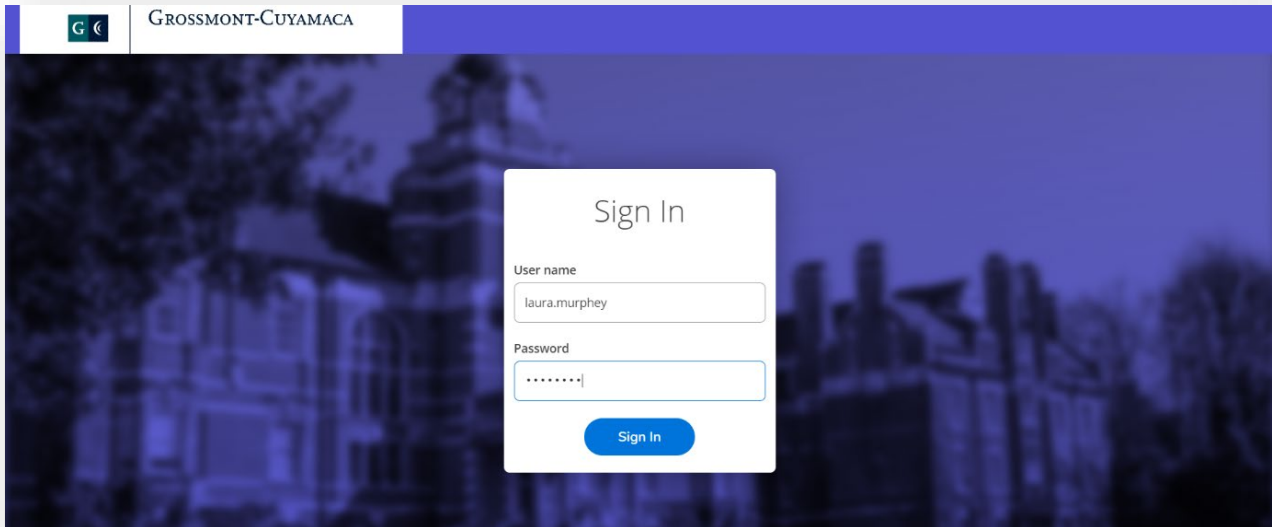


8) After clicking on the submit button, you will see that you have successfully completed the census submission in two places.

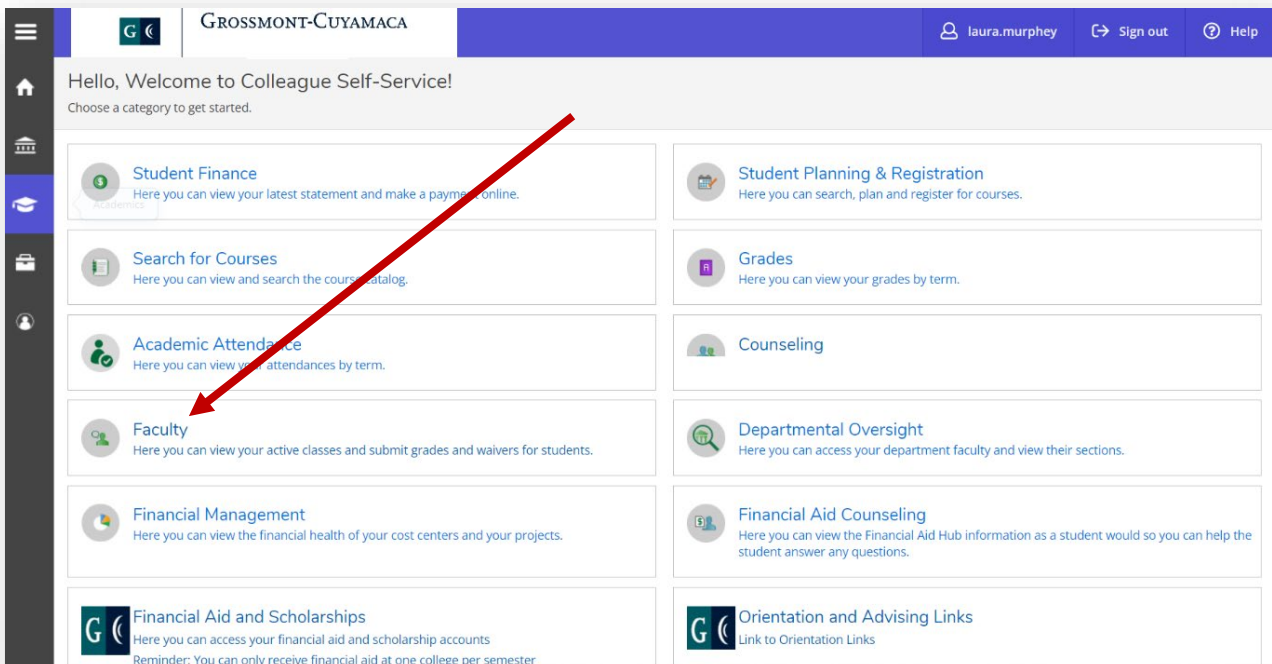


Attendance Rosters

- 1) Log into Self-Service by entering your credentials and click Sign In.



- 2) Click the Faculty tab.



- 3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to access.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
SPAN-120-3867: Spanish	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click the "Attendance tab"

Section Details

[Back to Courses](#)

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 4

Roster **Attendance** Census Grading Permissions Waitlist

5) Your attendance roster will appear and you have several options to mark the students:

- Present
- Absent, no excuse
- Absent excused
- Late

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All Select Date: 1/27/2022 (Thursday) [Export](#)

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	1/27/2022	1	1	0	1
	Present	1/27/2022	2	1	0	1

6) If you forget to take attendance on a particular date you may click the drop-down menu to select a previous date.

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

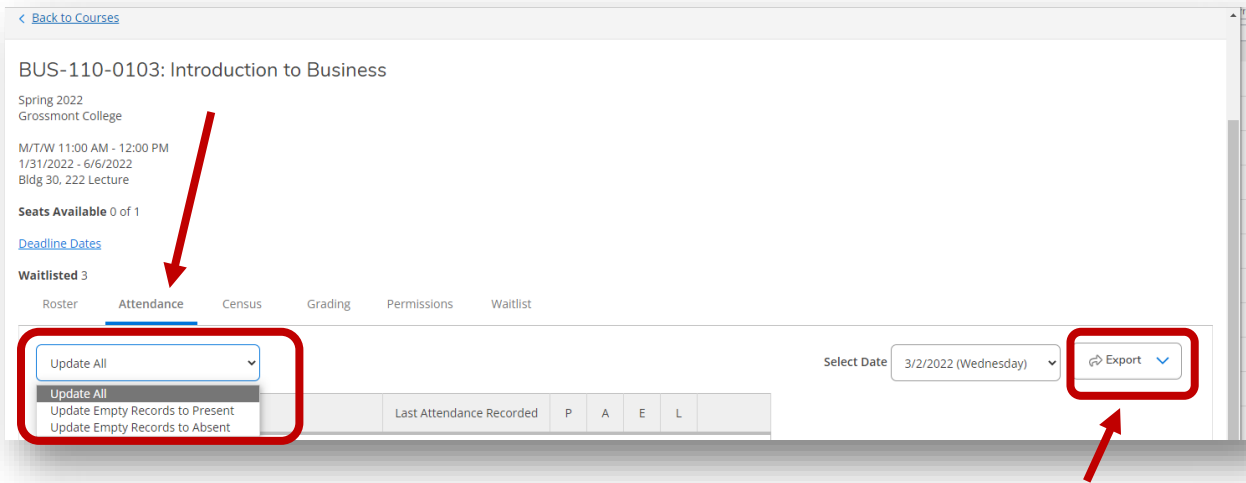
Update All Select Date: 1/27/2022 (Thursday) [Export](#)

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	1/27/2022	1	1	0	1
	Present	1/27/2022	2	1	0	1

(A red arrow points from the text above to the date dropdown menu in the 'Select Date' field, which is open to show a list of dates from 1/25/2022 to 1/4/2022.)

****Notice: If the student has dropped the section this screen will also show the date that the student dropped****

****Note: You may mark all the students who are absent or late and then use the “Update empty records to present” option to update the rest of the class.****



7) After attendance is taken for a given day you may export the roster using the export button. This will open in excel. Below is a sample of the recorded attendance roster.

****Note:** The drop date of a student will also appear on the exported .csv file.

BUS-110-0103:
 Introduction to
 Business
 Spring 2022
 CSV Generated:
 03/10/2022 3:54 PM

Student ID	Student Name	3/9/2022 (11:00 AM)	3/2/2022 (11:00 AM)
0885782	Fake, Spicy	P	P
0816379	Fake, Caryn	A	P
0865698	Fake, David L.	A	P
0822723	Fake, Destiny	P	P
	Fake, Delila (Dropped		
0858950	3/10/2022)	P	P
0828196	Fake, Evon (Dropped 3/4/2022)	P	P

The options that appear on the roster for each meeting day are:

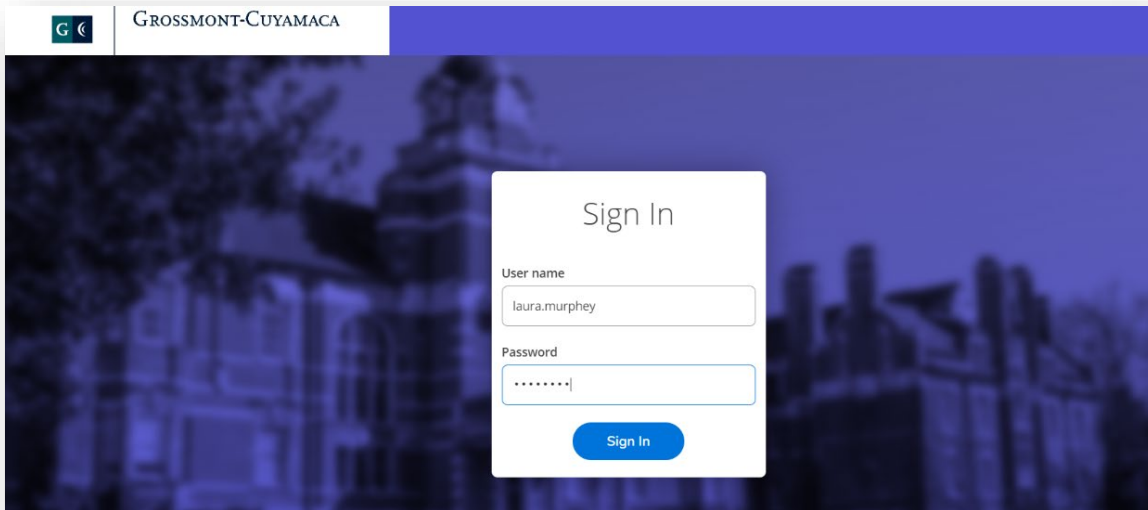
- Present
- Absent, no excuse
- Absent excused
- Late

Positive Attendance Rosters

There are 2 different types of positive attendance rosters depending on how your course is coded.

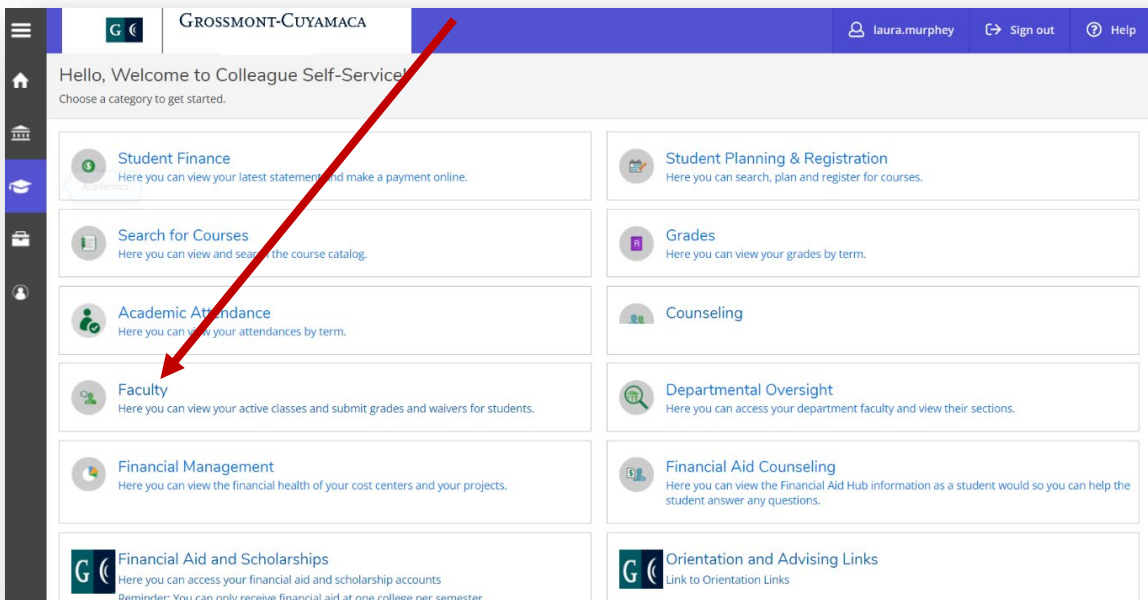
- Section meeting positive attendance = Positive attendance course with scheduled meeting days/times
- Non-scheduled positive attendance = Positive attendance course with no meeting times

1) Log into Self-Service by entering your credentials and click submit.



The screenshot shows the login interface for the Grossmont-Cuyamaca Self-Service system. At the top left, there is a logo with the letters 'G' and 'C' and the text 'GROSSMONT-CUYAMACA'. The main content area is a white box titled 'Sign In' with a blue background image of a building. It contains two input fields: 'User name' with the text 'laura.murphey' and 'Password' with a masked field of dots. Below the fields is a blue 'Sign In' button.

2) Click the Faculty tab.



The screenshot shows the 'Hello, Welcome to Colleague Self-Service' page. The header includes the Grossmont-Cuyamaca logo and the user's name 'laura.murphey' with 'Sign out' and 'Help' links. The main content area is a grid of service tiles. A red arrow points to the 'Faculty' tile, which is highlighted. The tiles include: Student Finance, Student Planning & Registration, Search for Courses, Grades, Academic Attendance, Counseling, Faculty, Departmental Oversight, Financial Management, Financial Aid Counseling, Financial Aid and Scholarships, and Orientation and Advising Links.

3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to access.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click the "Attendance tab"

COUN-095-0373: Academic/Financial Aid Plan

Fall 2022
Grossmont College
9/14/2022 - 12/14/2022
Distance Education/Online, WEB Internet 100%

Seats Available 46 / 2 / 48 / 0

Deadline Dates

Waitlisted 0 of 25

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Student Name or ID 12/2/2022

Student	Overall Hours	Hours to (12/2/2022)		Date
	331:00	331:00	<input type="text" value="hh:mm"/> <input type="button" value="⊖"/>	12/2/2022
	30:00	30:00	<input type="text" value="hh:mm"/> <input type="button" value="⊖"/>	12/2/2022

5) If your class is a Positive attendance course with scheduled meeting days/times your roster will appear as follows. Please enter the number of hours attended for each student in each of the time slots. You may also update the entire class by entering the hours and minutes in the following format hh:mm and press the update all button. This will update the entire class.

MUS-038-3574: Chorale for Adult Learner
 Fall 2022
 Grossmont College
 T 7:00 PM - 9:15 PM
 9/14/2022 - 12/17/2022
 Bldg 26, 225 Lecture
 T 9:15 AM - 9:50 AM
 9/14/2022 - 12/17/2022
 Bldg 26, 225 Laboratory/Studio/Activity
 TBD
 9/14/2022 - 12/17/2022
 TBD
 Seats Available 19 / 21 / 40 / 0
 Deadline Dates
 Waitlisted 0 of 25
 Roster Attendance Drop Roster Census Grading Permissions Waitlist

hh:mm Update All 12/6/2022 (Tuesday) Export

Student	Overall Hours	Hours to (12/6/2022)	9:15 AM	7:00 PM
	53:00	53:00	hh:mm	hh:mm
	48:00	48:00	hh:mm	hh:mm

6) If your section is Positive attendance section with no scheduled meeting days/times then you will see the following. Please enter the total number of hours: minutes the student attended your section. You may also update the entire class by enter the number of hours: minutes and press the update all button.

COUN-095-0373: Academic/Financial Aid Plan
 Fall 2022
 Grossmont College
 9/14/2022 - 12/14/2022
 Distance Education/Online, WEB Internet 100%
 Seats Available 46 / 2 / 48 / 0
 Deadline Dates
 Waitlisted 0 of 25
 Roster Attendance Drop Roster Census Grading Permissions Waitlist

Student Name or ID Search hh:mm Update All 12/6/2022 Export

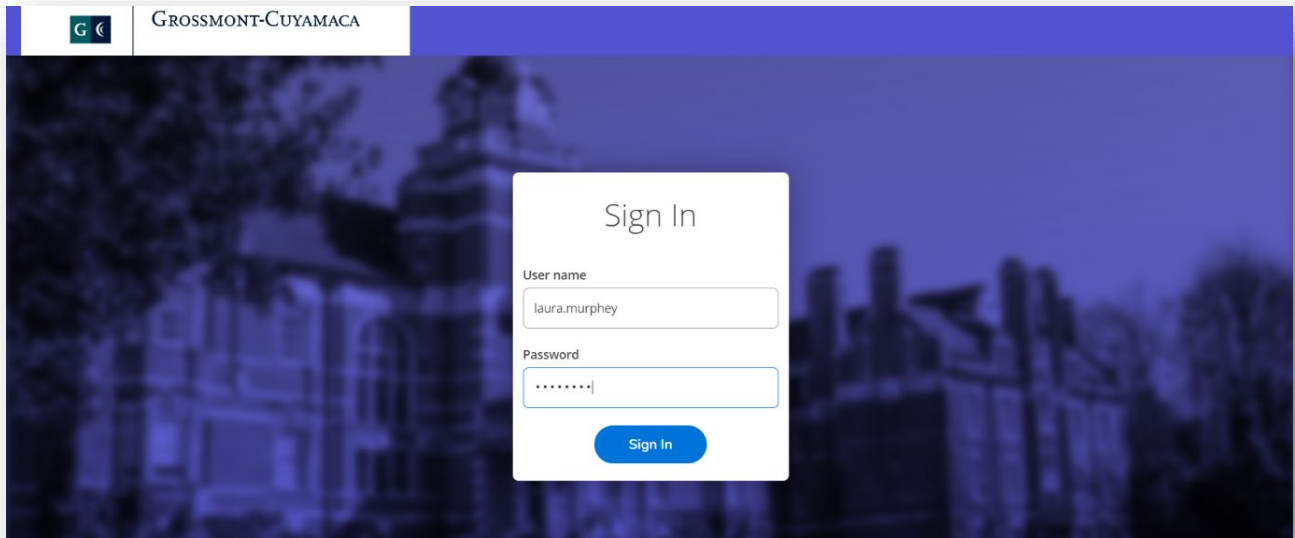
Student	Overall Hours	Hours to (12/6/2022)	Date
	731:00	731:00	hh:mm 12/6/2022
	55:00	55:00	hh:mm 12/6/2022

7) Whichever roster you have you may export the roster as a .csv. It will display the dates you entered hours for each student. Below is an example:

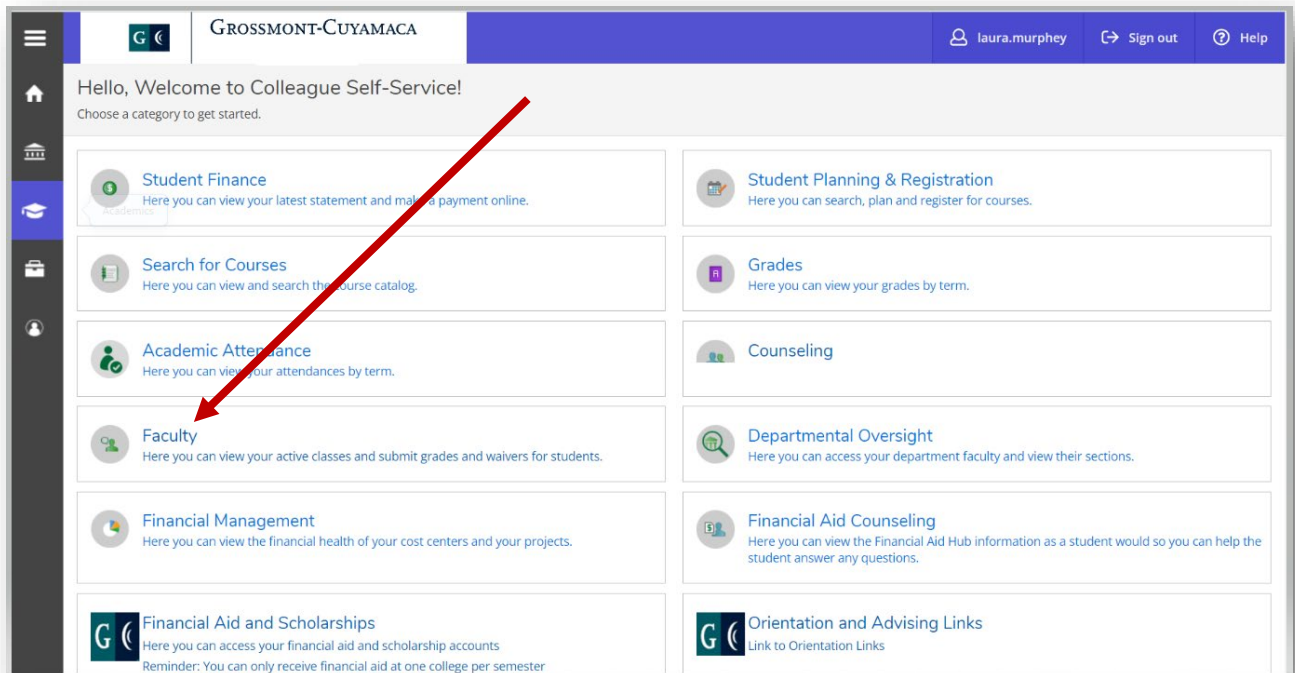
	A	B	C	D	E	F	G	H	I
1	COUN-095-0373: Academic/Financial Aid Plan								
2	Fall 2022								
3	CSV Generated: 12/06/2022 1:05 PM								
4									
5	Student ID	Student Name	12/6/2022	12/2/2022	11/29/2022	11/27/2022	9/28/2022	9/22/2022	9/19/2022
6			9:00	400:00:00			305:00:00	4:00	22:00
7			9:00		10:00	15:00	2:00	4:00	24:00:00

Grade Rosters

1) Log into Self-Service by entering your credentials and click sign in.



2) Click the Faculty tab.



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to submit grades.

Daily Work - Faculty - Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations	Availability	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3872: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

5) Click on the “Grading” tab then click on the “Final Grade” tab. This will bring up the students in your class to grade.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview Final Grade

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]						3
[Redacted]	[Redacted]						3

6) The final grade roster will show you students who remained enrolled in the course and must receive an evaluative symbol.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

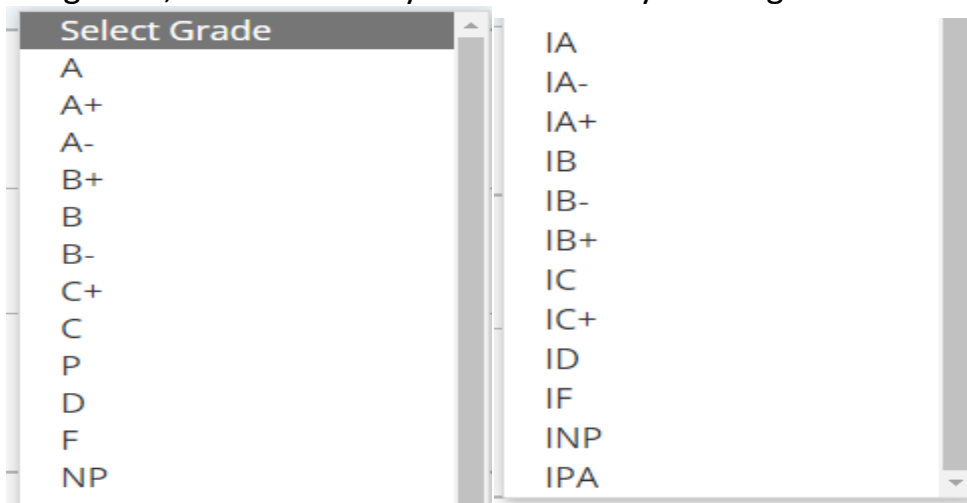
Roster Attendance Drop Roster Census Grading Permissions Waitlist

Overview Final Grade

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	M/d/yyyy	Select Grade	M/d/yyyy		3
[Redacted]	[Redacted]	M/d/yyyy	Select Grade	M/d/yyyy		3
[Redacted]	[Redacted]	M/d/yyyy	Select Grade	M/d/yyyy		3

7) Below are the grades, or evaluative symbols that may be assigned to a student.



a. F Grades: Required you to enter the students the last date of academic engagement.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Overview Final Grade

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	F	M/d/yyyy		3
[Redacted]	[Redacted]	M/d/yyyy	F	M/d/yyyy		3

Required Last Date of Academic Engagement.

- a. Incomplete Grades - If you enter an incomplete grade as shown below you must also:
 - i. Enter the date the Incomplete work must be completed, under “Expiration Date”. GCCCD students have one year to complete the work. **The expiration date for an Incomplete may not be more than one year from the current grade deadline.**
****Note: Incomplete forms must still be submitted to the Admissions and Records Office****
 - ii. Enter last date of academic engagement.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	IA-	12/18/2025		3
Error when dates note entered		M/d/yyyy	IB-	M/d/yyyy		3

Expiration date is required
Required Last Date of Academic Engagement.

- 8) Once you have entered grades for the entire class, click the “Post Grades” button to submit your grades.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

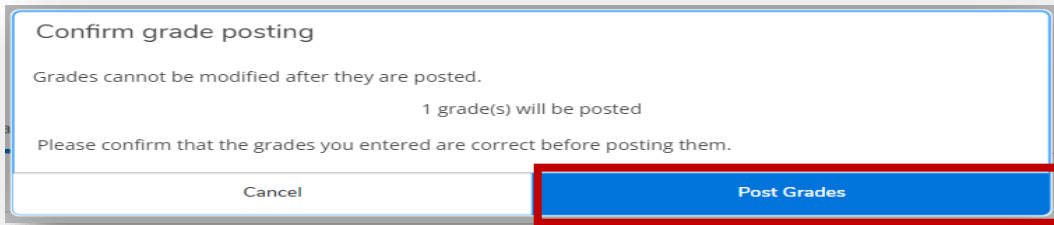
Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	F	M/d/yyyy		3
[Redacted]	[Redacted]	M/d/yyyy	A	M/d/yyyy		3
[Redacted]	[Redacted]	09/30/2024	IB+	12/18/2025		3

- 9) Once you click the “Post Grades” button you will receive a pop-up message asking you to confirm the grades you are submitting. Click Post Grades



10) After you have submitted your grades, you may view the grades you submitted by clicking the “Overview” button.

***** If you have not submitted grades for all of the students in your class you will receive the following error message “Final grading is not complete. Please enter and post all of your grades.” *****

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 50 / 50 / 1

[Deadline Dates](#)

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]		10/1/2024	F			3
[REDACTED]	[REDACTED]			A			3
[REDACTED]	[REDACTED]		9/30/2024	IB+	12/18/2025		3
[REDACTED]	[REDACTED]						3

Faculty Frequently Asked Questions

Q: When is the last day a student can register for an open course?

A: Before the course starts.

❖ Waitlist

Q: What is the timeline for students to add themselves to a course from the waitlist?

When does the system stop prompting students to add from the waitlist?

A: Students can add from the waitlist prior to the start of the term. The system will prevent students to automatically enroll in the course from the waitlist after the section start date.

Q: Can I register students from my waitlist?

A: Once the term begins for your section, the waitlist will not be available and students no longer enroll from the waitlist. You may give an Add Authorization through your Active Waitlist. The student will then need to complete the add process within their Self-Service account.

❖ ADD AUTHORIZATION (SELF-SERVICE)

Q: What are Add Authorizations?

A: Add Authorizations replaced add codes. Once a class starts, a student will need an Add Authorization to register for the class section whether seats are available or not. Once you authorize the student to enroll in your section, tell the student to go to their Self-Service account to complete the registration.

Q: When can instructors begin granting “Add Authorization” to students?

A: Prior to the start of the term, however students will NOT be able to register into the course until the first day of the course.

Q: When can students add through self-service, once the “Add Authorization” has been granted by the instructor? Is it the same with late start classes?

A: Students can use their “Add Authorization” permission in Self-Service on the first day of the course. Yes, it is the same process for late start courses.

Q: How can I grant “Add Authorization” to a student who is not on the waitlist?

A: In Self-Service under the permission tab, you can search students by their student ID number.

Q: Is there an automatic email that goes to students once faculty grant “Add Authorization” to a student?

A: Yes, the student will receive an email confirming that an “Add Authorization” has been granted and they can now register for the class in their student portal. The email does not include the course information.

Q: How did a student add my section, after I dropped them in Self-Service prior to census?

A: A student who was previously granted an Add Authorization, may readd themselves to the course up to census if the Add Authorization has not been revoked. Please revoke any Add Authorizations as students may use the add authorization to enroll/reenroll in your course up to census date.

❖ **Census ROSTER CERTIFICATION**

Q: What is the exact window when faculty can begin to certify their census rosters? Is the timeline the same for short-term classes or is it dependent on term length?

A: Faculty may access their Census Rosters 7 days prior to census. Example: census is on 2/18/25 faculty have a 7-day window from 2/11-2/18 to certify their census roster (20% of the length of the course). The roster should be certified with an accurate enrollment of those students who have attended or are actively engaged.

Q: Can faculty certify their census rosters more than once?

A: No.

❖ **Drops**

Q: Where should we properly drop a student from our rosters?

A: Under the drop roster tab in self-service. Note for “no show” students, you will mark the “never attended” option and enter the last day of academic engagement for students who stopped attending, but participated in your course.

Q: How do I Reinstate a student?

A: If you need to reinstate a student, **do not** issue an Add Authorization or Faculty Consent permission. Please contact the Systems Specialist at your college.