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Sent: Thursday, January 30, 2025 12:00 PM

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Subject: Census Approaching - Check your roster

Dear Roadrunners,

If you are receiving this email, the census date in one or more of your sections is fast approaching.

What do I need to do?

1. Assess your student's activity through attendance tracking and/or in Canvas to identify inactive students.
 - a. Inactive students include those that have not signed in, those who have not recently signed in, those who have never completed an assignment, and those who have not recently completed an assignment.
2. To drop an inactive student which will also help to combat fraud (**see more strategies below for combatting fraud**), Sign in to [Self-Service](#)
 - a. Use the same username and password you use for Canvas or your email.
3. Select " My Classes"



4. Select "Drop Students"

Spring 2025 Crafton

CD 205 Section 45: Current/Maximum Enrollment: ████████
[Roster](#) • [Export Students/GradeQuick](#) • [E-mail](#) • [Drop Students](#)
[Add This Section to Outlook Calendar](#)

5. Select any inactive students and then select “Drop Selected Students.”

Instructor Drops

Spring 2025 Crafton CD 205 Section 45

Section Start	Census	Last no "W"	Last "W"
01/21/25	02/10/25	02/09/25	04/11/25

All students dropped will NOT be counted in the census dat

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More information

Dropping inactive students is required.

Please note that section [58004](#) of Title 5 states that students who have been identified as a no-show or who are inactive are required to be dropped prior to the census date. Thus, faculty are required to clear their rosters of inactive/no-show students before the census date.

Dropping Inactive Students Combats Fraud

Some of you may be aware that California Community Colleges have experienced systematic hacking of the registration process via the CCC Apply system. This hacking has affected numerous California community colleges and involves identity theft, fraud, and false applications. As a result of this scam, seats for our real students may have been taken by bots / fraudulent enrollments.

To combat this problem, TESS, Financial Aid, and Admission and Records have been working together to implement rigorous screening protocols to identify fraudulent activity.

How You Can Help with Combatting Fraud

We are asking for help from our faculty. There are a few simple steps you can take to eliminate or minimize these bots in your online courses:

- assign a low-stakes participation activity or discussion post in the first week
- check in with each student early in the semester
- make sure all students are participating in the course by checking their time spent in Canvas

If you have further questions or specific concerns about your courses, please check with your dean.

Sincerely,

Meridyth and Keith



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