MyShasta Census Roster

Step 1:
Log in to MyShasta and go to the “MyShasta for Faculty Menu.” This is the same place you go to get your class rosters. Once there, click on the new “Census Roster” link.

Step 2:
On the next screen, select the term for which you want to do census.
Step 3:
The next screen lists your available courses. You will note that the census date is listed with the section information. Census rosters are available based on their census date; however, they are only available for 7 days past the census date. You may enter, change or edit your sections’ census information during that timeframe, but after that date, the section will become unavailable on your list and the data will be processed. Any changes must be made by contacting the Admissions and Records Office. Note: Positive Attendance sections will be shown, but census is not required AND sections with zero enrollment will not be listed.

Step 4:
The following screen is your roster of students for the sections. For each student there are two available fields for editing; Last Date of Attendance and Never Attended. Only one of the fields may be used for each student. If the student never attended class, mark that checkbox; however, if they attended, but you are dropping them, fill in the Last Date of Attendance. You only need to fill in data for students that need to be dropped from your roster; the fields for students in good standing should be left blank. See figure 4a below.
Even though you may fill in data for your students, they will remain on your roster until the data is processed by A&R; 7 days after the census date. You may come back in and edit the above information anytime up to that cutoff date.

Conversely, if your roster is “okay” and no students need to be dropped, place a check in the “No Changes” checkbox at the bottom of the form and click Submit. See figure 4b below.

![Census Roster Form](image)

**Figure 4b**

**Step 5:**  
After clicking Submit on the roster form, the next screen that comes up is the Confirmation Screen (below). This is just a recap of what you did on the previous screen. You may print this screen for your records, but it is no longer necessary to turn in a signed paper roster to Admissions and Records. By clicking Submit, you have digitally certified that the information you are providing is accurate.
CONGRATULATIONS! YOU ARE DONE!