

Complete a Census / Certify a Roster

Faculty guide — Banner Self-Service

In Banner, completing a census for your class is the same process as certifying your roster. In the past, you certified a roster once per semester, and it stayed available until the end of the class. In Banner, each census has a defined submission window, and you must complete it before the deadline shown for your section.

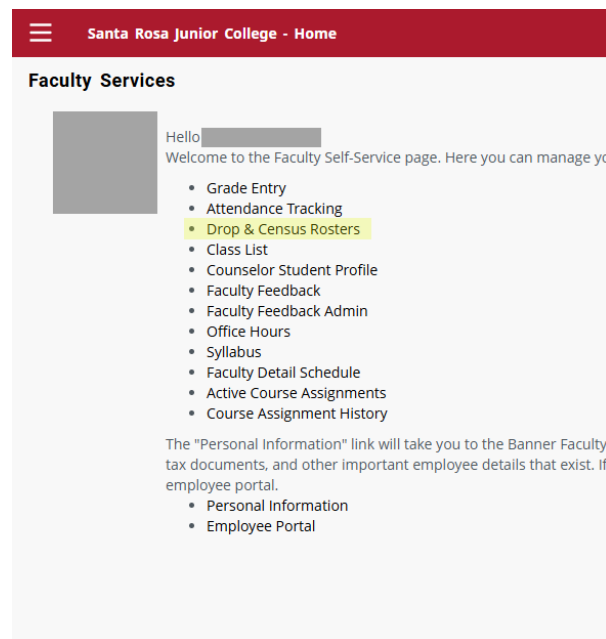
Accurate enrollment counts help departments across the college track student status correctly — for example, financial aid eligibility and participation on SRJC athletic teams both depend on up-to-date rosters.

Before You Begin

Drop any no-shows or students who have stopped attending before you certify your roster. Certifying does not automatically drop these students. See “How do I drop no-shows?” for that process.

Step 1. Open Drop & Census Rosters

From the Faculty Dashboard, select Drop & Census Rosters.



Step 2. Find Your Class

The Drop Roster Status page lists every active class on your schedule. Locate the class you want to certify.

Santa Rosa Junior College - Home

Drop Roster Status

Faculty Drop Roster / Drop Roster Status

All Terms

Current Drop Roster Summary

Sections

Show/Hide Column Search (Alt+Y)

Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
EMLS 10, 200	EMLS COLLEGE COMP	70200	1	Opening Day Roster	Not Available	Future	08/17/2026 - 08/17/2026	Not Submitted			Fall 2026 (202670)
			2	Census Roster	Census 1	Future	08/18/2026 - 09/15/2026	Not Submitted			
			3	W Roster	Not Available	Future	09/16/2026 - 11/04/2026	Not Submitted			
EMLS 10, 776	EMLS COLLEGE COMP	70776	1	Opening Day Roster	Not Available	Future	08/18/2026 - 08/18/2026	Not Submitted			Fall 2026 (202670)
			2	Census Roster	Census 1	Future	08/19/2026 - 09/15/2026	Not Submitted			
			3	W Roster	Not Available	Future	09/16/2026 - 11/05/2026	Not Submitted			
EMLS 10, 0	EMLS COLLEGE COMP	71942	1	Opening Day Roster	Not Available	Future	08/17/2026 - 08/17/2026	Not Submitted			Fall 2026 (202670)
			2	Census Roster	Census 1	Future	08/18/2026 - 09/15/2026	Not Submitted			
			3	W Roster	Not Available	Future	09/16/2026 - 11/04/2026	Not Submitted			
EMLS 770, 0	SUPPLEMENTAL EMLS	73055	4	Total Roster	Not Available	Now	05/08/2026 - 12/14/2026	Not Submitted			Fall 2026 (202670)
EMLS 10, 0	EMLS COLLEGE COMP	8057	1	Opening Day Roster	Not Available	Expired	06/15/2026 - 06/15/2026	Not Submitted			Summer 2026 (202650)
			2	Census Roster	Census 1	Future	06/16/2026 - 07/07/2026	Not Submitted			
			3	W Roster	Not Available	Future	07/08/2026 - 07/27/2026	Not Submitted			

Results found: 5

Sections Disabled or Without Drop Rosters

Drop Roster Conflicts

Each class has more than one roster type listed. Look for “Census Roster” — this is the one that corresponds to certifying your roster. The Status/Availability column shows the window during which you can complete it, and the Last Submitted column shows the date you last submitted it, if any.

Opening Day Roster	Not Available	Expired	06/15/2026 - 06/15/2026	Not Submitted	Summer 2026 (202650)
Census Roster	Census 1	Now	06/16/2026 - 07/07/2026	Not Submitted	
W Roster	Not Available	Future	07/08/2026 - 07/27/2026	Not Submitted	
Roster type	Census type	Status/Availability	Last Submitted		

Deadline

You must complete your census/certify your roster by the date listed in the Status/Availability column. You will not be able to submit it after that date.

Step 3. Open the Roster and Submit

Click the class to open its Drop Roster Maintenance page. This page lists every student currently on your official roster.

Santa Rosa Junior College - Home

Drop Roster Maintenance

Faculty Drop Roster / [Drop Roster Status](#) / Drop Roster Maintenance

Summer 2026 - 202650 Export

Course Information

EMLS COLLEGE COMP - EMLS 10 0

CRN: 8057

Rule ID: 2

Roster Type: Census Roster

Census Type: Census 1

Dates Available: 06/16/2026 - 07/07/2026

Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	22	6	16
Cross List	0	0	0

Students Eligible to be Dropped Show/Hide Column Search (Alt+F)

☐	Student Name	ID	Current Registration	Action	Last Attended Date	Email
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐	[REDACTED] CONFIDENTIAL	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu

Scroll to the bottom of the page and click Submit.

☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED] CONFIDENTIAL	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]
☐	[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]

Results found: 22

Page 1 of 1 Per Page 25

Submit Reset

Step 4. Confirm There Are No Students to Drop

Because certifying a roster doesn't drop anyone, the next screen will confirm that there are no students selected to drop.

Santa Rosa Junior College - Home

Drop Roster Confirmation

Faculty Drop Roster / [Drop Roster Status](#) / [Drop Roster Maintenance](#) / Confirmation

Print

Summer 2026 - 202650

Course Information

[EMLS COLLEGE COMP - EMLS 10 0](#)
CRN: 8057
Rule ID: 2
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 06/16/2026 - 07/07/2026
Roster Last Submitted: 06/21/2026

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	5	17
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column

Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
There are no students selected to drop.			

Scroll to the bottom of the page and click Confirm to finish certifying the roster.

Course Information

[EMLS COLLEGE COMP - EMLS 10 0](#)
CRN: 8057
Rule ID: 2
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 06/16/2026 - 07/07/2026
Roster Last Submitted: 06/21/2026

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	5	17
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column

Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
There are no students selected to drop.			

Results found: 0

Page 0 of 0

Per Page 25

Confirm

Cancel

Step 5. Return to the Status Page

After you click Confirm, the button in that same spot changes to Back to Maintenance. Click it to return to the Drop Roster Status page.

