Step 1: Login into your WebAdvisor Account

Step 2: Select Census Drop Roster

Step 3: Select Term

Step 4: Select Course
Step 5: Add a check to every student that has **NOT** shown up to this point or who **will not** be attending class from this point forward.

Step 6: Check Box to Certify

By checking this box, I certify that all listed students are actively enrolled as of the census date except those I have marked as inactive.

Step 7: Click the Submit Button

Step 8: Verify roster has successfully been submitted

Congratulations! You are done submitting your Census Roster for this course. Repeat steps 1-8 for all your courses.