Our records indicate that you are currently waitlisted for one or more classes for the Fall 2020 semester. Officially you are **not** registered for the class since it is still full. If a seat become available by the end of this week, you will automatically be registered in the class and an email will be sent to your MyVCCCD account confirming your registration in that class.

If you are still waitlisted for your course(s) by Monday, August 24th, you will need to obtain an add code from your instructor to add the class. All adds for full term classes (classes that started on August 17th) **MUST** be completed by Friday, September 4th.

Included are instructions on how to add a waitlisted class online. Please contact the Admissions and Records Office at 805-678-6457 or VCAdmissions@vcccd.edu if you have any questions.

There are many classes still open. Click here **to view the open class list and refer to your educational plan or meet with a** counselor **to choose a course.**

Adding a Course with an Add Code

1. Go online (my.vcccd.edu) and drop the waitlisted class. *Start on step 2 if you are not waitlisted in the class.*

Current Schedule

Status	Action
Wait List on Jan 08, 2019 You are 1st of 1 waitlisted	None **Drop Before Class Begins**

2. Enter the course number and click on "**Save Schedule Changes**".

Add Classes Worksheet

CRNs

| 30563 | |

Save Schedule Changes

3. Enter the Add Authorization Code and click "**Submit**".

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title
INCOMPLETE	692057	30563	FT	R170	001		Firefighter I Academy

Submit Reset

4. Click on "**Submit Changes**" and pay for the class. **Once the add authorization number is approved, you student must click on the "Submit Changes" button to add the class. If this step is skipped, you will <u>not</u> be registered for the class.**

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred
APPROVED	692057	30563	FT	R170	001	

Submit Submit Changes Reset

5. Click on "**Pay Fees & Complete Registration**" to pay for the course. *All fees are due at the time of registration.*

Pay Fees & Complete Registration

⚠ Registration is not finished until you click this button and pay fees.

The Admissions & Records Office is currently closed to the public and students. <u>All our services are available remotely during this closure.</u> Ventura College is taking precautions to protect the campus community's health in response to COVID-19.

V E N T U R A C O L L E G E

ADMISSIONS
and
RECORDS

4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

CANVAS Access

As a waitlisted student, you will only have access for up to 14 days for full term class (3 days for short term). This means that if you are not officially registered after the time allotted as a waitlist student, you will be **automatically dropped** from the waitlist and lose access to Canvas. You will show up in your instructor's Canvas list, but this does not mean you are officially registered in the course.

Online Admissions Support

The Admissions & Records Office is now offering online support through Zoom. Through Zoom you can video chat with an Admissions & Records staff member.
- Video Chat Us | Join the Waiting Room
- Zoom Video Chat Hours
  - Monday through Thursday: 10:00 am – 1:00 pm
  - Friday: 10:00 am – 12:00pm

If you have any questions, please contact the Admissions and Records Office at 805-678-6457 or VCAdmissions@vcccd.edu.

Thank you,
Gaby

Gabriella Asamsama-Acuña | *Registrar*
Ventura College | *www.venturacollege.edu*
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Office: SSC | Admissions & Records
(805) 289-6044 | gasamsamaacuna@vcccd.edu

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