VENTURA COLLEGE
ADMISSIONS and RECORDS

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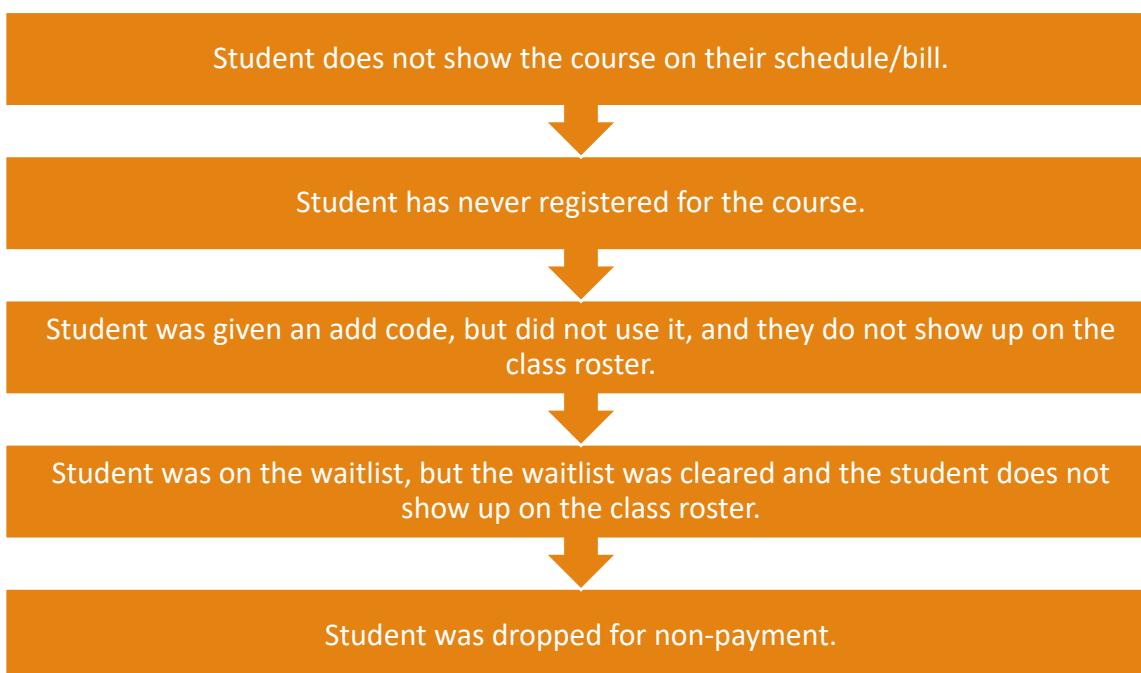(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Late Add Request or Reinstatement Petition

What is a Late Add Request?

Per VCCCD AP 5075, students who were in attendance <u>prior to census</u> and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Request. Students not officially registered in a course shall not be permitted to attend the course after the census deadline.

Examples of students who may need to complete a Late Add Request:

> Student does not show the course on their schedule/bill.

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> Student has never registered for the course.

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> Student was given an add code, but did not use it, and they do not show up on the class roster.

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> Student was on the waitlist, but the waitlist was cleared and the student does not show up on the class roster.

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> Student was dropped for non-payment.

How you (the faculty member) can tell if the student needs a Late Add Request:

There are two ways to identify if a student needs a Late Add Request.

1. Check the drop report emails sent to your VCCCD email, the student shows up on this email with the message "Drop Non-Payment" and the date, they need to do a Late Add Request.
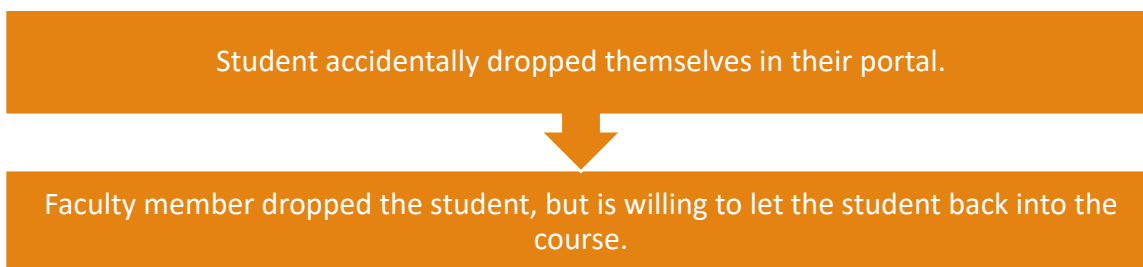
2. Check the official class roster in your MyVCCCD portal under the Faculty Tab, by clicking on "Check Roster." Enter the CRN for the course. If the student's name does not appear on the roster they need a Late Add Request.
    a. If it is past census and the student's name appears on the roster as a "Waitlist they need a Late Add Request.

What is a Reinstatement?

Students who were in attendance and fully registered into the course, but were dropped in error by faculty or themselves may petition to be reinstated into a course.

Examples of students who may need to complete a Reinstatement:

> Student accidentally dropped themselves in their portal.

> Faculty member dropped the student, but is willing to let the student back into the course.

How you (the faculty member can tell if the student needs a Reinstatement Petition:

There is one way to identify if a student needs a Reinstatement Petition.

1. Check the drop report emails sent to your VCCCD email, the student shows up on this email with the message "Faculty Web Drop" and the date or there is a drop confirmation number and user WWW_DBA (this means the student dropped themselves) they need to do a Reinstatement Petition.

Student drops off Canvas → Faculty checks drop report emails sent to VCCCD email

- Student shows up on email with message "Drop Non-Payment" → Submit Late Add Request
- Student shows up on email with "Faculty Web Drop" or WWW_DBA → Submit Reinstatement Petition
- Student does not show up on drop email → Faculty Checks official roster in MyVCCCD portal under Faculty Tab → Enter the CRN for the course
  - If the student's name does not appear → Submit Late Add Request
  - If the student's name appears → Call Canvas support