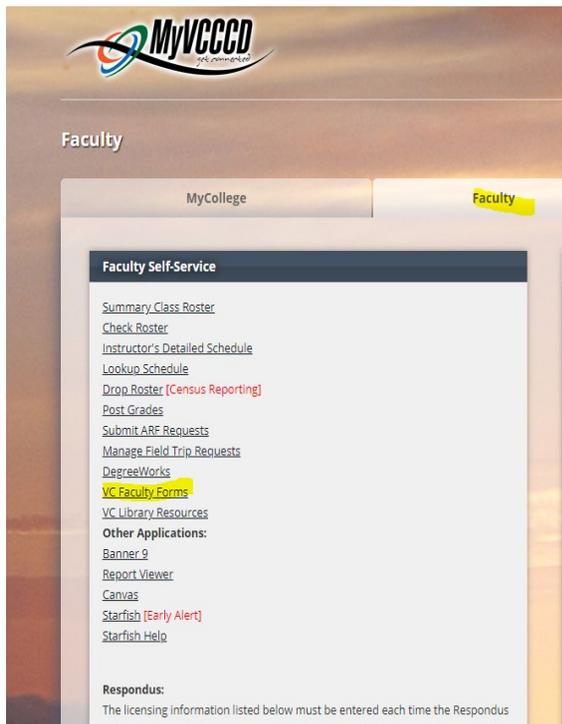


## Faculty – Submitting the Electronic Census Certification Deadline Exception Form

There are several forms, in the faculty portal available to faculty. These forms are submitted completely electronically, directly into OnBase for processing. No need to email or print a form. This guide will focus only on submitting the Census Certification Deadline Exception Form.

To access the forms, faculty will sign into their MyVCCCD portal, click on the Faculty tab, then on VC Faculty Forms.



A new tab will open, where you will select the Census Certification Deadline Exception e-form.

### VC Faculty Forms

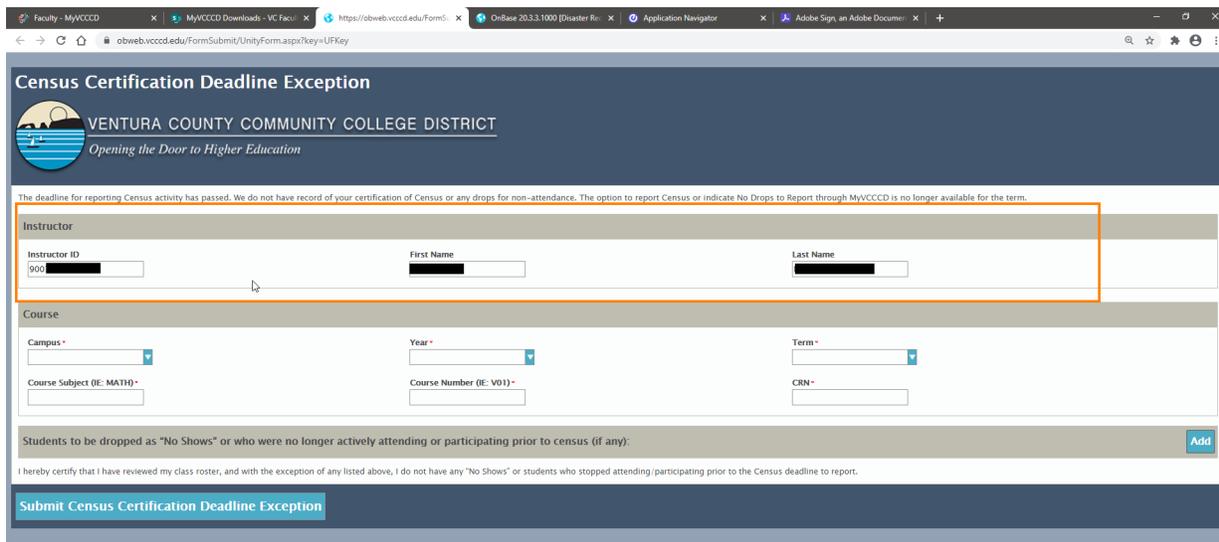
#### Faculty E-Forms

Online electronic forms have been developed to save time and resources by routing the forms electronically. The online forms provide a paperless solution to processing forms, thus eliminating the need to mail, email or print the forms.

- Authorization to Admit a Dual Enrollment Student
- **Census Certification Deadline Exception**
- Grade Change Request
- Incomplete Grade Agreement
- Incomplete Grade Change
- Independent Studies Request
- Late Add Request
- Positive Attendance Record Submission
- Reinstatement Request

The form will open in a new internet browser tab.

Faculty information will auto populate at the top of the form.



**Census Certification Deadline Exception**  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID	First Name	Last Name
900		

**Course**

Campus *	Year *	Term *
Course Subject (E: MATH)	Course Number (E: V01)	CRN *

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): [Add](#)

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

[Submit Census Certification Deadline Exception](#)

Next, faculty will select from the Campus drop down menu, Ventura College.



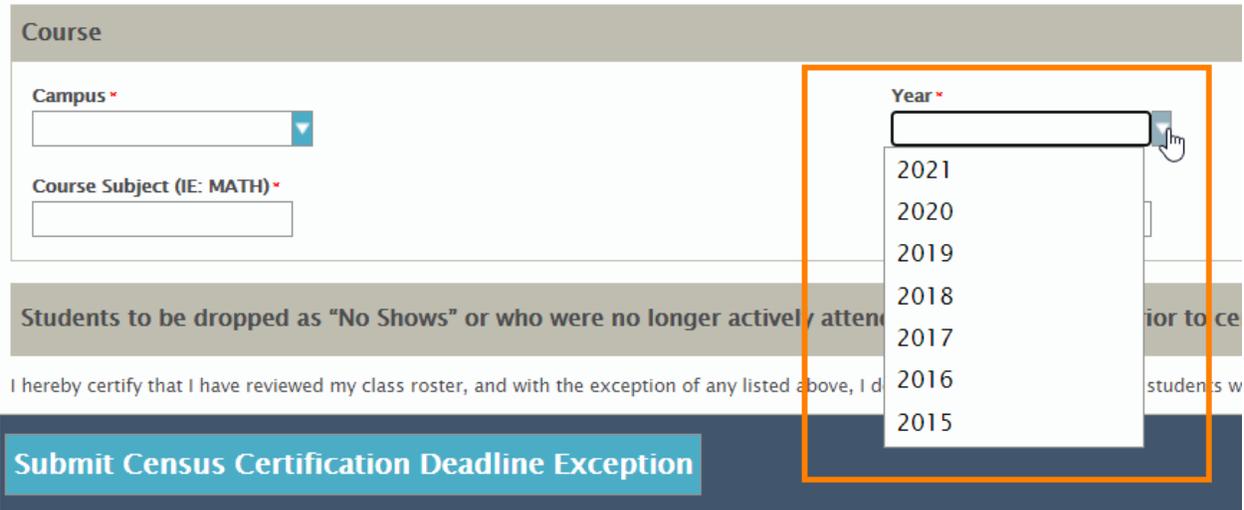
Course

Campus ▾

- Moorpark College
- Oxnard College
- Ventura College

Students to be dropped as "No Shows" or who were no longer actively attending

Move to the next field on the form, Year. Select the drop down menu and pick the applicable year.



Course

Campus ▾

Course Subject (IE: MATH) ▾

Year ▾

- 2021
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015

Students to be dropped as "No Shows" or who were no longer actively attending

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any other students who are currently enrolled in the course.

**Submit Census Certification Deadline Exception**

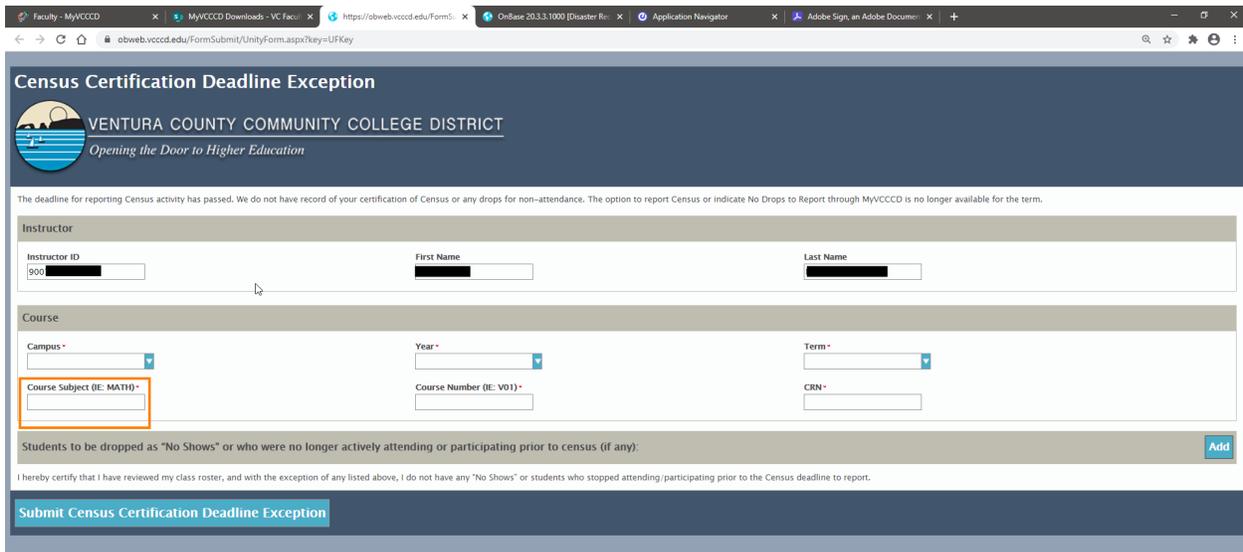
The third field on the top row, Term, faculty will select the applicable Term from the drop down menu.

**Course**

<b>Campus</b> ▾	<b>Year</b> ▾	<b>Term</b> ▾
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">           Fall            Summer            Spring         </div>
<b>Course Subject (IE: MATH)</b> ▾	<b>Course Number (IE: V01)</b> ▾	
<input type="text"/>	<input type="text"/>	

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any):

Move to the second row of the Course section and enter the Course Subject in the first box on the left. This will be ART or MATH only. The course number, such as V01, goes in another field.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID:  First Name:  Last Name:

**Course**

Campus ▾ Year ▾ Term ▾

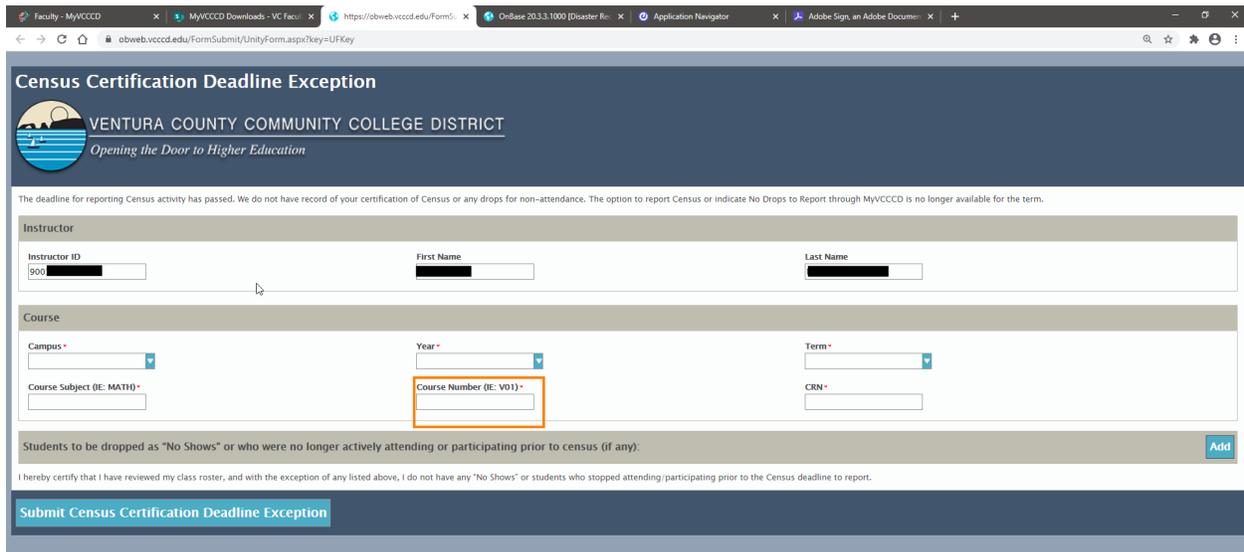
**Course Subject (IE: MATH)** ▾ Course Number (IE: V01) ▾ CRN ▾

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): **Add**

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

**Submit Census Certification Deadline Exception**

The second field on the second row is for the course. For example V01 or V01A.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID: 900 [Redacted] First Name: [Redacted] Last Name: [Redacted]

**Course**

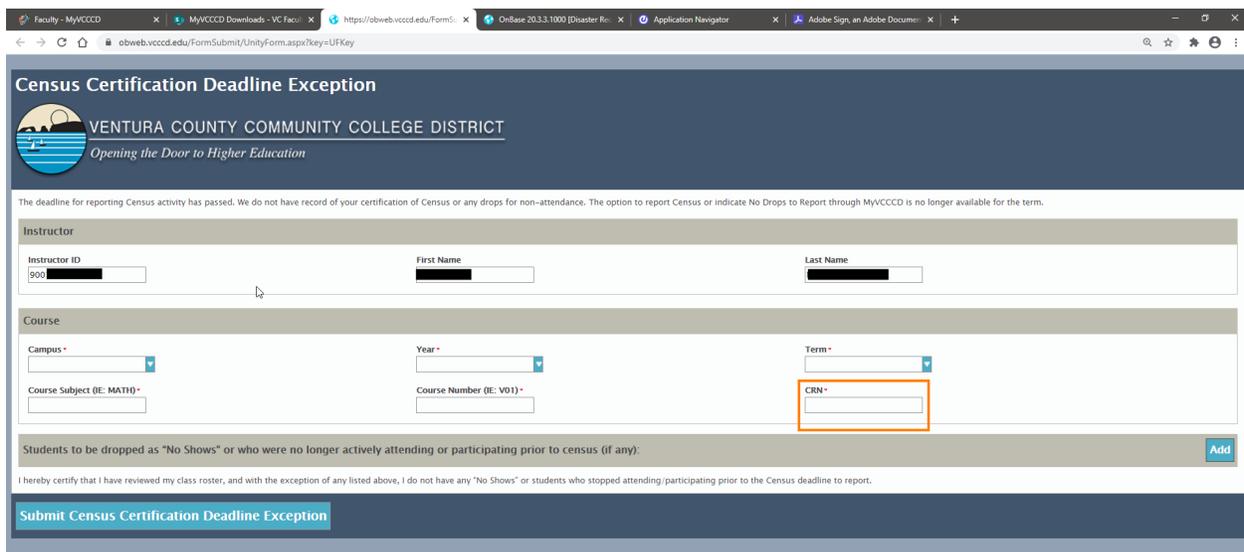
Campus: [Dropdown] Year: [Dropdown] Term: [Dropdown]  
 Course Subject (IE: MATH): [Text] **Course Number (IE: V01): [Text]** CRN: [Text]

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): [Text] [Add](#)

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

[Submit Census Certification Deadline Exception](#)

Move to the final field on the second row and enter the CRN tied to the Subject and Course for which you are certifying census.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID: 900 [Redacted] First Name: [Redacted] Last Name: [Redacted]

**Course**

Campus: [Dropdown] Year: [Dropdown] Term: [Dropdown]  
 Course Subject (IE: MATH): [Text] Course Number (IE: V01): [Text] **CRN: [Text]**

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): [Text] [Add](#)

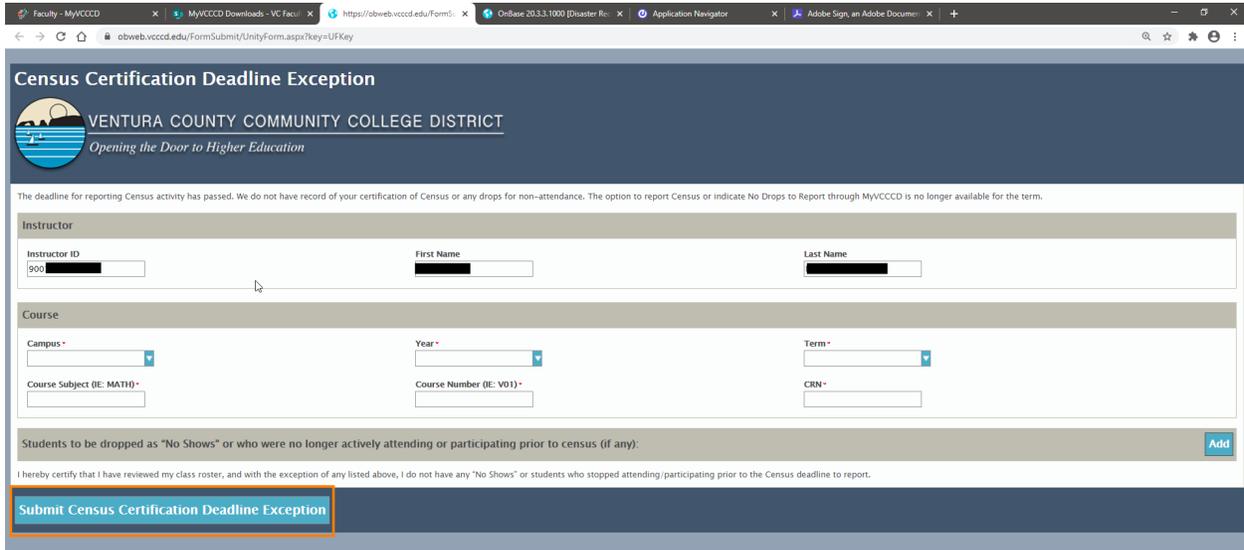
I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

[Submit Census Certification Deadline Exception](#)

Next faculty have two options, certifying that all students on their roster were in attendance as of the census reporting deadline listed on their class roster, or list students who need to be dropped for nonattendance. Each process will be outlined on the following pages.

Certify that all students on the roster were in attendance as of the census reporting deadline listed on their class roster

If all the students listed on the class roster were in attendance on the census reporting deadline, you will click the blue Submit Census Certification Deadline Exception button.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID: [900] First Name: [REDACTED] Last Name: [REDACTED]

**Course**

Campus: [Dropdown] Year: [Dropdown] Term: [Dropdown]  
 Course Subject (IE: MATH): [REDACTED] Course Number (IE: V01): [REDACTED] CRN: [REDACTED]

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): [Add]

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

**Submit Census Certification Deadline Exception**

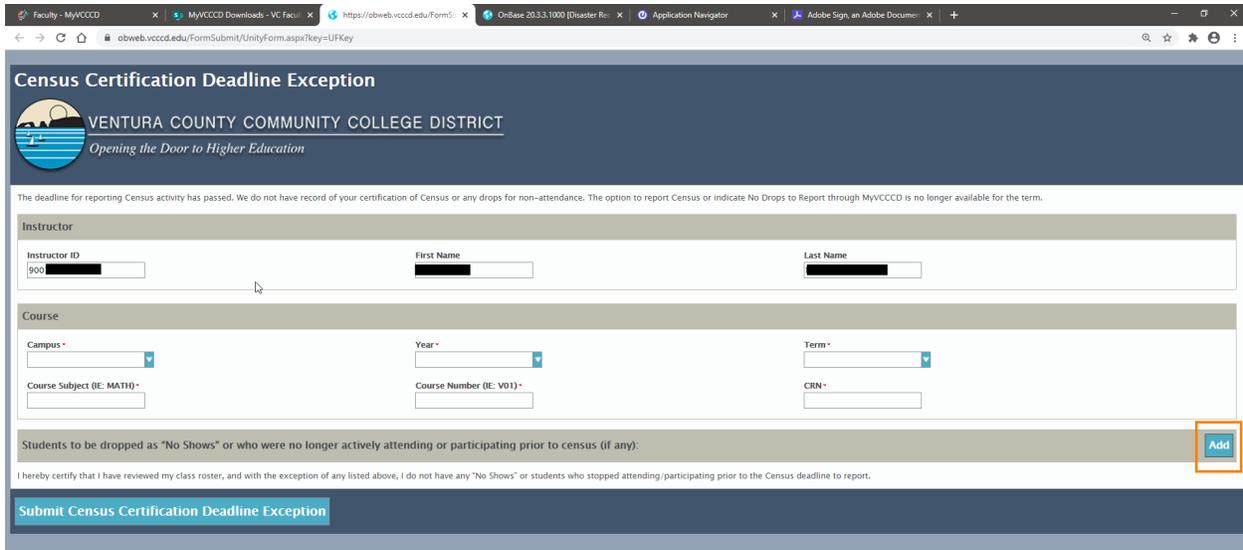
Submitting the form will automatically forward the form to Admissions & Records for processing. Faculty will receive an email confirmation when the form is submitted.

Once faculty submit their electronic certification form, A&R will receive and process it manually. There will be a turnaround time, depending on the volume of census forms received, before the automated "your census is due" email will turn off.

Faculty will receive a confirmation email that their census certification form has been approved when A&R's work is complete and the automated "your census is due" emails are turned off.

### List students who need to be dropped for nonattendance and certify census

If there are students who were not in attendance and need to be dropped from the roster, click the blue Add button to list their information.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID: 900 [Redacted] First Name: [Redacted] Last Name: [Redacted]

**Course**

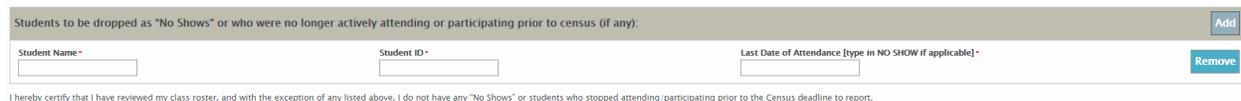
Campus: [Dropdown] Year: [Dropdown] Term: [Dropdown]  
 Course Subject (IE: MATH): [Text] Course Number (IE: V01): [Text] CRN: [Text]

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

**Submit Census Certification Deadline Exception**

Clicking the Add button will generate an additional section of the form to list student information.



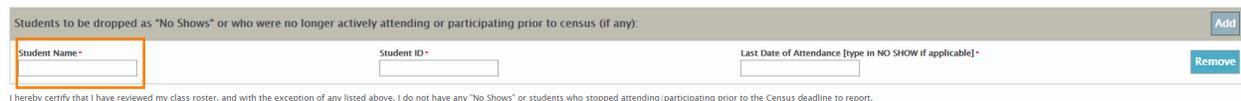
Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

Student Name: [Text] Student ID: [Text] Last Date of Attendance [type in NO SHOW if applicable]: [Text] Remove

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

List any student who is a No Show in the course or who were no longer actively attending or participating prior to census.

In the Student Name field on the left, add the student's full first and last name.

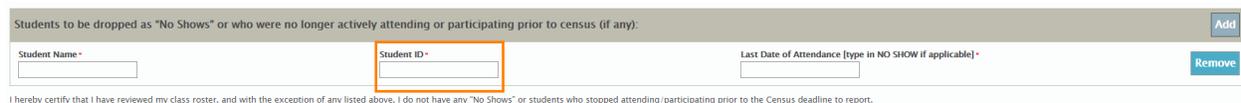


Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

Student Name: [Text] Student ID: [Text] Last Date of Attendance [type in NO SHOW if applicable]: [Text] Remove

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

In the Student ID field, list the student's 900 number as noted on the class roster.



Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

Student Name: [Text] Student ID: [Text] Last Date of Attendance [type in NO SHOW if applicable]: [Text] Remove

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

In the final field on the right, indicate the student's last date of attendance in the course.

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

Student Name *	Student ID *	Last Date of Attendance [type in NO SHOW if applicable] *
<input type="text"/>	<input type="text"/>	<input type="text"/>

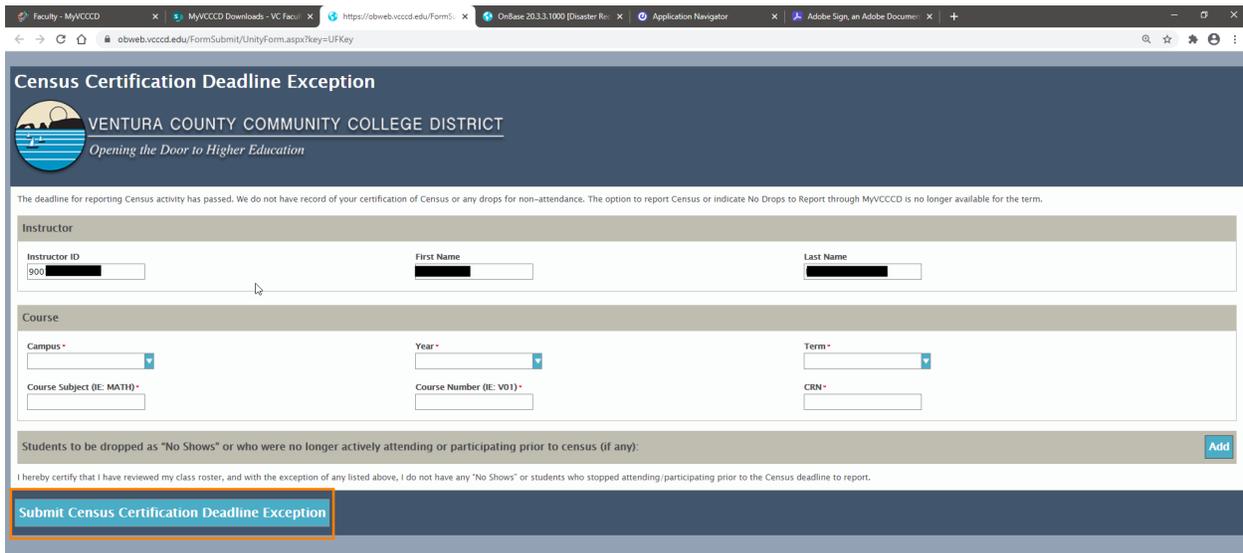
Remove

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

If the student never attended the course, type the words NO SHOW.

To add additional students, click the Add button again and repeat this process.

When faculty have added all the students needing to be dropped, click the blue Submit Census Certification Deadline Exception button.



**Census Certification Deadline Exception**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
*Opening the Door to Higher Education*

The deadline for reporting Census activity has passed. We do not have record of your certification of Census or any drops for non-attendance. The option to report Census or indicate No Drops to Report through MyVCCCD is no longer available for the term.

**Instructor**

Instructor ID:  First Name:  Last Name:

**Course**

Campus:  Year:  Term:

Course Subject (IE: MATH):  Course Number (IE: V01):  CRN:

Students to be dropped as "No Shows" or who were no longer actively attending or participating prior to census (if any): Add

I hereby certify that I have reviewed my class roster, and with the exception of any listed above, I do not have any "No Shows" or students who stopped attending/participating prior to the Census deadline to report.

**Submit Census Certification Deadline Exception**

Submitting the form will automatically forward the form to Admissions & Records for processing. Faculty will receive an email confirmation when the form is submitted.

Once faculty submit their electronic certification form, A&R will receive and process it manually. There will be a turnaround time, depending on the volume of census forms received, before the automated "your census is due" email will turn off.

Faculty will receive a confirmation email that their census certification form has been approved when A&R's work is complete and the automated "your census is due" emails are turned off.