

Dear Faculty,

This message is a reminder of important **Class Rosters, Waitlists, Add Authorization Codes and CANVAS access** information or go to the [Faculty Resources webpage](#) to ensure a smooth transition into the Fall 2021 semester.

CLASS ROSTERS

Print/View your class rosters **regularly** to ensure all students attending class are officially registered. **It is critical that all students are officially registered prior to census.** Also, please be sure there are no students listed on your roster who have not been attending your class.

Most registration issues can be resolved easily when dealt with prior to the deadline. If students are having any issues with registering for classes, please refer the student to [Admissions & Records](#) for assistance. We are available in-person or remote to assist students.

WAITLIST & ADD AUTHORIZATION

The waitlist process will close for semester-length classes on **Sunday, August 22nd**. As of Monday, August 23rd, students will no longer be registered through the waitlist for full term courses. Students may continue to register or waitlist into any late start class that still has open seats or waitlist availability.

All classes that began the first week of the semester will require the use of add authorization numbers during the 2nd week, even if the class still shows seats available. Add authorization numbers will be created on **Friday, August 20th** for all Fall 2021 classes, five (5) for each CRN, and will be posted on your rosters. The

add numbers are unique to each CRN, are non-transferable, and can be used only once. **The add authorization codes are valid up until the day before the census date of your class.**

Add numbers must be given to students in order of their priority on the waitlist. If you have no waitlist or if you have add numbers left after accommodating all waitlisted students, you are free to give the remaining add numbers to any student who requests one. **Students are not required be on the waitlist to add a course with an add authorization code, but priority must be given to those students on the waitlist.**

Add Deadlines for Fall 2021:

FULL TERM CLASSES ONLY		
1st Week (8/16 – 8/22)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
2nd Week (8/23 – 9/5)	Class Open/Closed	Add Authorization Code Required. (Available Aug. 20 th – 5 Per Class). Valid up until the day before census of the class. Must register online with authorization code (7 Characters). Waitlist process is no longer active. **The 3rd Week is reserved for students who have been attending but haven't yet added the course.
4th Week (Begins 9/6)	Compliance to regulatory and other Requirements, NO students will be added to classes after census.	

SHORT TERM CLASSES ONLY		
Prior to 1st	Class	No Add Code Required – Register Online

Day of Class	Open/Closed	**Waitlist Process Remains Active up Until the Day before the 1st Day of Class **
As of the 1st Day of Class	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active Up Until the Day before the 1st Day of Class **
Class Census Date	Compliance to regulatory and other Requirements, NO students will be added to classes as of the census date of the class.	

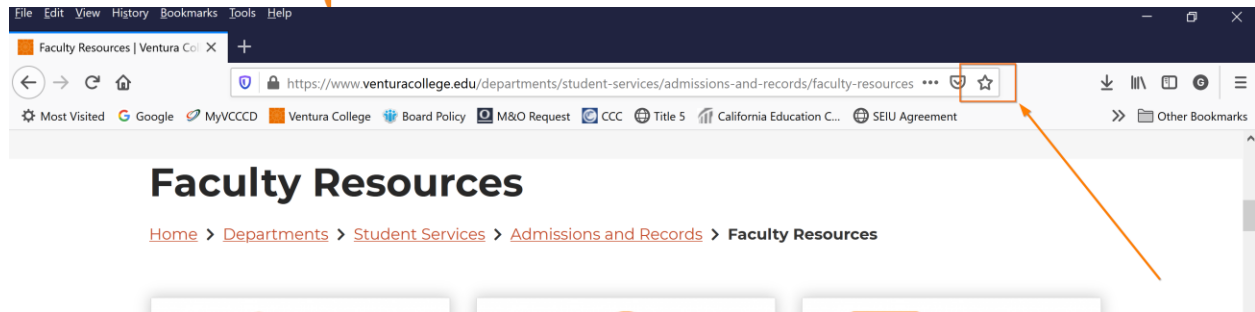
CANVAS ACCESS

Students that are waitlisted will have access to CANVAS. When a student is waitlisted, they will show up on your roster as waitlisted. **They will only have access as a waitlist student for up to 14 days for full term class (3 days for short term).** This means that if a student is not officially registered after the time allotted as a waitlist student, they will be ***automatically dropped*** from the waitlist and lose access to Canvas. Please be advised that the list of students in Canvas, is not the official class roster. Waitlisted students will show up on your Canvas list, but this does not mean they are officially registered in the course.

Important Reminders:

- Print/View your class rosters **regularly** to ensure all students attending class are officially registered.
- Students are not officially enrolled until their name appears on your **current** class roster.

I highly recommend that you bookmark the [Faculty Resources webpage](#) by clicking the “star” in your browser for easy access in the future.



Thank you for all your hard work and here is to another great semester!



Gabby Asamsama-Acuna

Registrar

Admissions & Records

805-289-6044

gasamsamaacuna@vccd.edu

www.venturacollege.edu