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

Dear Faculty,

As we embark together for the Spring 2021 semester, I wish to take this opportunity to share with you some important information to ensure a smooth transition. I hope the information provided will be a valuable resource to help you keep our students from making those critical errors that impede their course progress. Let us guide our students to smooth sailing through their educational journey at VC!

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 remotely to assist students via email at vcadmissions@vcccd.edu, by phone at (805) 289-6457, or through Video Chat.

Waitlist & Add Authorization Information

***Semester Length Classes*:** The waitlist process extends through the end of the first week of the semester and **applies to semester-length classes only.** That means that students can still add their names onto waitlists for the first week of the semester and add authorization numbers will not be needed until the beginning of the 2nd week of the semester.

As students drop classes and adjust their schedules during the first week and as you drop no-

show enrolled students, their movement out of a class will open a seat and the first waitlisted student will be automatically enrolled. This will then allow all other students on the waitlist to move up a position and create space for a new student to add their name to the waitlist.

Students are not officially enrolled until their name appears on your current class roster.

***Instructor Drops from the Waitlist*:** Waitlist instructions provided to students at the time of registration inform them that they must show up for the first meeting of any class in which they are waitlisted. If they do not, the instructor can drop them. The names of waitlisted students can be found at the bottom of your drop roster. To drop a waitlisted student, check the drop box and click submit. That will move the next waitlisted student up the list and create a waitlist space for an additional student. This function becomes active as of the first day of your class, not the first day of the semester.

At the end of the first week of the semester, five (5) add authorization numbers will be created for each CRN, waitlists will close, there will be no more automatic movement from the waitlist to enrolled status, and classes will require an add authorization number. The add numbers are unique to each CRN, are non-transferable, and can be used only once. It is at this point, you may issue add authorization numbers to students on the waitlist or, if your waitlist has emptied, to any student you choose to admit to your class. Add Authorization Codes will be generated on Friday, January 15th and it will not be valid until **Monday, January 18th**. **The add authorization codes are valid up until the day before the census date of your class.**

***Short Term Classes*:** Unlike semester-length classes, waitlists for short-term and late start classes close to students the day before the class begins. Once the class starts, all students must be given an add authorization number in order to enroll, even if it appears that your class still has seats available.

- If your short-term class starts the first week of the semester, five (5) add authorization numbers will be available as of the first day of instruction on your

rosters. Add authorization numbers for all other classes will be available by the beginning of the 2nd week of the semester.

Add numbers must be given to students in order of their priority on the waitlist. Please remind students that if they were waitlisted in your class and are now registering with an add number, they must ***first drop*** the waitlisted class and ***then re-add*** the same class. They will then be prompted to enter the add number. If they neglect to drop the class first, they will receive an error message that says they're attempting to enroll in a duplicate class.

Students do not have to be on the waitlist to add a class with an add code, but preference must be given to students on the waitlist.

Add codes will not work if a student has time conflicts, is attempting to exceed their maximum number of units, has taken the class the maximum number of times allowed, or has not met the enforced prerequisite. Please be advised, we cannot accept instructor signatures in lieu of add codes, as they cannot be verified.

I have included a how-to-guide for students to use their add codes in their MyVCCCD portal. Please share it with your students, as necessary. Refer any students who are having difficulty adding your course to the Admissions & Records Office.

Requests for additional add authorization codes must be requested through your dean.

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.

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Due to the current pandemic and social distancing, students will be reaching out to you via email for approval to add a class that is currently full. Since email will be the mode of communication, it is important to respond to students requests quickly on this issue. This will ensure students are able to add the class timely without any issues. I would also encourage you to reach out to your students that are waitlisted and provide instructions on how to add your class if they are waitlisted. Our students are going through unprecedented times and a little extra support will go a long way to ensure a successful semester. I know all of these small added changes take extra time (which you don't have) and I am thankful for the extra measures to ensure student success.

Add Deadlines for Spring 2021 Full Term Courses

1st Week (January 11 – 17)	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses through Sunday, January 17th.**
2nd & 3rd Week (January 18 – January 31)	Add Authorization Code Required Must register online with authorization code. Waitlist process is no longer active.
4th Week (Begins February 1)	Compliance to regulatory and other requirements, NO students will be added to classes as of the census date. The census date is Monday, February 1st for full term courses. All adds must be completed prior to the census date.
Students are not officially enrolled until their name appears on your current class roster.	

Census Reporting: Your Role is Vital!

Each semester the College is required to report an accurate count of its students. Only those students who are officially enrolled and actively attending/participating in classes are eligible to be included in the census count. The college's funding for the entire semester is based on this census. Your role in this process is to certify that the enrollment in each of your classes is accurate prior to the census date.

Financial Aid will also be processing the second disbursement on February 1st. Please make sure you drop students that are no longer actively attending/participating prior to the

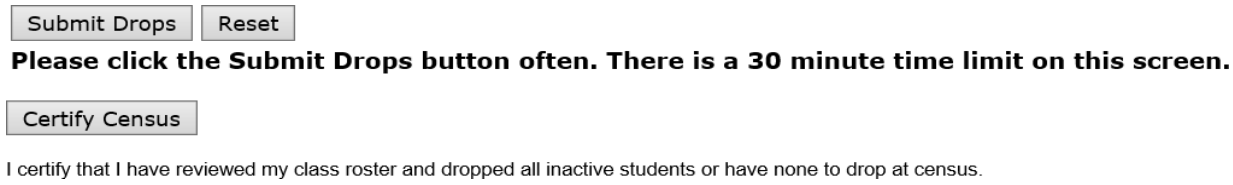
census date. This will ensure the accuracy of Title IV calculations and prevent the college from paying these fees back.

The census deadline for semester-length classes for this semester is on or before Monday, February 1st, 2020. For census and apportionment funding purposes, all students must be added no later than Friday, January 29th to be included in census. **Census certification must be completed prior to the census date. The census reporting deadlines is listed on your class roster.**

The three steps below MUST be completed to certify your course(s):

1. Review your class roster for each class.
2. Drop any "no show" or inactive students, if you have any.
3. Click on the **"Certify Census"** button at the bottom of the drop roster. Once you click on it, the button will then be replaced by the date/time you certified your roster. This box will disappear as of the census date as the census reporting deadline will have passed.

Note: The Certify Census button (available 10 days prior to the census date of your class) must be clicked to certify and comply with census reporting requirements.



Short term classes have a different census date than full term courses. Please refer to your class roster for the census date assigned to your class. The same rules apply as above, all enrollments should be finalized prior to the census date.

POST-CENSUS DROPS

- After the census date, faculty may drop students who have quit attending through the deadline to drop with a "W" grade. Both the student and faculty have the same deadlines.

- **Return to Title IV Drops**: In accordance with federal law, if a student who has been awarded Title IV financial aid withdraws, is withdrawn, stops attending, or fails to earn a passing grade in a semester, Ventura College must calculate the amount that must be returned by the school and/or student to Title IV programs. To ensure the accuracy of Title IV calculations and to prevent the college from paying these fees back, please make sure you drop students that are no longer actively attending.

Early Alert in Starfish

Starfish is designed to help you communicate academic progress concerns with students in your classes, identify resources that might be helpful to their success, and provide them positive feedback on improved progress.

- Increases communication between faculty and students
- Provides personalized feedback to students about their academic progress the moment a tracking item is raised
- Catches students early in the semester to provide them opportunities to improve
- Gives the ability to provide positive recognition to students

Within the Starfish system, you can raise flags, send kudos, and make referrals to campus services.

- Send a flag when you are concerned with progress in a course.
- Send a kudo when you are pleased with student progress or performance.
- Make a referral when you think a student could benefit from additional campus services. Students and any other relevant personnel will receive notifications about these items in the form of an email message.

What happens when you raise a flag or kudos?

- Students will receive a pre-configured email that includes your comments.
- Students are encouraged to reach out to you for additional information about these comments.
- Students are sent links to campus resources.
- Academic counselors can see your comments for their assigned students.

Flags are intended to warn students that they need to take some action. Assigned academic counselors are also notified of these flags because they are a key resource to students who may not know how to best respond to the warning.

Getting started is easy! Access Starfish by logging into the my.vcccd.edu portal and clicking the Starfish link in the "Faculty Self Service" area of the "Faculty" tab.

Fees

All fees are due immediately. Students who do not pay their fees or arrange for payment will be dropped from their classes and required to re-enroll.

Students that are registered through the waitlist will have seven days to pay before they are dropped for non-payment.

Inclusion of Student Preferred Name

New students who included a preferred name on their application for admission will now have the preferred name included on your class roster.

Continuing Students who have a preferred name that is different than their legal name can now have the preferred name added to their college records. The preferred name will appear on all rosters, schedules, Canvas and the portal. Any student can have their preferred name added to their records at the Admissions & Records Office.

Student Drop Notifications

Faculty will be notified via email when a student is dropped from their class.

Faculty Electronic Forms

The 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. The forms are accessible on and off campus securely via the MyVCCCD portal. Once approved, the form will be routed electronically to the Admissions and Records Office so it can be processed.

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The electronic forms are available on the Faculty tab under VC Faculty Forms. Below is a list of the forms that are available in an electronic format:

- Census Certification Deadline Exception
- Grade Change Request
- Incomplete Grade Agreement
- Incomplete Grade Change
- Late Add Request **(For more information, see attached guidance)**
- Reinstatement Petition **(For more information, see attached guidance)**
- Positive Attendance Record Submission

Faculty will be notified during the approval process.

- Faculty will receive a confirmation email when the form is submitted.
- Faculty are notified when the form is approved throughout the approval process.
- Reminders are sent to the approvers when a form is awaiting their approval in OnBase.
- Faculty are notified after the form is processed or denied with a comment by A&R.

If you have any questions, please contact the Admissions and Records Office at extension 6457, 6791, 6041 or 6044.

Thank you so much for all your hard work and dedication to our students.

Gaby Asamsama-Acuña | **Registrar**
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