

Preparation for Census – Deadline to Certify your Class is Sunday, January 31st

CLICK [HERE](#) TO ACCESS A TUTORIAL VIDEO

Census for full length semester classes is approaching. 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. **Students not participating must be dropped.** ***This is important since we have had an increase amount of fraudulent students applying to Ventura College.*** The Distance Education department can assist you with determining Canvas activity/attendance for your students. 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.

Note: In accordance with section 5.2.A.(1) of your contract, census reporting requires a timely submission of census. In order to ensure no additional follow up is needed with your dean, please make sure you comply with the census reporting deadline and certify on or before **Sunday, January 31st**.

Financial Aid will also be processing the second disbursement soon. 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 help prevent student debts.

The census reporting deadline to submit for semester-length classes for this semester is on or before **Sunday, January 31st**. **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.** All faculty must comply and certify their class roster.

NOTE: The certify census button will be available until Sunday, January 31st for full term classes. The census certification button is not available until 10 days prior the census date of the class.

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

1. Review and confirm 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 must be clicked to certify and comply with census reporting requirements.

After you click on the “No Drops to Report” button, your census certification will be replaced with the date/time you certified your course.

Submit Drops

Reset

Please click the Submit Drops button often. There is a 30 minute time limit on this screen.

Certify Census

I certify that I have reviewed my class roster and dropped all inactive students or have none to drop at census.

You will receive a confirmation email with a list of the courses you certified for census.

*Late registration ends on **Friday, January 29th** for full term courses and all students should now be officially enrolled.* Beginning on Monday, February 1st, students will no longer be able to add a semester length class. **This includes any students that have been attending your class since the beginning of the semester.**

Please refer any students that are having difficulty adding the class to the [Admissions & Records](#). Most registration problems can be resolved if they are dealt with prior to the add deadline. We are available remotely to assist students via email at vcadmissions@vcccd.edu, by phone at (805) 289-6457, or through [Video Chat](#).

Remember that census dates differ for **short-term classes**. Check your roster or Instructor’s Detailed Schedule in Faculty Web for the census date of each short-term class you teach. The same rules apply as above, all enrollments must be finalized prior to the census date.

Automated Census Submission Reminders

If the deadline to certify census for any class is missed, an automated, daily reminder to submit documentation to the Admissions & Records Office will be sent through email. This is a district wide practice with each college providing the messaging and process for faculty submitting census documentation after the deadline.



Interested in learning how to read the online schedule of classes? Click [HERE](#) to learn!

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

Thank you for assistance and ensuring we stay in compliance by certifying your courses for census.



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