

Dear Faculty,

This message is a reminder of important **Class Rosters, Waitlists, Add Authorization Codes, CANVAS access and Grades** information.

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

The waitlist process will close for semester-length classes on **Sunday, January 17th**. As of Monday, January 18th, 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, January 15th** for all Spring 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.**

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

IMMEDIATE PAYMENT REQUIRED: *Students are required to pay all fees due the same day they register. Payment plan options are available. If a student fails to pay the same day they register, they will be dropped from the class.*

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 are attempting to enroll in a duplicate class. See attached document with detailed instructions on adding a course with an add authorization code.

Add numbers are your permission for a student to enroll in a class. They 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.

Add codes expire the day before the census date of each class. This applies to all classes. Students attempting to add classes on or after the census will not be able to add the class due to compliance issues. Please check your rosters frequently to ensure students that are attending your class are officially enrolled. **All registration must be completed no later than the end of the third week (January 29th) for full term classes.**

As mentioned above, the waitlist process continues for late-start classes. Waitlists for late start classes closes the day before the class begins. Add numbers for late-start classes are

used as soon as the class begins. Add codes for late start classes will not work until the late start class begins. Until then, students may continue to waitlist.

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

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.

Students that are waitlisted for your class, will show up in Canvas as waitlist. See screen shot below.



ADD DEADLINES FOR SPRING 2021 – FULL TERM COURSES

**1st Week
 (January 11 – 15)**

No Add Code Required – Register Online

	Waitlist Process Remains Active for <u>Full Term Courses</u> through Sunday, January 17th.
2nd & 3rd Week (January 18 – 29)	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 <u>prior</u> to the census date.
Students are not officially enrolled until their name appears on your <u>current class roster</u>.	

GRADES

Final grades are due within 2 days after administering your final.

You are required to input the last date of attendance for any students who receive an “F” or “NP” grade. Your online grade roster will return an error if an “F” or “NP” is awarded without the attendance date. PLEASE NOTE THAT AN ERROR WILL PREVENT ALL GRADES FROM BEING SUBMITTED UNTIL THE REQUIRED DATE IS PROVIDED! IF A STUDENT ATTENDED ALL SEMESTER AND EARNED AN “F”, THEN THE LAST DATE OF ATTENDANCE SHOULD BE THE LAST DAY OF THE TERM.

- The last date of attendance box for any “F” or “NP” grade issued will not appear until you click on “Submit”. When you initially select the grade of “F” or “NP”, the last date of attendance will say “None” until you click on submit.
- You do not have to input a last date of attendance for “W”s. If you are prompted to enter a date for students that withdrew, please ignore the field.
- The date must be entered in the following format: mm/dd/yyyy (i.e. 05/19/2021).

NEW SP GRADE FOR NONCREDIT CLASSES

- We have added the new SP grading option to all noncredit classes. The SP evaluative symbol is defined as “Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol).”
- The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. This SP grade is intended for students who came to class and learned something but didn’t gain the competencies of that class. SP is considered a non-passing grade.
- All noncredit classes will have the option of an SP grade regardless if your class is graded on basis of Pass/No Pass or letter grade. The SP grade will be available in the final grade roster when you issue grades for your class.
- An SP grade will not count towards a noncredit certificate until the student has reregistered for the course and achieves a “P” or letter grade (C or better).

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

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



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