Dear Faculty,

I am pleased to announce that Admissions & Records has created a **Faculty Resources webpage**. On this page, you will find information about important semester information, COVID-19 related petitions, past emails from me, and general updates. Resources include general information, enrollment fees and drop for non-payment, rosters, waitlists, add authorization codes, census, drop deadlines, final exams, grading, positive attendance, and noncredit courses. Click on each topic to open the accordion menu to read more on the information and resources.

Reminders:

- Print/View your class rosters **regularly** to ensure all students attending class are officially registered.
- 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 are not officially enrolled until their name appears on your **current** class roster.
- 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. **Students that are registered through the waitlist will have seven days to pay before they are dropped for non-payment.**
- The add authorization codes are valid up until **the day before the census date** of your class.
  - Summer 2021 add codes will be generated on **May 21st, 2021**, but will not start working until the first day of class.
- **Requests for additional add authorization codes must be requested through your dean.**

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- 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 by the faculty through the drop roster in the MyVCCCD portal under the Faculty Tab.**

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.
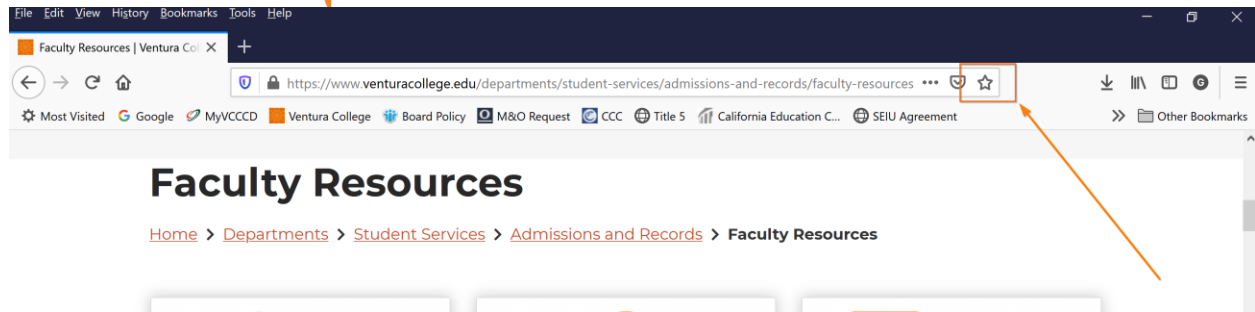
Submit Drops	Reset

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.

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.

I highly recommend that you bookmark the **Faculty Resources webpage** by clicking the "star" in your browser for easy access in the future.

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I hope the **Faculty Resources webpage** will be valuable resource as you help 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!

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

Gaby Asamsama-Acuna

Registrar
Admissions & Records
805-289-6044
gasamsamaacuna@vcccd.edu
www.venturacollege.edu