

Dear Faculty,

Welcome back to another exciting semester! I hope you had a restful and safe summer break.

Please read all this important information or go to the [Faculty Resources webpage](#) to ensure a smooth transition into the Fall 2022 semester.

On the [Faculty Resources webpage](#), you will find information about important semester information, COVID-19 related petitions, my past emails, 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 information and resources.**

The guidance from the California Community College Chancellor's Office regarding the COVID-19 State of Emergency is still in effect through **December 31, 2022**. Below is a summary of the changes we have implemented within our district regarding the executive orders. This is also located online at [www.venturacollege.edu/forms](http://www.venturacollege.edu/forms) under **COVID-19 Related Petitions**.

- **Excused Withdrawal due to COVID-19**
  - **The deadline to request an Excused Withdrawal due to COVID-19 with no documentation has been extended to December 31, 2022.**

This new deadline applies to all terms impacted by the pandemic (Spring 2020 – Fall 2022). Students who request and receive an Excused Withdrawal are not eligible for a refund. Beginning in 2023, students can apply for an Excused Withdrawal, but documentation will be required. Students submitting an Excused Withdrawal Request due to COVID-19 for any of the terms impacted by the pandemic (Spring 20 – Fall 22) should select "COVID-19 Pandemic Related."

- Students can access the [Excused Withdrawal Request](#) form online at [www.venturacollege.edu/forms](http://www.venturacollege.edu/forms).
- **Pass/No Pass Grading Option**
  - **Students may request a change from a letter grade (A-F) to a P/NP (pass/no pass) symbol until December 31, 2022, for the Fall 2022 semester.** Not all classes will offer the Pass/No Pass grading option, so please check the college catalog or the course outline of record to determine if this is an option for your students. We encourage all students to speak to an academic counselor before they submit a request for P/NP grading.
  - The [Pass/No Pass Request](#) form can be accessed online at [www.venturacollege.edu/forms](http://www.venturacollege.edu/forms).

**NEW – Registration Planner:** The new Registration Planner has been implemented. Students can use this new scheduling tool to select courses, list their availability, compare potential schedules, register for classes, drop courses, and plan courses in advance.

- View the [How to Register Video](#) for more information

### Important 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 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.
- The add authorization codes are valid until **the day before the census date** of your class.
  - At the end of the first week of the semester, 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. 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, August 19<sup>th</sup>** and won't be valid until **Monday, August 22<sup>nd</sup>**. The add authorization codes are valid until the day before the census date of your class. **Requests for additional add authorization codes must be requested through your dean.**
- **Short Term Classes:** Unlike semester-length classes, waitlists for short-term and late start classes are close to students the day before the class begins. **Add codes for short-term classes that start Friday, August 12<sup>th</sup>, have been generated.** 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.
  - Add authorization numbers for all other classes will be available by the beginning of the **2nd week of the semester.**
  - 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.

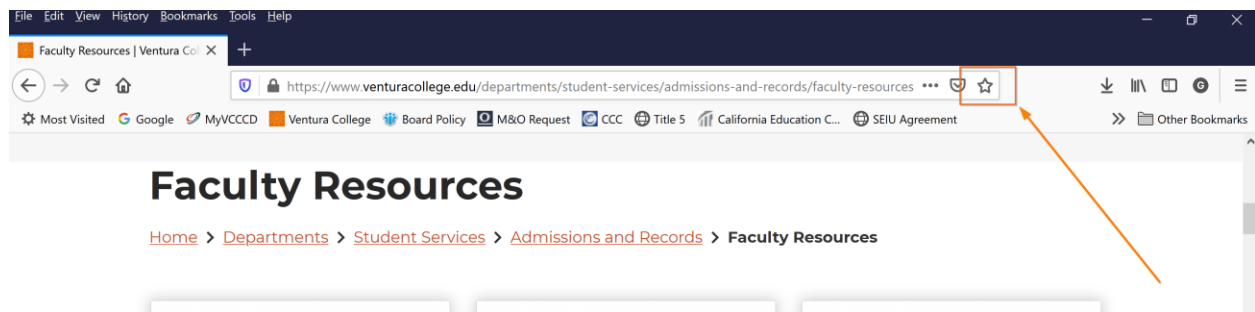
**Short-term classes have a different census date than full-term courses.** Please refer to your class roster for the census date assigned to your class. The same rules apply as above, all enrollments should be finalized prior to the census date.

### Add Deadlines for Fall 2022:

FULL-TERM CLASSES ONLY		
<b>1<sup>st</sup> Week</b> <b>(8/12 – 8/22)</b>	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup></b> <b>Week (8/22</b> <b>– 9/4)</b>	Class Open/Closed	Add Authorization Code Required. (Available Aug. 20 <sup>th</sup> – 5 Per Class). Valid up until the day before census of the class.  Must register online with an authorization code (7 Characters).  The waitlist process is no longer active.  **The 3rd Week is reserved for students who have been attending but haven't yet added the course.
<b>4<sup>th</sup> Week</b> <b>(Begins 9/5)</b>	Compliance to regulatory and other Requirements, NO students will be added to classes after census.	

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

I highly recommend that you bookmark the [Faculty Resources webpage](https://www.venturacollege.edu/departments/student-services/admissions-and-records/faculty-resources) by clicking the “star” in your browser for easy access in the future.



I hope the [Faculty Resources webpage](https://www.venturacollege.edu/departments/student-services/admissions-and-records/faculty-resources) will be a 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.



# ADMISSIONS and RECORDS

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