

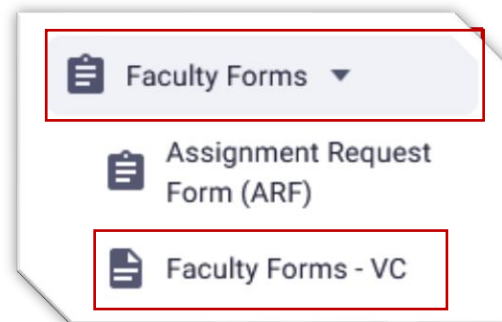
## Faculty - Submitting the Electronic Census Certification Deadline Exception Form

There are several forms required to process faculty requests, petitions, & submissions. These forms are completed & submitted electronically, then automatically uploaded into OnBase, VC's records management software.

This guide focuses on submitting the **Census Certification Deadline Exception Form**.

To access faculty forms:

1. Sign into your [MyVCCCD](#) portal, from the left-hand menu, under "Tools", find the Faculty Forms drop down arrow, then select, "Faculty Forms – VC"



2. In the center of the screen click on the [Census Certification Deadline Exception](#) Link under Faculty E- Forms, and the form will open in a new tab

## Faculty E-Forms:

- [Authorization to Admit a Dual Enrollment Student](#)
- [Census Certification Deadline Exception](#)
- [Grade Change Petition](#)
- [Incomplete Grade Agreement](#)
- [Incomplete Grade Change](#)
- [Independent Studies Request](#)
- [Late Add Request](#)
- [Positive Attendance Record Submission](#)
- [Reinstatement Request](#)

Instructor		
Instructor ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course		
Campus *	Year *	Term *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Subject (IE: MATH) *	Course Number (IE: V01) *	CRN *
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Faculty information will auto-populate at the top of the form; you must complete the blank fields.

Choose the correct campus from the drop-down menu, & select the appropriate Year, Term, Subject, Course Number, and CRN.

- ❖ Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J
- ❖ Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

## Certifying Attendance & Non-Attendance

Next Faculty have 2 options:

1. Certify that all students on their roster were in attendance as of the census reporting deadline listed on their class roster.
2. List students who need to be dropped for non-attendance, last day of attendance, or no show.

### Option 1: Entire class attended, no drops to record.

If all students listed on the class roster were in attendance on the census reporting deadline you will click the blue “Submit Census Certification Deadline Exception” button.



- Submitting the form will automatically forward the report to A&R for processing. Faculty will receive an email confirmation when the form is submitted.
- Once faculty submit their electronic certification form, A&R will receive & process it manually with a turnaround time of 24-48 hours, depending on the volume of census forms received, before the automated “your census is due” email will turn off.
- Faculty will receive a confirmation email that their census certification form has been approved or denied when A&R processes the form. Once the work is approved & complete the automated “your census is due” emails are turned off.

**Option 2: Dropped for Last Date of Attendance, Non-Attendance, & No Show.**

Students to be dropped as “No Shows” or who were no longer actively attending or participating prior to census (if any):

Student Name *	Student ID *	Last Date of Attendance [Type in NO SHOW if applicable]*	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

\*Add or remove students as needed, double-checking that all data is correct

- ❖ If there are students who were not in attendance & need to be dropped from the roster, click the blue “ADD” button on the right side of the form, to list student information.
- ❖ To add additional students, you must continue clicking the “ADD” button to list multiple students as needed.
- ❖ List any student who was a No Show in the course or who were no longer actively attending or participating prior to census. If a No Show, type “NO SHOW” in the last day of attendance field.
- ❖ You must list the correct full name of the student, their student ID number beginning in 900, & the last date of attendance or no show in the last field
- ❖ Double check that all data is correct in each field. Incorrect information may cause a form to be denied.
- ❖ Once all students, who need to be dropped, are added to the form, click the blue “Submit Census Certification Deadline Exception” button.

**Form Submission Tips**

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- Once faculty submit their electronic certification form, A&R will receive & process it manually with a turnaround time of 24-48 hours, depending on the volume of census forms received, before the automated “your census is due” email will turn off.
- Faculty will receive a confirmation email that their census certification form has been approved or denied when A&R processes the form. Once the work is approved & complete the automated “your census is due” emails are turned off.