VENTURA COLLEGE
ADMISSIONS and RECORDS
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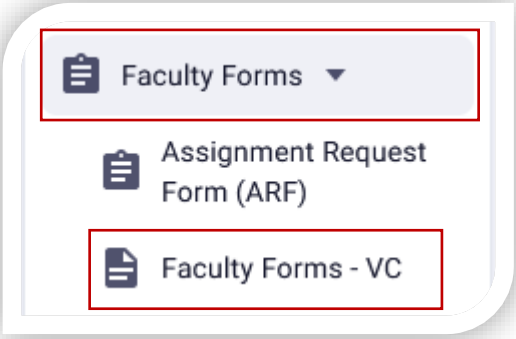
Faculty - Submitting Positive Attendance Rosters

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.

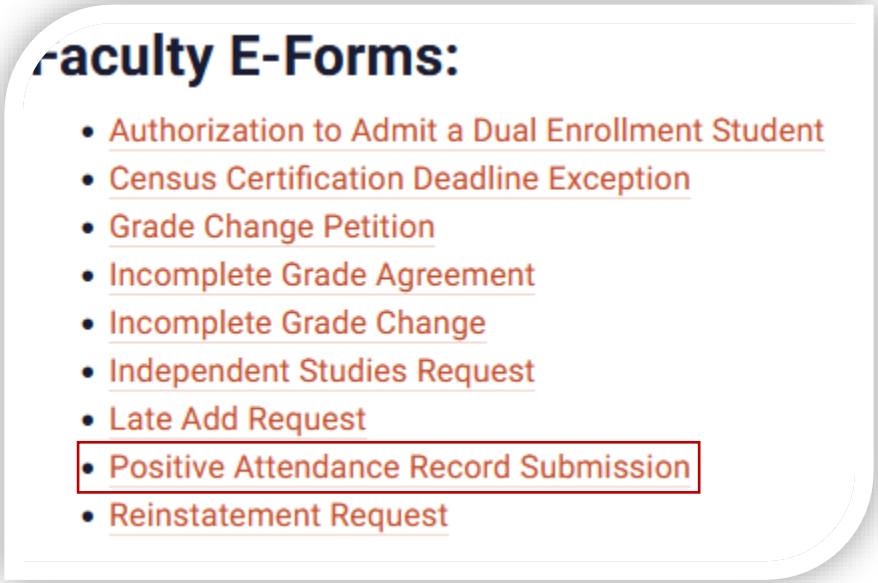
This guide focuses on submitting **Positive Attendance Rosters.**

To access faculty forms:

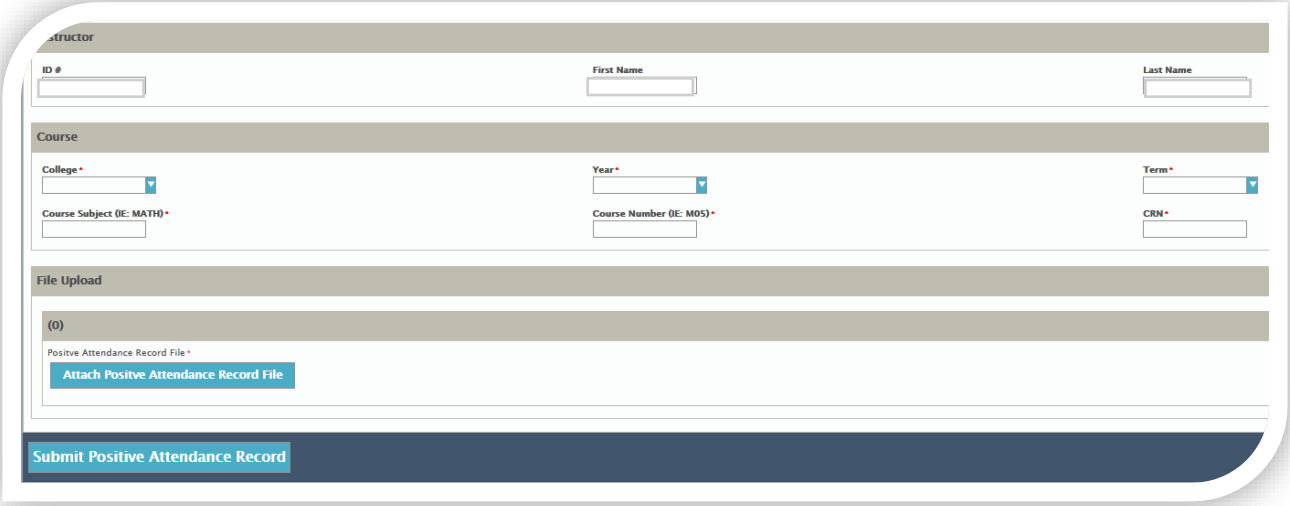
1. Sign into your MyVCCCD portal, from the left-hand menu, under "Tools", find the Faculty Forms drop down arrow, then select, "Faculty Forms – VC"



2. In the center of the screen click on "Positive Attendance Record Submission" link under Faculty E- Forms; the form will open in a new tab



Instructor information will automatically populate in the form, you must enter your course information into each field.

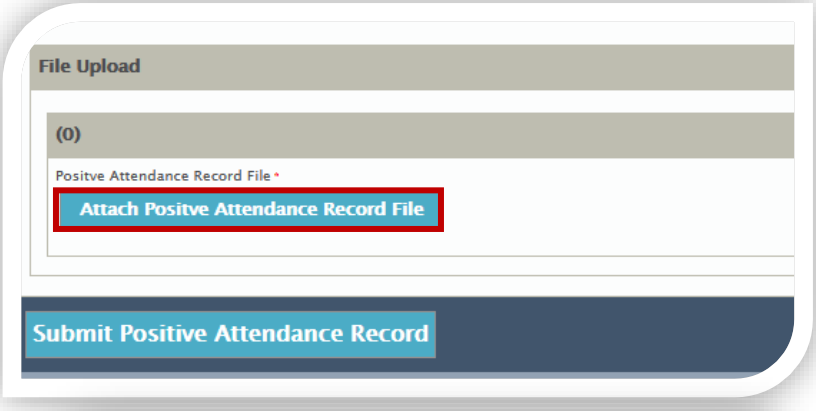


*Course Subject Example: ART, MATH, PHIL | Course Number Example V01, V56A, V44J
Double check all fields for correct data. Incorrect data will result in a denial of forms & will need to be resubmitted.

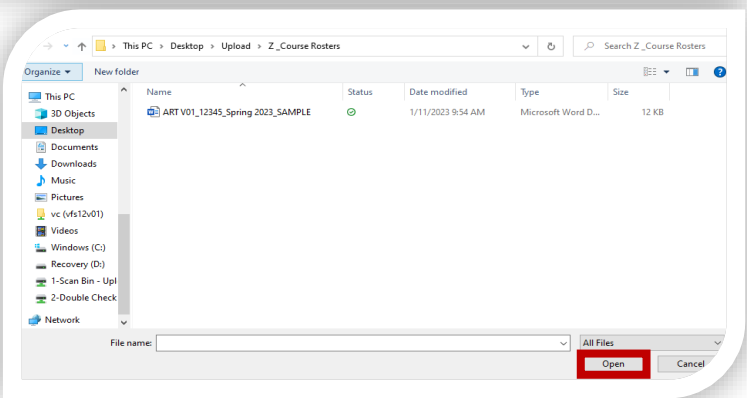
Attach Positive Attendance Record File

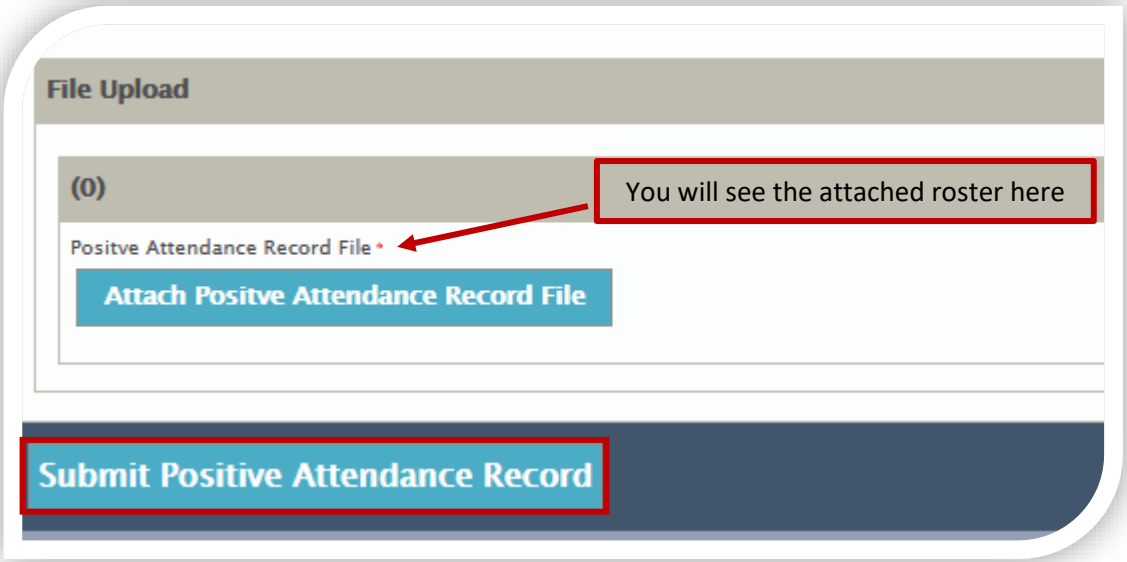
Upload your roster from files

1. Start by clicking the "Attach Positive Attendance Record File" button at the bottom of the screen, a "file upload" box will appear.



2. Select the roster file to upload from your computer, then click open.





Once you have confirmed that all data is correct, and you have attached the correct file, click "submit Positive Attendance Record". Your form will be automatically routed to Admissions & Records for processing.

You will receive a confirmation email when the roster is submitted, and another email when A&R has reviewed & accepted or rejected the roster. If the roster is rejected, notes will be included indicating corrections needed.

Tips for Positive Attendance:

- PA Rosters must match the hours reported in the faculty portal exactly. The only exception is when hours exceed total maximum contact hours in Banner.
- PA Rosters' daily hours must also add up to and equal the total hours indicated. Auditors will need to be able to easily read and calculate your roster Student ID numbers (900#s) must be on the roster.
- PA Rosters need to keep a daily, detailed accounting of student attendance, from the start date through the end of the course.
- All Students in PA classes need exact hours recorded in your file for excused withdrawals and withdrawals, and if specific arrangements have been made to complete those hours.
- Students who dropped before the "W" deadline do not need hours recorded.
- Please include specific notes for auditors regarding zero hours recorded, or if hours for course are by arrangement between the instructor and student.
- On your spreadsheet: If there are zero hours for students, please input a zero in your spreadsheet, or if left blank, make a notation regarding the reason.
- Should you encounter any technical issues submitting your Positive Attendance Rosters, please contact vcadmissions@vcccd.edu.