**Preparation for Census**
**Deadline to Certify your Class is Monday, September 5th**
You will receive a confirmation email on the following day with a list of the courses you certified for census.

## CLICK HERE TO ACCESS A TUTORIAL VIDEO

**Census for full-length semester classes is approaching**.  Each semester the College is required to report an accurate count of its students.  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 on or before Monday, September 5th.**

*__This is important since we have had more fraudulent students applying to Ventura College.__*
More than 65,000 fake students applied for financial aid in wide community college scam. Please support our VC students and drop your no-show students no later than Monday, September 5th.

Financial Aid will also be processing the second disbursement on September 6th. Please make sure you drop students that are no longer actively attending/participating prior to the census date. This will ensure the accuracy of Title IV calculations and prevent the college from paying these fees back.

The Distance Education department can assist you with determining Canvas activity/attendance for your students. The college's funding for the entire semester is based on this census. Your role in this process is to certify that the enrollment in each of your classes is accurate.

Note: In accordance with section 5.2.A.(1) of your contract, census reporting requires timely submission of census. In order to ensure no additional follow-up is needed with your dean, please make sure you comply with the census reporting deadline and certify on or before Monday, September 5th.

Financial Aid will also be processing the second disbursement soon. Please make sure you drop students that are no longer actively attending/participating prior to the census date; this will ensure the accuracy of Title IV calculations and help prevent student debts.

**The census reporting deadline to submit for semester-length classes** for this semester is on or before Sunday, September 5th. For census and apportionment funding purposes, all students must be added no later than Friday, September 2nd to be included in census. Census certification must be completed prior to the census date. All faculty must comply and certify their class roster.

NOTE: The certify census button will be available for full-term classes until Sunday, September 5th. The census certification button is not available until 10 days prior to the census date of the class.

The three steps below MUST be completed to certify your course(s):
1. Review and confirm 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 must be clicked to certify and comply with census reporting requirements.==

After you click the "No Drops to Report" button, your census certification will be replaced with the date/time you certified your course.

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.

==You will receive a confirmation email with a list of the courses you certified for census.==

*Late registration ends on* Friday, September 2nd, *for full-term courses, and all students should now be officially enrolled.* Beginning on Tuesday, September 6th, students will no longer be able to add a semester-length class. This includes any students that have been attending your class since the beginning of the semester.

Most registration issues can be resolved easily when dealt with prior to the deadline. If students have problems registering for classes, please refer the student to Admissions & Records Office for assistance. We are available in person or remotely to assist students.

Remember that census dates differ for **short-term classes**. Check your roster or Instructor's Detailed Schedule in Faculty Web for the census date of each short-term class you teach. The same rules apply as above; all enrollments must be finalized prior to the census date.

## Automated Census Submission Reminders

If the deadline to certify census for any class is missed, **an automated, daily reminder** to submit documentation to the Admissions & Records Office will be sent through email.  This is a district-wide practice, with each college providing the messaging and process for faculty submitting census documentation after the deadline.

Thank you for your assistance and for ensuring we stay in compliance by certifying your courses for census.

*Gaby Asamsama-Acuna*

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