

Dear Faculty,

Welcome back! I trust that each of you has enjoyed a rejuvenating break filled with cherished moments spent with friends and family.

Please take a moment to review all the crucial information provided here or visit the [Faculty Resources webpage](#). This will ensure a seamless transition into the Fall 2023 semester.

On the [Faculty Resources webpage](#), you will discover a wealth of information covering essential semester details, previous communications from me, and general updates. The resources encompass a broad spectrum, including but not limited to general guidelines, enrollment fees, rosters, waitlists, add authorization codes, census procedures, drop deadlines, final examination details, grading policies, positive attendance guidelines, and insights into noncredit courses. **To access further details about each topic, simply click on the respective section to expand the accordion menu and access comprehensive information and resources.**

### Important Reminders:

- Print/View your class rosters **regularly** to ensure all students attending class are officially registered.
- Students are not officially enrolled until their name appears on your **current course roster** from MyVCCCD (not CANVAS).
- The add authorization codes are valid up 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.
  - **Note: Add authorization codes will be generated on Friday, August 18<sup>th</sup> and won't be valid until Monday, August 21<sup>st</sup>. So do not distribute them until the 21<sup>st</sup> as they will not work until then.**
  - **Short-Term Classes:** Unlike semester-length classes, waitlists for short-term

and late start classes close to students the day before the class begins. Once the class starts, all students must be given an add authorization number to enroll, even if your class still has seats available.

- If your short-term class starts the first week of the semester, 5 add authorization numbers **will be available as of the first day of instruction** on your rosters. Add authorization numbers for all other classes will be available by the beginning of the 2<sup>nd</sup> 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.**

Students with unpaid balances will no longer be automatically dropped from your class. After the course refund deadline, they are still financially responsible for any classes they've registered for. **It is very important that you please follow the three steps below 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 2023:

FULL TERM CLASSES ONLY		
<b>1<sup>st</sup> Week</b> <b>(8/14 – 8/20)</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> Week</b> <b>(8/21 – 9/3)</b>	Class Open/Closed	Add Authorization Code Required. (Available Aug 21 <sup>st</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.
<b>4<sup>th</sup> Week</b> <b>(Begins 9/4)</b>	Active enrollment is certified, or you are receiving the automated email notice to follow up by submitting the <a href="#">Census Certification Deadline Exception</a> .	

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 with regulatory and other requirements, NO students will be added to classes as of the census date of the class.	

### What is new?

- **Waitlist Process:** Starting in Summer 2023, students will be cleared from the waitlist in accordance with your course's census date. What does this mean?  
**Waitlisted students will be automatically removed on the census date.**  
 Students will receive an automated notification when they're dropped from the

waitlist. The sample message is below.

- *The waitlist has expired and add codes are no longer valid for this course. You have been removed from the waitlist for this course which includes your access through Canvas. See Counseling about enrolling in an alternative course that meets your academic goals. If you were actively participating in the course contact the instructor directly to inquire about a potential late add petition.*

CRN: <insert CRN> Course: <insert SUBJECT> <insert NUMBER> Title: <insert TITLE>

- **Last Date to Add:** The last date to add on the searchable schedule will now accurately indicate the final day for adding a class. Students can utilize an add code to enroll in a class up until the day preceding the class's census date. **After the census date has passed, adding a class will no longer be possible.** Please ensure all your students are officially registered before the class's census deadline. For any students encountering registration challenges prior to the deadline, please direct them to the Admissions and Records office for assistance.

VCCCD Production Database									
Fall 2023									
Full Term									
CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)		
					4.00		UG		
INSTRUCTOR(S) - (P)primary				TYPE	DAYS	TIME	BLDG	ROOM	
[Redacted]				Dist Ed: Internet delayed	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]				Dist Ed: Internet delayed	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
DATES:		Class starts:		14 AUG 2023	Class ends:		15 DEC 2023		
		Refund deadline:		25 AUG 2023					
		Census deadline:		04 SEP 2023	Census date:		05 SEP 2023		
		Deadline to drop WITH "W":		04 SEP 2023	Deadline to drop WITH "W":		17 NOV 2023		
DIVISION: [Redacted]									

- **California Virtual Campus (CVC):** Ventura College went live earlier this year as a teaching campus for CVC. This will allow any student enrolled at any community college in CA to enroll in online classes at VC seamlessly. No application for admission is required for the student to enroll in up to two classes. **To accommodate and easily identify CVC students, they will appear on your roster with an enrollment status of RX.** CVC students are not eligible to

register using the add code or the late add process.

I want to express my gratitude for all you have contributed to Ventura College thus far. The collective efforts of individuals like you make this institution the unique and vibrant community it is. I consider myself fortunate to be on this journey alongside you. I eagerly anticipate meeting and interacting with you on campus in the upcoming weeks.

If you have any questions, please contact the Admissions and Records Office at [VCAdmissions@vccd.edu](mailto:VCAdmissions@vccd.edu) or call us at 805-289-6457.

Thank you,



*Gaby Asamsama-Acuna*

**Registrar**

Admissions & Records

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