VENTURA COLLEGE

ADMISSIONS
and
RECORDS

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Dear Faculty,

Welcome back! I hope that each of you has enjoyed a restful and restorative break filled with special moments with your friends and family.

Please read all of this important information or go to the **Faculty Resources webpage** to ensure a smooth transition into the Spring 2023 semester.

On the **Faculty Resources webpage**, you will find information about important semester information, past emails from me, and general updates. Resources include general information, enrollment fees, 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 about the 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, January 13th and won't be valid until Monday, January 16th. So do not distribute them until the 16th 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.

- o 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 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.**==

Students with unpaid balance will no longer be automatically dropped from your class. They are still financially responsible for any classes they've registered for after the course refund deadline. **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 Spring 2023:

FULL TERM CLASSES ONLY		
1st Week (1/6 – 1/13)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
2nd & 3rd Week (1/17 – 1/29)	Class Open/Closed	Add Authorization Code Required. (Available Jan 17th – 5 Per Class). Valid up until the day before census of the class. Must register online with authorization code (7 Characters). Waitlist process is no longer active.
4th Week (Begins 1/30)	Active enrollment is certified or you are receiving the automated email notice to follow up by submitting the Census Certification Deadline Exception.	

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

What is new?

- **Pass/No Pass Grading Deadline**: Due to changes in Title 5, students now have the option to declare P/NP grading up until the last day of the semester. This deadline applies to all classes, including short term classes. Students are strongly encouraged to speak with an academic counselor, at (805) 289-6448, before opting into Pass/No Pass for a course.
  - o **Note**: The Pass/No Pass grading option is only available to classes that offer that grading option. This deadline has been removed from the online

searchable schedule since the deadline is the same for all classes. Students can view the semester deadlines by viewing the registration calendar on our website.

- **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.
- **California Virtual Campus (CVC)**: Ventura College will be going live on January 18th (tentatively) 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.**
- **Payment of Fees**: To alleviate the additional burden on students to pay for classes right away, the District has suspended the drop for nonpayment process beginning with the Spring 2023 semester. What does this mean? Students will no longer be dropped for not paying their fees. It will be the student's responsibility to drop their class(es) through the MyVCCCD portal by the deadline to avoid being charged fees. This is a significant change, as it now places the responsibility on the student to drop their class(es). Faculty will play a crucial role in ensuring students are not negatively impacted.
    - **Faculty are strongly encouraged to drop no-shows by the refund deadline, so the students are not assessed any fees but no later than the census deadline.**

If you have any questions, please contact the Admissions and Records Office at VCAdmissions@vcccd.edu.

I want to thank you for all your contributions to Ventura College thus far. Each of you makes this place the unique and thriving community it is, and I feel privileged to be on this journey with you. I look forward to seeing you on campus in the coming weeks.

Thank you,

Gaby Asamsama-Acuna

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