

Dear Faculty,

This message is a reminder of important **Class Rosters, Waitlists, Add Authorization Codes, and CANVAS access** information to ensure a smooth transition into the Spring 2023 semester. This information is also on the [Faculty Resources webpage](#).

CLASS ROSTERS

Print/View your class rosters **regularly** to ensure all students attending class are officially registered. **It is critical that all students are officially registered prior to census.** Also, please be sure there are no students listed on your roster who have not been attending your class.

Most registration issues can be resolved easily when dealt with prior to the deadline. If students have any issues registering for classes, please refer the student to [Admissions & Records](#) for assistance. We are available to assist students via email at VCAdmissions@vcccd.edu or by phone at (805) 289-6457.

WAITLIST & ADD AUTHORIZATION

The waitlist process will close for semester-length classes on **Sunday, January 15th**. As of Monday, January 16th, students will no longer be registered through the waitlist for full-term courses. Students may continue to register or waitlist for any late start class that still has open seats or waitlist availability.

All classes that began the first week of the semester will require the use of add authorization numbers during the 2nd week, even if the class still shows seats available. **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.** The add numbers are unique to each CRN, are non-transferable, and can be used only once. **The add authorization codes are valid up until the day before the census date of your class.**

Add numbers must be given to students in order of their priority on the waitlist. If you have no waitlist or add numbers left after accommodating all waitlisted students, you are free to give the remaining add numbers to any student who requests one. **Students are not required to be on the waitlist to add a course with an add authorization code, but priority must be given to those on the waitlist.**

Request for additional add authorization codes must be requested through your Dean.

Add Deadlines for Spring 2023:

FULL TERM CLASSES ONLY		
1st Week (1/6 – 1/15)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
2nd & 3rd Week (1/16 – 1/29)	Class Open/Closed	Add Authorization Code Required. (Available Jan 17 th – 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.	

CANVAS ACCESS

Students that are waitlisted will have access to CANVAS. When a student is waitlisted, they will show up on your roster as waitlisted. **They will only have access as a waitlist student for up to 14 days for a full-term class (3 days for the short term).** If a student is not officially registered after the time allotted as a waitlist student, they will be **automatically dropped** from the waitlist and lose access to Canvas. Please be advised that the list of students in Canvas is not the official class roster. Waitlisted students will appear on your Canvas list, but this does not mean they are officially registered in the course.

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.**
- The deadline to drop a full-term class is **Friday, January 20th**.
- Short-term classes have different deadlines, and those dates can be found on your class roster.

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).
- 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 Faculty Forms > Drop Rosters.**

If you have any questions, please contact the Admissions and Records Office at VCAdmissions@vcccd.edu or (805) 289-6457.

Thank you for all your hard work, and here is to another great semester!



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Registrar

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