

Dear Faculty,

Welcome to the summer term! A special thank you to all of you, and the work that you do for our students. If you haven't already done so, please don't forget to post your **Spring 2023 semester** final grades.

**Final Grades for the Spring 2023 semester must be posted by**

**Monday, May 22<sup>nd</sup>.**

*In accordance with the current AFT contract, section 5.2.A (1), grades are due 2 working days after finals. Please notify your dean immediately if you cannot meet the grading deadline. Online grading instructions are provided below for your convenience.*

Please read all of this important information or go to the [Faculty Resources webpage](#) to ensure a smooth transition into the Summer 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** class roster.
- Students do not have to be on the waitlist to add a class with an add code, but preference must be given to students on the waitlist. **Students that are registered through the waitlist will have seven days to pay before they are dropped for non-payment.**
- The add authorization codes are valid up until **the day before the census date**

of your class.

- Summer 2023 add codes will be generated **today, May 18<sup>th</sup>, 2023**, but will not start working until the first day of class.
- **Requests for additional add authorization codes must be requested through your dean.**
- 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.

## 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. The student will be responsible for dropping 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.**

Thank you so much for all your hard work and dedication to our students.



*Gaby Asamsama-Acuna*

**Registrar**

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