

**Preparation for Census**

**Deadline to Certify your Class is Monday, September 4<sup>th</sup>**

**You will receive a confirmation email 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 4<sup>th</sup>.**

Financial Aid will also be processing the second disbursement on September 5<sup>th</sup>. Please make sure you drop students who 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 4<sup>th</sup>.**

**The census reporting deadline to submit for semester-length classes** this semester is on or before **Monday, September 4<sup>th</sup>.** For census and apportionment funding purposes, all students must be added no later than **Monday, September 4<sup>th</sup>,** to be included in census. **Census certification must be completed prior to the census date.** All faculty must comply and certify their class roster.

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

**NOTE: The certify census button will be available for full-term classes until Monday, September 4<sup>th</sup>. The census certification button is not available until 10 days prior to the census date of the class.**

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 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.

**Please click the Submit Drops button often. There is a 30 minute time limit on this screen.**

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 Monday, September 4<sup>th</sup>, for full-term courses, and all students should now be officially enrolled.** Beginning on Tuesday, September 5<sup>th</sup>, students will no longer be able to add a semester-length class. **This includes any students who have been attending your class since the beginning of the semester.**

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. **After the census date has passed, adding a class will no longer be possible.** This information is also on the [Faculty Resources webpage](#).

### 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 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.

Addressing registration concerns ahead of the deadline can often lead to swift resolutions. If any students encounter registration challenges, please direct them to [Admissions & Records](#) for assistance. Our team is available to support students via email at [VCAdmissions@vccd.edu](mailto:VCAdmissions@vccd.edu) or by phone at (805) 289-6457. Your collaboration ensures a smooth and successful academic experience for all.



*Gabby Asamsama-Acuna*

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