Dear Faculty,

This message serves as a reminder of crucial information regarding **Class Rosters, Waitlists, Add Authorization Codes and CANVAS access.** This knowledge is essential to facilitate a seamless transition into the Fall 2023 semester. You can also find this information on the **Faculty Resources webpage** for easy reference.

WAITLIST & ADD AUTHORIZATION

The waitlist process will close for semester-length classes on **Sunday, August 20th**. As of Monday, August 21st, 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 numbers will be created tomorrow, Friday, August 18th for all Fall 2023 classes, 5 for each CRN, and will be posted on your rosters.** The add numbers are unique to each CRN, are nontransferable, and can be used only once.

Add numbers must be given to students in order of their priority on the waitlist. If you have no waitlist or if you have 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 students on the waitlist.**

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

Please remind students that if they were waitlisted in your class and are now registering with an add number, they must first drop the waitlisted class and then re-add the same class. They will then be prompted to enter the add number. If they neglect to drop the class first, they will receive an error message that says they're attempting to enroll in a

duplicate class. **See attached document with detailed instructions on adding a course with an add authorization code.**

Add numbers are your permission for a student to enroll in a class. Add code will not work if a student has time conflicts, is attempting to exceed their maximum number of units, has taken the class the maximum number of times allowed, or has not met the enforced prerequisite.

Add codes expire the day before the census date of each class. This applies to all classes. Students attempting to add classes on or after your class's census date will not be able to add the class due to compliance issues. Please check your rosters frequently to ensure that students attending your class are officially enrolled. **All registration must be completed by the end of the third week (September 1st) for full-term classes**. Students are not officially enrolled until their name appears on your **current** class roster.

As mentioned above, the waitlist process continues for late-start classes. Waitlists for late-start classes close the day before the class begins. Add authorization numbers for late-start classes are not required until the class begins. Add codes for late start classes will not work until the late start class begins. Until then, students may continue to waitlist.
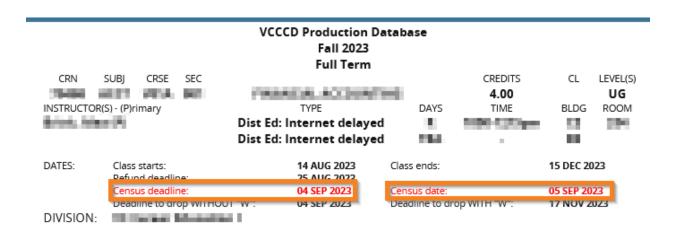
CANVAS, CLASS ROSTERS & WAITLISTED STUDENTS

Please make it a routine to regularly print or view your class rosters to ensure that all attending students are officially registered. **It is of utmost importance that all students are properly registered before the census deadline.** Also, please verify that no students on your roster have not been attending your class.

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 **up until the census date of your class.** What does this mean? Waitlisted students will be **removed on the census date of the class** if they are still on the waitlist. Once they are removed, they will no longer have access to Canvas.

The census date is listed on your class roster. Students must add the class with add code **no later than the census deadline.** Add codes are ONLY valid up until the day BEFORE the census date of your class. **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.

VCCCD Production Database
Fall 2023
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
					4.00		UG

INSTRUCTOR(S) - (P)rimary

	TYPE	DAYS	TIME	BLDG	ROOM
	Dist Ed: Internet delayed				
	Dist Ed: Internet delayed				

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 WITHOUT "W": 04 SEP 2023   Deadline to drop WITH "W": 17 NOV 2023

DIVISION:

ADD DEADLINES FOR FALL 2023

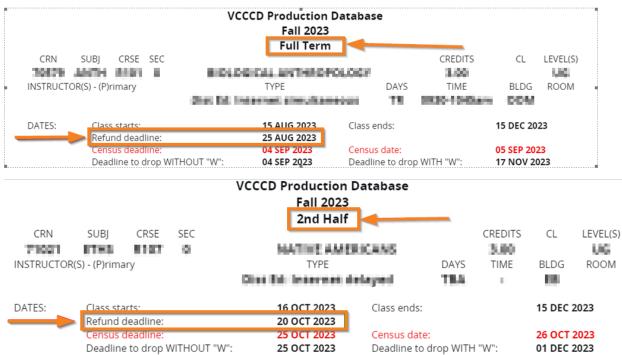| FULL TERM CLASSES ONLY		
1st Week (8/14 – 8/20)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full-Term Courses**
2nd & 3rd Week (8/21 – 9/3)	Class Open/Closed	Add Authorization Code Required. (Available Aug 21st – 5 Per Class). Valid up until the day before census of the class. Must register online with an authorization code (7 Characters). The waitlist process is no longer active.
4th Week (Begins 9/4)	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 with regulatory and other requirements, NO students will be added to classes as of the census date of the class.	

FEES

To alleviate the added financial pressure on students, the District has temporarily suspended the process of dropping students for nonpayment. What does this mean? Students will not be automatically removed from classes due to unpaid fees. Instead, it becomes the student's responsibility to initiate the process of dropping their class(es) through the MyVCCCD portal by the designated deadline to avoid incurring fees. This shift places the onus on students to manage their class enrollment.

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. Students have up to two weeks to drop a full-term class with a full refund and won't be responsible for any enrollment fees for the class. **The deadline to drop a full-term class with a full refund is Friday, August 25ᵗʰ.** Short-term classes have different deadlines, and those dates can be found on your class roster.

VCCCD Production Database
Fall 2023
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
░░░░░	░░░░	░░░░	░	BIOLOGICAL ANTHROPOLOGY	3.00	UG	

INSTRUCTOR(S) - (P)rimary	TYPE	DAYS	TIME	BLDG	ROOM
░░░░░░░░	Dist Ed: Internet simultaneous	TH	░░░░-░░░am	DCM	░░░

DATES:

Class starts:	15 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 WITHOUT "W":	04 SEP 2023	Deadline to drop WITH "W":	17 NOV 2023

VCCCD Production Database
Fall 2023
2nd Half

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
░░░░░	░░░░	░░░░	░	NATIVE AMERICANS	3.00	UG	

INSTRUCTOR(S) - (P)rimary	TYPE	DAYS	TIME	BLDG	ROOM
░░░░░░░░	Dist Ed: Internet delayed	TBA	░	░░	

DATES:

Class starts:	16 OCT 2023	Class ends:	15 DEC 2023
Refund deadline:	20 OCT 2023		
Census deadline:	25 OCT 2023	Census date:	26 OCT 2023
Deadline to drop WITHOUT "W":	25 OCT 2023	Deadline to drop WITH "W":	01 DEC 2023

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@vcccd.edu or by phone at (805) 289-6457. Your collaboration ensures a smooth and successful academic experience for all.

Thank you,

Gaby Asamsama-Acuna

Registrar
Admissions & Records
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gasamsamaacuna@vcccd.edu
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