

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 2024 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 18th**. As of Monday, August 19th, 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 16th for all Fall 2024 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 2nd) 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.

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

Thank you,



Gabby Asamsama-Acuna

Registrar

Admissions & Records

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