

### Preparation for Census

**Deadline to Certify your Class is Sunday, January 28<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, and it's crucial for the College to accurately report the number of enrolled and actively participating students. Students must be officially enrolled and actively attending classes to be included in the census count.

This is particularly important due to increased fraudulent student applications at Ventura College. [Today, about 20% of California's community college applications are scams](#); more than 460,000 of the 2.3 million requests to the state's online application system since July alone. [El Camino College lost \\$110,298](#) in financial aid last academic year to scammers who pretended to be students. **With that said, students not participating must be dropped on or before Sunday, January 28<sup>th</sup>.**

Additionally, Financial Aid will process the second disbursement on January 29<sup>th</sup>, so dropping students who are no longer actively participating before the census date is essential. This ensures the accuracy of Title IV calculations and prevents the college from paying fees for non-participating students. For assistance in determining Canvas activity/attendance, you can contact the [Distance Education department](#). The college's funding for the entire semester relies on the census, and your role is to certify the accuracy of enrollment in your classes.

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 **Sunday, January 28<sup>th</sup>.**

**The census reporting deadline to submit for semester-length classes** this semester is on or before **Sunday, January 28<sup>th</sup>.** For census and apportionment funding purposes, all students must be added no later than **Friday, January 26<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  
 Spring 2024  
 Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
37012	ACCT	101A	001	FINANCIAL ACCOUNTING	4.00		UG
INSTRUCTOR(S) - (P)primary				TYPE	DAYS	TIME	BLDG ROOM
McIntosh, Kyle (P)				Dist Ed: Internet delayed	TBA	-	EB
				Dist Ed: Internet delayed	TR	1000-1215pm	CE 134
DATES:		Class starts:	08 JAN 2024	Class ends:	16 MAY 2024		
		Refund deadline:	19 JAN 2024				
		Census deadline:	28 JAN 2024	Census date:	29 JAN 2024		
		Deadline to drop WITHOUT "W":	28 JAN 2024	Deadline to drop WITH "W":	19 APR 2024		
DIVISION:		VC Career Education I					

**NOTE: The certify census button will be available for full-term classes until **Sunday, January 28<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.

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.

**You will receive a confirmation email with a list of the courses you certified for census.**

**Late registration ends on Friday, January 26<sup>th</sup> for full-term courses, and all students should now be officially enrolled.** Beginning on Monday, January 29<sup>th</sup>, students will no longer be able to add a semester-length class. **This includes any students that have been attending your class since the beginning of the semester.**

Most registration issues can be resolved quickly when dealt with before the deadline. If students need help registering for classes, please refer the student to [Admissions & Records](#) for assistance. We can assist students via email at [VCAdmissions@vccd.edu](mailto:VCAdmissions@vccd.edu) or by phone at (805) 289-6457.

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. 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.

Thank you for your assistance and for ensuring we stay in compliance by certifying your courses for census.



*Gabby Asamsama-Acuna*

**Registrar**  
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