

Dear Faculty,

Welcome back! I hope that each of you has enjoyed a restful and restorative break filled with special moments with your friends and family.

Please read all of this important information or go to the [Faculty Resources webpage](#) to ensure a smooth transition into the Spring 2024 semester.

### 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 course roster** from MyVCCCD (not CANVAS).
- The add authorization codes are valid up until **the day before the census date** of your class.
  - At the end of the first week of the semester, 5 add authorization numbers will be created for each CRN, waitlists will close, there will be no more automatic movement from the waitlist to enrolled status, and classes will require an add authorization number.
  - **Note: Add authorization codes will be generated on Friday, January 12<sup>th</sup>, and won't be valid until Monday, January 15<sup>th</sup>. So please do not distribute them until the 15<sup>th</sup> as they will not work until then.**
  - **Short Term Classes:** Unlike semester-length classes, waitlists for short-term and late start classes close to students the day before the class begins. Once the class starts, all students must be given an add authorization number to enroll, even if your class still has seats available.
  - If your short-term class starts the first week of the semester, 5 add authorization numbers **will be available as of the first day of instruction** on your rosters. Add authorization numbers for all other classes will be available by the beginning of the 2<sup>nd</sup> week of the semester.
- 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 balances 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 passes.

**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.

Short term classes have a different census date than full term courses. Please refer to your class roster for the census date assigned to your class. The same rules apply as above, all enrollments should be finalized prior to the census date.

### Add Deadlines for Spring 2024:

FULL TERM CLASSES ONLY		
<b>1<sup>st</sup> Week (1/8 – 1/12)</b>	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup></b>	Class	Add Authorization Code Required. (Available Jan 15 <sup>th</sup> )

<b>Week (1/16 – 1/28)</b>	Open/Closed	– 5 Per Class). Valid up until the day before census of the class. Must register online with authorization code (7 Characters). Waitlist process is no longer active.
<b>4<sup>th</sup> Week (Begins 1/29)</b>	Active enrollment is certified or you are receiving the automated email notice to follow up by submitting the <a href="#">Census Certification Deadline Exception</a> .	

SHORT TERM CLASSES ONLY		
<b>Prior to 1<sup>st</sup> Day of Class</b>	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active up Until the Day before the 1st Day of Class **
<b>As of the 1<sup>st</sup> Day of Class</b>	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active Up Until the Day before the 1st Day of Class **
<b>Class Census Date</b>	Compliance to regulatory and other Requirements, NO students will be added to classes as of the census date of the class.	

If you have any questions, please contact the Admissions and Records Office at [VCAdmissions@vcccd.edu](mailto:VCAdmissions@vcccd.edu) or (805) 289-6457.

I want to thank you for all your contributions to Ventura College thus far. Each of you makes this place the unique and thriving community it is, and I feel privileged to be on this journey with you. I look forward to seeing you on campus in the coming weeks.

Thank you,



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