

Dear Faculty,

Welcome back! I hope you had a rejuvenating break filled with cherished moments with friends and family.

To ensure a smooth transition into the Fall 2024 semester, please take a moment to review all the crucial information provided here or visit the [Faculty Resources webpage](#).

The [Faculty Resources webpage](#) is your go-to for essential semester details, past communications, and general updates. It includes comprehensive information on guidelines, enrollment fees, rosters, waitlists, add authorization codes, census procedures, drop deadlines, final exams, grading policies, positive attendance guidelines, and noncredit courses. Simply click on each section to expand the accordion menu and access detailed information and resources.

Important Reminders:

- **Regularly** print or view your class rosters to ensure all attending students are officially registered.
- Students are not officially enrolled until their name appears on your **current course roster** from MyVCCCD (not CANVAS).
- Add authorization codes are valid until the day before the census date of your class.
 - At the end of the first week of the semester, five add authorization numbers will be created for each CRN. Waitlists will close, and automatic movement from the waitlist to enrolled status will cease, requiring add authorization numbers for class enrollment.
 - **Add authorization codes will be generated on Friday, August 16th, and will be valid starting Monday, August 19th. Do not distribute them before the 19th, as they will not work until then.**
 - For short-term classes: Waitlists for short-term and late-start classes close the day before the class begins. Once the class starts, add authorization numbers are required for enrollment, even if seats are available.
 - If your short-term class starts the first week of the semester, five add authorization numbers will be available on your rosters from the first day of instruction. For other classes, add authorization numbers will be available at the beginning of the second week of the semester.
- Only students who are officially enrolled and actively attending/participating in

classes should be included in the census count. **Faculty must drop non-participating students through the drop roster in the [MyVCCCD portal](#) under the Faculty Tab.**

Census Reporting: Your Role is Vital!

Each semester, the College must report an accurate count of its students. Only students who are officially enrolled and actively attending or participating in classes are eligible to be included in the census count. The college's funding for the entire semester is based on this census. Your role is to certify that the enrollment in each of your classes is accurate before the census date.

Financial Aid will process the second disbursement on September 3rd. Please ensure you drop students who are no longer actively attending or participating before the census date. This will ensure the accuracy of Title IV calculations and prevent the college from having to repay these fees.

The census deadline for semester-length classes is on or before Monday, September 2nd, 2024. For census and apportionment funding purposes, all students must be added by Friday, August 30th, to be included in the census. Census certification must be completed before the census date.

I encourage all faculty to drop any no-shows or inactive students by the refund deadline to ensure students are not charged enrollment fees for classes they did not attend. Any student dropped after the refund deadline will owe fees for the class. Students have up to two weeks to drop a full-term class with a full refund and will not be responsible for any enrollment fees for the class. The deadline to drop a full-term class is Friday, August 23rd. Short-term classes have different deadlines, which can be found on your class roster.

The three steps below MUST be completed 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 (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.

Add Deadlines for Fall 2024:

FULL TERM CLASSES ONLY		
1st Week (8/12 – 8/18)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full-Term Courses**
2nd & 3rd Week (8/19 – 9/2)	Class Open/Closed	Add Authorization Code Required. (Available Aug 16 th – 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 9/3)	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.	

What is new?

- New Searchable Schedule (Coming Soon): We are excited to announce the upcoming launch of our [updated Class Schedule search page](#)! The IT team has

worked diligently to create a new, clean look for the page, making it easier for prospective and current students to explore open classes for the upcoming semester. This update of [the classic search page](#) includes detailed information on course offerings, prerequisites, participation in the Zero Textbook Cost Program, and the format of each course (online, in-person, or hybrid).

- Before we officially update the current schedule search, we would greatly appreciate your feedback on the new user interface. Your insights are invaluable in ensuring we provide the best possible experience for our students.
- [Please take a moment to explore the new Class Schedule search page](#) and share your thoughts with us using the "How are we doing?" button in the top right-hand corner of the screen.

I want to express my gratitude for all you have contributed to Ventura College thus far. The collective efforts of individuals like you make this institution the unique and vibrant community it is. I consider myself fortunate to be on this journey alongside you. I eagerly anticipate meeting and interacting with you on campus in the upcoming weeks.

If you have any questions, please contact the Admissions and Records Office at VCAdmissions@vccd.edu or call us at 805-289-6457.

Thank you,



Gabby Asamsama-Acuna

Registrar

Admissions & Records

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