

Preparation for Census

Deadline to Certify your Class is Sunday, September 1st

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 the College must 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. Since fall 2021, California's community colleges have given more than \$5 million to Pell runners. [Pell runners are fake students who enroll at a community college, apply for a federal Pell grant, collect as much as \\$7,400, and then vanish.](#)

Colleges also report giving these scammers nearly \$1.5 million in state and local aid.

With that said, students not participating must be dropped on or before **Sunday, September 1st.**

Additionally, Financial Aid will process the second disbursement on September 3rd, so dropping students 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 **September 1st.**

The census reporting deadline to submit for semester-length classes this semester is on or before **September 1st. For census and apportionment funding purposes, all students must be added no later than **Friday, August 30th** 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
Fall 2024

Drop/Withdraw/Leave Class

CLASS	DATE	TIME	DAY	SECTION	INSTRUCTOR	STATUS	CLASS	SECTION
COMMUNITY SERVICE	19 AUG 2024	11:00	W	100	FRIDMAN, DANIEL (PI)	100	100	100

DATES: Class starts: **19 AUG 2024** Class ends: **11 OCT 2024**
 Refund deadline: **22 AUG 2024**
Census deadline: 26 AUG 2024 **Census date: 27 AUG 2024**
 Deadline to drop WITHOUT "W": **26 AUG 2024** Deadline to drop WITH "W": **26 SEP 2024**

CERTIFICATION: VC 100-Campus

NOTE: The certify census button will be available for full-term classes until **Sunday, September 1st. 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, August 30th for full-term courses, and all students should now be officially enrolled. Beginning on Monday, September 2nd, students can no longer add a semester-length class. **This includes any students 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 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 email reminder to submit documentation to Admissions & Records will be sent.** 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 compliant by certifying your courses for census.



Gabby Asamsama-Acuna

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