

Dear Faculty,

This message is a reminder of important **Class Rosters, Waitlists, Add Authorization Codes, and CANVAS access** information to ensure a smooth transition into the Spring 2024 semester. This information is also on the [Faculty Resources webpage](#).

CLASS ROSTERS

Print/View your class rosters **regularly** to ensure all students attending class are officially registered. **It is critical that all students are officially registered prior to census.** Also, please be sure there are no students listed on your roster who have not been attending your class.

Most registration issues can be resolved easily when dealt with prior to the deadline. If students have any issues registering for classes, please refer the student to [Admissions & Records](#) for assistance. We are available to assist students via email at VCAdmissions@vcccd.edu or by phone at (805) 289-6457.

WAITLIST & ADD AUTHORIZATION

The waitlist process will close for semester-length classes on **Sunday, January 14th**. As of Monday, January 15th, 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 codes will be generated on Friday, January 12th and won't be valid until Monday, January 15th.** **So please do not distribute them until the 15th as they will not work until then.** ****Admissions & Records will be closed on Monday, January 15th.**** The add numbers are unique to each CRN, are non-transferable, and can be used only once. **The add authorization codes are valid up until the day before the census date of your class.**

Add numbers must be given to students in order of their priority on the waitlist. If you have no waitlist or 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 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 the 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. They 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 Deadlines for Spring 2024:

FULL TERM CLASSES ONLY		
1st Week (1/8 – 1/14)	Class Open/Closed	No Add Code Required – Register Online **Waitlist Process Remains Active for Full Term Courses**
2nd & 3rd Week (1/15 – 1/28)	Class Open/Closed	Add Authorization Code Required. (Available Jan 17 th – 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.

4th Week (Begins 1/29)	Active enrollment is certified or you are receiving the automated email notice to follow up by submitting the Census Certification Deadline Exception .
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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	Add Authorization Code Required. Valid up until the day before census of the class. Must register online with authorization code (7 Characters). Waitlist process is no longer active.
Class Census Date	Compliance to regulatory and other Requirements, NO students will be added to classes as of the census date of the class.	

CANVAS ACCESS FOR WAITLISTED STUDENTS

Students who 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.

The census date is listed on your class roster. Students must add the class with add code **no later than the census deadline.** Add codes are ONLY valid up until the day BEFORE the census date of your class.

Students that are waitlisted for your class, will show up in Canvas as waitlist. See the screenshot below.



FEES

To alleviate the additional burden on students to pay for classes right away, the District has suspended the drop for nonpayment process. What does this mean? Students will no longer be dropped for not paying their fees. It will be the student's responsibility to drop their class(es) through the MyVCCCD portal by the deadline to avoid being charged fees. This is a significant change, as it now places the responsibility on the student to drop their class(es). Faculty will play a crucial role in ensuring students are not negatively impacted.

- **Faculty are strongly encouraged to drop no-shows by the refund deadline, so the students are not assessed any fees but no later than the census deadline.**
- The deadline to drop a full-term class is **Friday, January 19th**.
- Short-term classes have different deadlines, and those dates can be found on your class roster.

Important Reminders:

- Print/View your class rosters **regularly** to ensure all students attending class are officially registered.
- **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 who are attending your class are officially enrolled. All registration must be completed no later than the end of the third week for full-term classes. Students are not officially enrolled until their names appear on your current class roster.
- Students are not officially enrolled until their name appears on your **current course roster** from MyVCCCD (not Cavas).
- 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 Faculty Forms > Drop Rosters.**

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

Thank you for all your hard work, and here is to another great semester!



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Registrar

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