Dear Faculty,

Happy summer term, everyone! A huge thank you to each and every one of you for your incredible dedication to our students. If you haven't already, please remember to submit your final grades for the **Spring 2024 semester.** Your hard work is greatly appreciated!

> **Final Grades for the Spring 2024 semester must be posted by Monday, May 20th.**
>
> *In accordance with the current AFT contract, section 5.2.A (1), grades are due 2 working days after finals. Please notify your dean immediately if you cannot meet the grading deadline. Online grading instructions are provided below for your convenience.*

Please read all of this important information or go to the **Faculty Resources webpage** to ensure a smooth transition into the Summer 2024 semester.

On the **Faculty Resources webpage**, you will find information about important semester information, my past emails, and general updates. Resources include general information, enrollment fees, rosters, waitlists, add authorization codes, census, drop deadlines, final exams, grading, positive attendance, and noncredit courses**.** **>>Click on each topic to open the accordion menu to read more about the information and resources.<<**

IMPORTANT REMINDERS

- Print/View your class rosters **regularly** to ensure all students attending class are officially registered.
- Students are not officially enrolled until their names appear on your **current** class roster.
- Students do not have to be on the waitlist to add a class with an add code, but preference must be given to students on the waitlist**.**
- The add authorization codes are valid up until **the day before the census date** of your class. **Summer 2024 add codes have been generated but will not start working until the first day of class.**
- **Requests for additional add authorization codes must be requested through your dean.**
- 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. 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 (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.

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.

Thank you so much for all your hard work and dedication to our students!

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