

REGISTRAR UPDATES – AUGUST 26, 2019

New: Excused Withdrawal (EW)

An Excused Withdrawal (EW) is a non-evaluated symbol used to permit a student to withdraw from a course for reasons beyond their control. It may be requested by the student at any time during the semester (effective January 2018) and no later than three (3) years after the term in which the course was taken. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Students that have questions regarding the EW should be referred to the Admissions and Records Office. The petition for an EW can be accessed online at www.oxnardcollege.edu/forms.

Add Authorization Codes

The waitlist process closed for semester-length classes on Sunday, August 25th. As of Monday, August 26th, students will no longer be registered through the waitlist for full term courses. Students may continue to register or waitlist into 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 numbers must be given to students in order of their priority on the waitlist. If you have no waitlist or if you have 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 be on the waitlist to add a course with an add authorization code but priority must be given to those students on the waitlist.*

Request for additional add authorization codes must be requested through your dean.

Census Reporting

New: You will receive a confirmation email on the following day listing the courses you have certified for census.

The census deadline for semester-length classes for this semester is on or before **Sunday, September 8, 2019**. For census and apportionment funding purposes, all students must be added no later than

Friday, September 6th to be included in census. **Census certification must be completed prior to the census date.**

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) 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.

NEW: Early Alert is now completed in Starfish

Starfish is designed to help you communicate academic progress concerns with students in your classes, identify resources that might be helpful to their success, and provide them positive feedback on improved progress.

- Increases communication between faculty and students
- Provides personalized feedback to students about their academic progress the moment a tracking item is raised
- Catches students early in the semester to provide them opportunities to improve
- Gives the ability to provide positive recognition to students

Within the Starfish system, you can raise flags, send kudos, and make referrals to campus services.

- Send a flag when you are concerned with progress in a course.
- Send a kudo when you are pleased with student progress or performance.
- Make a referral when you think a student could benefit from additional campus services. Students and any other relevant personnel will receive notifications about these items in the form of an email message.

What happens when you raise a flag or kudo?

- Students will receive a pre-configured email that includes your comments.
- Students are encouraged to reach out to you for additional information about these comments.
- Students are sent links to campus resources.
- Academic counselors can see your comments for their assigned students.

Flags are intended to warn students that they need to take some action. Assigned academic counselors are also notified of these flags because they are a key resource to students who may not know how to best respond to the warning.

Getting started is easy! Access Starfish by logging into the my.vcccd.edu portal and clicking the Starfish link in the "Faculty Self Service" area of the "Faculty" tab. For more information, please visit the Starfish website at www.oxnardcollege.edu/starfish or the faculty handbook.

Coming Soon: Faculty Electronic Forms

Online electronic forms are being developed to save time and resources by routing the forms electronically. The online forms provide a paperless solution to processing forms, thus eliminating the need to mail, email or print the forms. The forms will be accessible on and off campus securely via the MyVCCCD portal. Once approved, the form will be routed electronically to the Admissions and Records Office so it can be processed.

The electronic forms will be available on the Faculty tab under OC Faculty Forms. We hope to have the forms ready for use shortly after the semester begins. Below is a list of the forms that will be available in an electronic format:

- Census Certification Deadline Exception
- Incomplete Grade Change
- Positive Attendance Record Submission
- Incomplete Grade Agreement
- Grade Change Request
- Reinstatement Petition

Faculty will be notified during the approval process.

- Faculty will receive a confirmation email when the form is submitted.
- Faculty are notified when the form is approved throughout the approval process.
- Reminders are sent to the approvers when a form is awaiting their approval in OnBase. Dean admins will be cc'd in the reminder emails.
- Faculty are notified after the form is processed by A&R.

I will send an email once the electronic forms are available to use.

Example

Please provide all information, including the student's 9004, justification for the petition and the student's first date of attendance. Assign a final grade only if the semester is over. If you class is a positive attendance course, please include the positive attendance hours.

| Instructor | | |
|------------|------------|-----------|
| ID # | First Name | Last Name |
| 900233746 | JOEL | DIAZ |

| Student | | |
|--------------|----------------------|---------------------|
| Student ID * | Student First Name * | Student Last Name * |
| | | |

| Course | | |
|-----------------------------|----------------------------------|--------|
| College * | Year * | Term * |
| | | |
| Course Subject (IE: MATH) * | Course Number (IE: V01) * | CRN * |
| | | |
| Final Grade (If Applicable) | Pos Attend Hours (If Applicable) | |
| | | |
| Units * | First Date of Attendance * | |
| | | |
| Justification * | | |
| | | |

| Dean | |
|--------|-------|
| Dean * | Email |
| | |

Submit Reinstatement Request