

Admissions & Records

Faculty Orientation

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Topics and Processes

- ▶ **Elucian Self Service:** <https://selfservice.vvc.edu/>
- ▶ **Student Registration – add codes**
- ▶ **Class Roster – Self Service**
- ▶ **Census Reporting – first 20%**
- ▶ ***Drop with W Deadline – 75%**
- ▶ **Positive Attendance (PA) – daily via Self Service**
- ▶ **Grades – submission deadline (and for PA)**
- ▶ **A&R Faculty Resources Page:**
<https://www.vvc.edu/admissions-and-records-faculty-resources>

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FORMS

[Request for Change of Grade](#)

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NextGen - Track Your Forms (Video)



Admissions & Records

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Dual (Concurrent) Enrollment

Enrollment Verification

Establishing California Residency

Fees & Tuition

Frequently Asked Questions

Graduation & Commencement

International Students

Placement Survey

Register for Classes

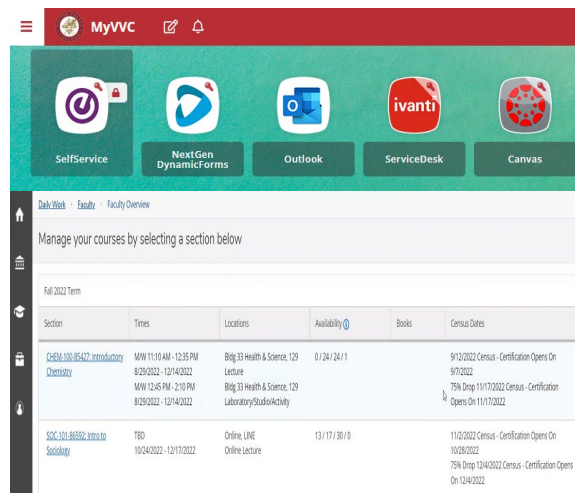
Steps to Enrollment



System to use?

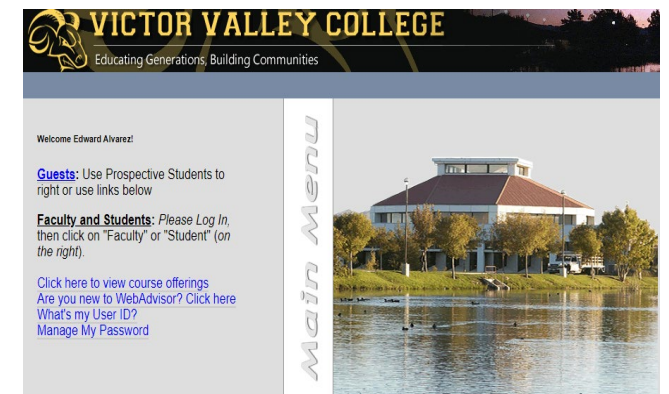
▶ **Ellucian Self Service:**
<https://selfservice.vvc.edu/>

- ▶ Class Roster
- ▶ Emailing students
- ▶ Drop Roster
- ▶ Positive Attendance (if applicable)
- ▶ Census
- ▶ Grading



▶ **WebAdvisor**

- ▶ Only used to retrieve Authorization Code
 - ▶ Give to students who you approve to add the course.
 - ▶ Authorization Code must be used after class starts and before Census Deadline.
 - ▶ Students use code via Navigate



Must Know...

- ▶ **Census Reporting – 20%:**
 - ▶ Census dates can vary significantly...
 - ▶ Census (No-shows) must be reported the day before the Census Date via the Drop Roster in SelfService!
 - ▶ It is mandatory to report no-shows and to complete your Census PRIOR to the Census date (20% point) for each section you teach.
 - ▶ An important process that must be completed by all faculty.
- ▶ ***Drop with a “W” – 75%:**
 - ▶ A student will receive a “W” when dropped before this deadline, and this is marked as “Instructor Drop.” If a student never attended and they were not dropped at 1st census, you should report this as a No Show (NS). This will need to be manually adjusted in admissions.
- ▶ **Positive Attendance (PA) – daily via Self Service**
 - ▶ For classes that require positive attendance hours to be kept, it is necessary to record attendance on your Positive Attendance Roster throughout the semester.
 - ▶ We need every student's hours...
 - ▶ Students who are not on the roster and attending class MUST officially register.
- ▶ **Grades – submission deadline (and for PA)**
 - ▶ Submitted via Self Service by the term grade submission deadline according to the VVC academic calendar:
<https://www.vvc.edu/academic-calendar>
 - ▶ “FW” grade option:
 - ▶ An “FW” grade is issued when a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and the student has not received district authorization to withdraw from the course under extenuating circumstances. The last date of attendance will be required.

Faculty Resources:

- ▶ **A&R Faculty Resources Page:** <https://www.vvc.edu/admissions-and-records-faculty-resources>
- ▶ **A&R Contact information - for instructors:**
 - ▶ **Admissions** – Admissions and Records – ext. 2272 – admissions@vvc.edu
 - ▶ **Edward F. Alvarez** – Director, Admissions and Records - ext. 2373
- ▶ **A&R Contact information - for students:**
 - ▶ **Admissions & Records**– ext 2272 – Admissions@vvc.edu
- ▶ If you have difficulties logging on to SelfService, please contact the Help Desk at 760-245-4271 ext 2744 or email them at helpdesk@vvc.edu (indicate "FACULTY" in the subject line). Their office is located in the ATC Building 21.

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Track the status of your pending forms. See how here: [NextGen - Track Your Forms](#)

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We're here to help you!

Questions?

