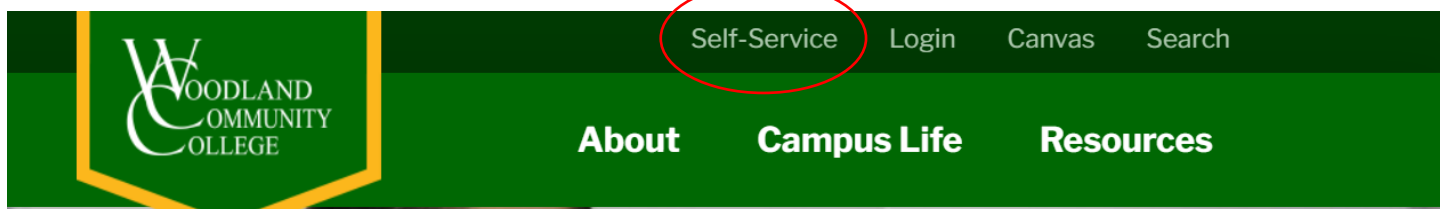


Process to Comply with YCCD COVID-19 Policy

1. Go to WCC.YCCD.EDU
2. Click on SELF-SERVICE



3. Log in using your YCCD credentials:

- a. Your WCC student ID number is the first letter of your last name followed by a 7-digit number (i.e., A0123456). If you are unable to find it in your email, you can retrieve it [HERE](#).
- b. If this is your first time logging into our YCCD systems, your default password will be as follows:
 - i. First letter of your legal first name (Uppercase)
 - ii. + First letter of your legal last name (Lowercase)
 - iii. + Last 4 digits of your Social Security Number Note: (if no SSN was provided on the college application, then use last 4 digits of WCC Student ID #)
 - iv. + 2-digit designation of your birth month (e.g., April = 04)

A screenshot of the YUBA CCD LOGIN page. The page has a teal header with the text 'YUBA CCD LOGIN'. Below the header are two input fields: 'Username' and 'Password'. To the right of the input fields is the YCCD logo, which says 'YCCD YUBA COMMUNITY COLLEGE DISTRICT'. Below the input fields are four buttons: 'Login', 'Set Password', 'Forgot Password?', and 'Need Help?'.

4. Once logged in, you will land on the WCC Self-Service Home Menu. Click on **REQUIRED AGREEMENTS**.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

The screenshot shows a grid of service tiles. The first tile, 'Required Agreements', is circled in red. Other tiles include Student Resources, Student Finance, Tax Information, Student Planning, Grades, Enrollment Verifications, Transcript Requests, Financial Aid, Employee, Course Search, Graduation Overview, Financial Management, and Parking.

5. Click on **COVID-19 Notice of Risks**. Read the notice and click **accept**. High school students will only see the first two agreements.

Self Service Yuba College TEST v2.30 C0292017 Sign out Help

Options · Required Agreements

SysTEST instance v2.30
Last Updated: 2/16/2020

Required Agreements

Title	Agreement Period	Due Date	Status	Action
COVID-19 Vaccination and Testing Information	2022SP Agreement Period	5/27/2022	Accepted 10/13/2021	View
COVID-19 Notice of Risks	2021SP Agreement Period	5/28/2021	Accepted 10/29/2020	View
10 Days to Pay Policy	2021SP Agreement Period	5/28/2021	Accepted 1/9/2021	View
Student Health Fee - \$10	2021SP Agreement Period	5/28/2021	Accepted 1/9/2021	View
Student Representation Fee - \$2	2021SP Agreement Period	5/28/2021	Declined 1/9/2021	View
Cal Grant Notification	2021SP Agreement Period	5/28/2021	Accepted 1/9/2021	View

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~ SSS-v230-TEST-YC (v2-30-build-20210131) ~

Self Service Yuba College TEST v2.30 C0292017 Sign out Help

Options · Required Agreements

Required Agreements

Title
COVID-19 Vaccination and Testing Information
COVID-19 Notice of Risks
10 Days to Pay Policy
Student Health Fee - \$10
Student Representation Fee - \$2
Cal Grant Notification

COVID-19 Notice of Risks

Accepted 10/29/2020 6:04 PM Print

NOTICE OF RISKS AND PROTOCOLS FOR STUDENTS REGARDING COVID-19

Yuba Community College District's highest priority is the safety of its students and employees. While we prioritize safety, our students may determine that they wish to continue their studies, which may expose them to individuals who have developed or are receiving treatment for COVID-19. All students should be aware that they are at risk of exposure to the virus that causes COVID-19.

The District provides the following targeted guidance about COVID-19 safety to its students to allow them to consider risks and take certain precautions before continuing required face-to-face instruction.

Notice of Risks in Courses:

- o Students attending Yuba Community College District may be exposed to the virus that causes COVID-19.
- o By attending Yuba Community College District, students may knowingly or unknowingly transmit the COVID-19 virus to family members in their home or to with whom they have close contact.
- o Students attending Yuba Community College District may expose and potentially transmit the virus that causes COVID-19 to others, and thus may place young children, elderly or immunocompromised family members and others they come in contact with at high risk for infection and illness.

Cancel

Status	Action
Accepted 10/13/2021	View
Accepted 10/29/2020	View
Accepted 1/9/2021	View
Accepted 1/9/2021	View
Declined 1/9/2021	View
Accepted 1/9/2021	View

- Click on **COVID-19 Vaccination and Testing Information**. Read the notice and click on **GO HERE** to submit your vaccination or testing documentation. This will take you to the **Confidential Medical Information Authorization (CMIA)** page.

Self Service Yuba College TEST v2.30 C0292017 Sign out Help

Options · Required Agreements

Required Agreements

Title
COVID-19 Vaccination and Testing Information
COVID-19 Notice of Risks
10 Days to Pay Policy
Student Health Fee - \$10
Student Representation Fee - \$2
Cal Grant Notification

COVID-19 Vaccination and Testing Information

Accepted 10/13/2021 6:08 PM Print

COVID-19 Vaccination and Testing Information

I understand that on September 9, 2021 the Yuba Community College District Board of Trustees adopted Resolution No. 21-56 requiring all faculty, staff, administrators, and volunteers, effective December 1, 2021, and all students, effective January 24, 2022, to be fully vaccinated against COVID-19 or submit to weekly testing in order to be physically present on any district owned or controlled premises for an extended amount of time, and/or participate in any district activity for an extended amount of time.

[GO HERE to submit your vaccination or testing documentation](#)

All students, volunteers, faculty, and staff will continue to wear a face covering over the mouth and nose, regardless of vaccination status, in all indoor district settings, as long as circumstances dictate. Students who do not access face-to-face instruction or services are not covered by this policy unless or until an individual student meets the requirements, above.

Use of the Information:

Cancel

Status	Action
Accepted 10/13/2021	View
Accepted 10/29/2020	View
Accepted 1/9/2021	View
Accepted 1/9/2021	View
Declined 1/9/2021	View
Accepted 1/9/2021	View



Confidential Medical Information Authorization

Authorization for Yuba College

Confidentiality of Medical Information Act ("CMIA"), Civil Code §§ 56.20, 56.21.

Pursuant to California's Confidentiality of Medical Information Act, I, , authorize the Yuba Community College District ("District") to use and disclose information regarding my COVID-19 vaccination status or COVID-19 test results for legitimate, non-discriminatory business purposes where my vaccination status is necessary for the District to make business or work-related decisions authorized by or in order to comply with federal, state, or local law or regulation or District policy or protocol that takes a person's vaccination status or COVID-19 test results into account.

Specifically, I authorize the District to use and disclose this information for the purposes provided under the Cal/OSHA COVID-19 Regulations (8 C.C.R. §§ 3205-3205.4), including, decisions regarding the use of face coverings and my presence on campus. Additionally, I authorize the District to disclose the medical information described in this authorization to any facility/partner providing clinical/practicum experience necessary for my program of study.

This authorization is limited to the following types of information:

Information regarding my COVID-19 vaccination status or results of tests administered to detect the presence of the COVID-19 virus (SARS-CoV-2).

I authorize the District to use this information for the following purposes:

1. For legitimate, non-discriminatory business purposes where information regarding my vaccination status is necessary for the District to make business and operational-related decisions authorized by or in order to comply with federal, state, or local laws or

7. Once you have read the terms, scroll down on the **Confidential Medical Information Authorization (CMIA) page** to select if you agree or do NOT agree with the terms of the CMIA. If you mark that you agree, please provide your full name and your College (WCC Student) ID. Click **submit** once you have completed the information requested.

I authorize the parties specified to disclose information regarding my COVID-19 vaccination status in the manner specified above through **June 30, 2023**

Right to receive a copy of this authorization:

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

I authorize the limited uses and disclosures of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

My Name: Devin Crosby

Date: 10/15/2021

College ID: 0292017

I agree to the above terms authorizing Yuba Community College District to collect and disclose information regarding my COVID-19 vaccination and testing results as stated above.

Enter your full name as listed above:

Enter your College ID:

I DO NOT agree to the above terms. I understand that by not providing proof of vaccination or agreeing to weekly COVID-19 testing I will only be able to register for fully online courses and must utilize online student services.

Submit

I authorize the parties specified to disclose information regarding my COVID-19 vaccination status in the manner specified above through **June 30, 2023**

Right to receive a copy of this authorization:

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

I authorize the limited uses and disclosures of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

My Name: Devin Crosby

Date: 10/15/2021

College ID: 0292017

I agree to the above terms authorizing Yuba Community College District to collect and disclose information regarding my COVID-19 vaccination and testing results as stated above.

Enter your full name as listed above:

Enter your College ID:

I DO NOT agree to the above terms. I understand that by not providing proof of vaccination or agreeing to weekly COVID-19 testing I will only be able to register for fully online courses and must utilize online student services.

Submit

8. You will now be directed to the **Vaccination and Testing Documentation page**. Here you should see that your CMIA is complete, and you will be able to upload a picture of your vaccination documentation or COVID-19 Test Results. Click on **Upload Vaccination Documentation OR Upload COVID-19 Test Results** to be directed to the upload page. Complete the information requested and upload your document/picture. Once you are done uploading, click on **Upload File & Save File**.

If you are registering for face-to-face classes, you must submit your vaccine or recent testing documentation, before 5pm on January 21, 2022. If you do not provide vaccination or testing documentation by the deadline, you will be dropped from your face-to-face courses. COVID-19 tests must be administered within 72 hours of the January 21st deadline. If you are registering for classes after January 21st or have signed up for late start classes, you must provide vaccination or testing documentation prior to attending class in person.

Step 1: Complete your CMIA

[View and download CMIA](#)

CMIA Status: Completed on: 10/15/2021

Step 2: Provide proof of vaccination or testing

[Upload Vaccination Documentation](#)

Vaccination Status: Not Vaccinated

Or

[Upload COVID-19 Test Results](#)

Testing Status: Not Tested

The screenshot shows the Yuba College website interface. At the top, there is a navigation bar with links for 'Students', 'Parents', 'Alumni', 'Employees', 'Self-Service', 'Login', 'Canvas', and 'Search'. Below this is a secondary navigation bar with 'New Students', 'Admissions', 'Academics', 'About', 'Campus Life', and 'Resources'. The main heading is 'Submit Proof of Vaccination'. Below the heading, there is a paragraph of text explaining the requirements for vaccination proof. This is followed by a section titled 'Please upload your proof of vaccination below' with a sub-heading 'Once proof is verified by contact tracers'. A bulleted list provides details on eligibility for vaccination incentives. Below the list, there is a form field labeled 'Indicate Vaccine Type' with a dropdown menu showing '--Select One--'. At the bottom, there is a date input field labeled 'Date of Final (last) Vaccination:' with a calendar icon and the format 'mm/dd/yyyy'. The page also includes a footer section titled 'How to upload a file'.


the data obtained as a result of your self reporting can be found on the YCCD website (link to come).

Please upload your proof of vaccination below

Once proof is verified by contact tracers

- If you are a currently student (Fall 2021), you will qualify for the vaccination incentive
- If you plan to enroll for the Spring, 2022 semester, you will qualify for the vaccination incentive after the spring census date.

Indicate Vaccine Type

Date of Final (last) Vaccination: 

How to upload a file

Step 2: A Click on "Choose File" button below. Select the image or pdf file from your device confirming your COVID-19 test results, date and location.

Upload proof of vaccination:

Select file

No file chosen

Accepted file types: "pdf", "jpg", "png", " HEIC", "jpeg", "gif".

9. If uploaded correctly, you should see your **Vaccination Status or your Testing Status** switch to yellow while it is awaiting verification.

WELCOME, DEVIN

If you are registering for face-to-face classes, you must submit your vaccine or recent testing documentation, before 5pm on January 21, 2022. If you do not provide vaccination or testing documentation by the deadline, you will be dropped from your face-to-face courses. COVID-19 tests must be administered within 72 hours of the January 21st deadline. If you are registering for classes after January 21st or have signed up for late start classes, you must provide vaccination or testing documentation prior to attending class in person.

Step 1: Complete your CMIA

CMIA Status: Completed on: 10/15/2021

Step 2: Provide proof of vaccination or testing

Vaccination Status: Vaccination documentation uploaded, awaiting verification

Or

Testing Status: Test results uploaded: 10/15/2021, awaiting verification

10. If you mark that you DO NOT agree to the CMIA terms, you will be prompted with a message saying you will only be able to register for fully online classes.

I authorize the parties specified to disclose information regarding my COVID-19 vaccination status in the manner specified above through **June 30, 2023**

Right to receive a copy of this authorization:

I understand that if I sign this authorization, I have the right to receive a copy of this authorization. Upon request, the District will provide me with a copy of this authorization.

I authorize the limited uses and disclosures of my medical information as described above for the purposes listed above. I understand that this authorization is voluntary and that I am signing this authorization voluntarily.

My Name: Devin Crosby

Date: 10/15/2021

College ID: 0292017


I agree to the above terms authorizing Yuba Community College District to collect and disclose information regarding my COVID-19 vaccination and testing results as stated above.

Enter your full name as listed above:

Enter your College ID:

I DO NOT agree to the above terms. I understand that by not providing proof of vaccination or agreeing to weekly COVID-19 testing I will only be able to register for fully online courses and must utilize online student services.

Submit

 [Students](#) [Parents](#) [Alumni](#) [Employees](#)

[Self-Service](#) [Login](#) [Canvas](#) [Search](#)

[New Students](#) [Admissions](#) [Academics](#)



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Online Classes Only

Thank you Devin Crosby for your interest in attending our college. We have registered your election to not allow Yuba Community College District to collect and maintain your personal medical information related to COVID-19 vaccination and testing pursuant to Civil Code §§ 56.20, 56.21. This election will limit the courses you may register for to only those offered completely online.

[Return to Self Service](#)

[Return to Form](#)



