



VENTURA COLLEGE

ADMISSIONS and RECORDS

4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Argos – Student Contact Information by Program of Study

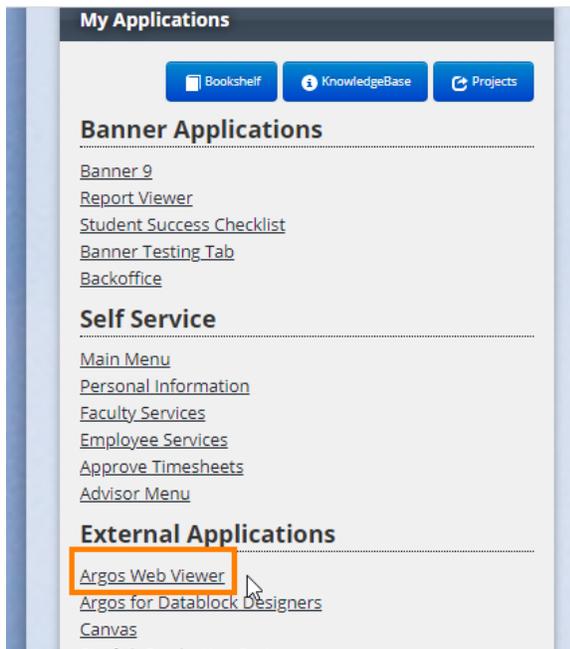
Log into the [MyVCCCD portal](#).

You access student information you must either be on campus, logged in remotely through VPN, or logged in remotely through Secure Portal or Secure Desktop.

Click on the Work Life tab.



Scroll down to the External Applications box and click on Argos Web Viewer.





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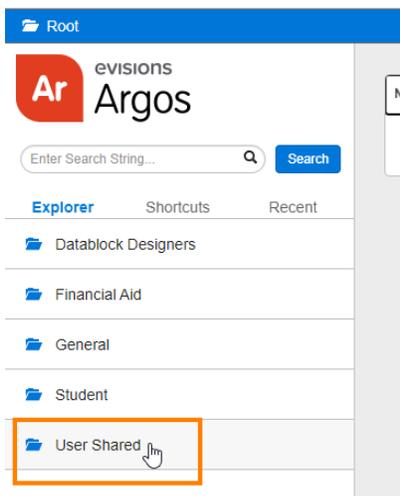
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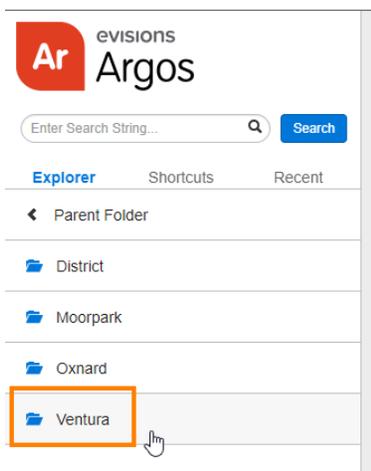
Argos will open in a new tab.

If you are asked to log in, use your portal credentials. Do not use @vcccd.edu in your username.

On the left hand side menu, click on User Shared Folder.

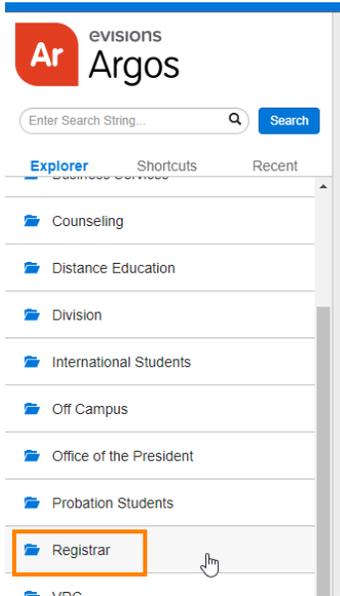


Click on the Ventura folder.

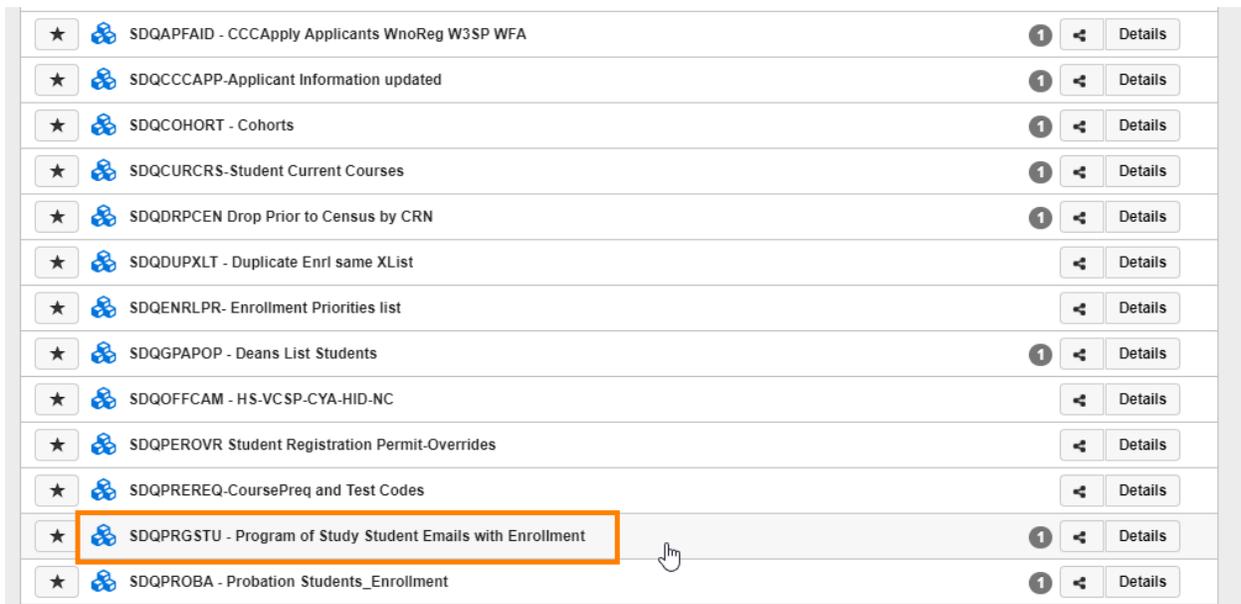




Click on the Registrar folder.



Scroll down and find the report, SDQPRGSTU – Program of Study Student Emails with Enrollment.





If you want to access the report more easily, later, star the report so it's added to your favorites.

★	SDQAPFAID - CCCApply Applicants WnoReg W3SP WFA	1	Details
★	SDQCCAPP - Applicant Information updated	1	Details
★	SDQCOHORT - Cohorts	1	Details
★	SDQCURCRS - Student Current Courses	1	Details
★	SDQDRPCEN Drop Prior to Census by CRN	1	Details
★	SDQDUPXLT - Duplicate Enrl same XList		Details
★	SDQENRPR - Enrollment Priorities list		Details
★	SDQGPAPOP - Deans List Students	1	Details
★	SDQOFFCAM - HS-VC-SP-CYA-HID-NC		Details
★	SDQPEROVR Student Registration Permit-Overrides		Details
★	SDQPRREQ - CoursePreq and Text Codes		Details
★	SDQPRGSTU - Program of Study Student Emails with Enrollment	1	Details
★	SDQPROBA - Probation Students_Enrollment	1	Details

Select the Campus, Ventura.

Select Campus:

Moorpark
Oxnard
Ventura

Select the Term you want to see student information for.

Select Term:

202107 - Fall 2021
202105 - Summer 2021
202103 - Spring 2021
202007 - Fall 2020
202005 - Summer 2020
202003 - Spring 2020
201907 - Fall 2019
201905 - Summer 2019
201903 - Spring 2019
201807 - Fall 2018
201805 - Summer 2018
201803 - Spring 2018
201707 - Fall 2017



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Select the program of study/major.

Select Program of Study:

A screenshot of a web application's dropdown menu. The menu is titled 'Select Program of Study:' and is currently open. The top item, 'Accounting-AS', is highlighted in blue and has a mouse cursor hovering over it. Below it, the following items are listed: Accounting-CERT, Admin Office Assistant-AS, Admin Office Assistant-CERT, Administration of Justice, Administration of Justice-AS-T, Administrative Assistant-AS, Administrative Assistant-CERT, Advanced Manufacturing-AS, Ag Business: Animal Science-AA, Agricultural/Plant Sci-AS, Agricultural/Plant Sci-CERT, Agriculture Business-AS-T, Agriculture Field SupervisorNC, Agriculture Plant Science-AS-T, Anthropology-AA-T, Anthropology-PA, Architectural Design-AS, Architectural Design-CERT, and Architectural Science-AS.

To select multiple majors, hold the control button as you select additional programs/majors.

Click Run.

A screenshot of the application interface. It shows three dropdown menus and a button. The 'Select Campus:' dropdown has 'Moorpark', 'Oxnard', and 'Ventura' (highlighted) as options. The 'Select Term:' dropdown has a list of terms from '202107 - Fall 2021' down to '201707 - Fall 2017', with '202107 - Fall 2021' highlighted. The 'Select Program of Study:' dropdown is open, showing the same list of programs as in the previous screenshot, with 'Accounting-AS' and 'Accounting-CERT' highlighted. To the right of these dropdowns is a blue button labeled 'Run', which is highlighted with an orange border.



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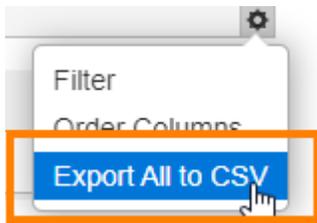
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When the data generates, click the wheel icon to export to a spreadsheet.

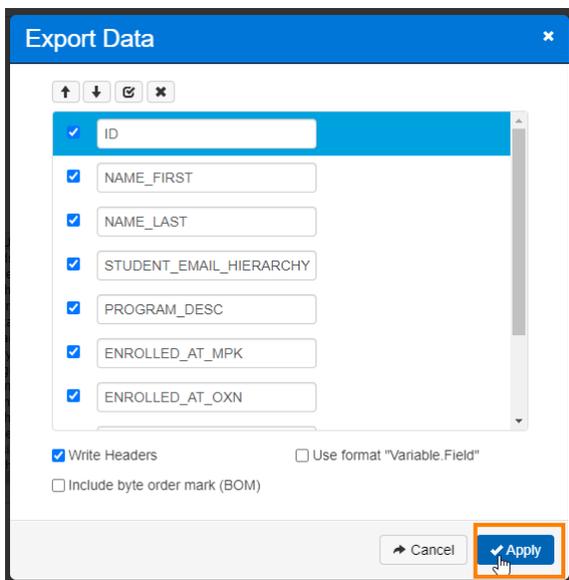
ID	NAME_FIRST	NAME_LAST	STUDENT_EMAIL_HIERARCHY	PROGRAM_DESC	ENROLLED_AT_MPK	ENROLLED_AT_OXN	ENROLLED_AT_SUN	AREA_CODE	PHONE_NUM
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	Y	N	N		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	Y	N		
900				Accounting-AS	Y	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		
900				Accounting-AS	N	N	Y		

130 items

Click Export All to CSV



In the Export Data window that pops up, click the Apply button.





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The report will download. Click on the file to open it.



If you are accessing the data through your Secure Portal or Secure Desktop, you will have to move the file from your Temp Files to your OneDrive before opening it. View this [how-to-video](#) to get started.