# Spring 2022 (202220) Enrollment Validation Policy (EVP) Instructions for Students

## WHY MUST UCM DO ENROLLMENT VALIDATION?

- to validate that students intend to participate in enrolled courses
- to reduce educational costs by facilitating University compliance with federal financial aid regulations

## WHICH OF MY CLASSES ARE AFFECTED?

- Likely, all of your classes!
- The EVP takes place at the beginning of every semester/session (fall, spring, and summer).  This includes half semester classes and all five summer sessions.  It affects both undergraduate and graduate level students/classes.
- The EVP applies to all full-semester and first half-semester class beginning between Monday, January 10th – Sunday, January 16th, and any second half-semester courses that begin Monday, March 14th – Sunday, March 20th.
- The EVP does NOT apply to "off-schedule" classes or to continuing education, dual credit, doctoral credit, IEP, independent study/research, internships, MLS/Rad Tech classes, music lessons, practicum, student teaching, study abroad, THRIVE classes, and zero-credit classes.
- If you enroll in a class on or after the first day of that class, the instructor will not be able to report you as absent.  It is assumed that if you add a class at this time that you intend to participate in it.

## SO, WHAT DO I *REALLY* NEED TO KNOW/DO??

- **If you don't plan to complete a course – DROP THE COURSE NOW IN MYCENTRAL.**
- Make sure to drop any classes that you do not want before the 100% refund date (find dates on ucmo.edu/registrar)
- If you plan to attend a course but must miss the first day (of a face-to-face class) make sure you let the instructor know to NOT report you as absent and that you do plan to stay in the course.
- **Do NOT assume that an instructor will report you as absent if you do not attend.  YOU are responsible for your own enrollment/disenrollment.  If you forget to drop a class that you do not want, you will receive an F grade and do have to pay for the course!**
- Check your campus email every day during the first two weeks of the semester.  If any instructor reports you as absent, you will immediately receive an email.  The email will include a link to save yourself from being dropped if you click on it.  This must be done by the days/times listed in the chart on page 2 (below).

# REPORTING/DROP SCHEDULE

| If your class begins on: | And your class is: | You must validate enrollment by: | If you are reported absent, but wish to remain in the class, click the button in the e-mail you received before*: | Drops will occur after: |
|---|---|---|---|---|
| Monday, January 10th through Sunday, January 16th | face-to-face | attending the first class meeting | Noon on Friday, January 21st | Noon on Friday, January 21st |
| Monday, January 10th through Sunday, January 16th | online or hybrid | validating enrollment by the end of the day on Sunday, January 16th | Noon on Friday, January 21st | Noon on Friday, January 21st |
| Monday, March 14th through Sunday, March 20th | face-to-face | attending the first class meeting | Noon on Friday, March 25th | Noon on Friday, March 25th |
| Monday, March 14th through Sunday, March 20th | online or hybrid | validating enrollment by the end of the day on Sunday, March 20th | Noon on Friday, March 25th | Noon on Friday, March 25th |

**\*If you are reported absent for a class, but do want to remain enrolled, click on the button included in the e-mail that you received.  This will remove you from the absence list and you will not be dropped from the class.**

*The EVP is heavily dependent upon communication between students and faculty. Therefore, **it is critically important that students check their student email account often** during the week before classes begin and during the first several weeks of the semester.*

*DO NOT ASSUME THAT AN INSTRUCTOR HAS REPORTED AN ABSENCE. ENROLLMENT AND DIS-ENROLLMENT IS THE RESPONSIBILITY OF THE STUDENT.*
*STUDENTS WHO FAIL TO DROP THE CLASS WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE CLASS AND WILL RECEIVE A GRADE OF "F" IN THE CLASS.*

# WHAT DO I, AS A STUDENT, HAVE TO DO?

There is a different process for Enrollment Validation for classes that meet face-to-face and those that are online/ hybrid/synchronous.

## FOR FACE-TO-FACE CLASSES

**Attend each class on the first day the class is scheduled to meet.** You can find your course start dates and meeting times in MyCentral. Go to the Student tab, Records and Registration, and in your Student Profile click on Student Schedule in the black menu box. Choose Schedule Details.

**Make sure that the instructor has included you when they take attendance.** If you arrive to class late, be sure to check in with the instructor before you leave.

If you are unable to attend on the first day, you must contact each class instructor prior to the first class day to indicate your intention to continue enrollment. You can find contact information for instructors in the Campus Directory online at https://www.ucmo.edu/campus-directory/index.php. It is recommended that you both call and e-mail your instructors.

## FOR ONLINE/HYBRID/SYNCHRONOUS CLASSES

Your instructors will let you know what is required to count as "participation" in each online/hybrid/synchronous classes. This might include something like participating in a discussion board or taking a quiz. Simply logging into a Blackboard class does not count as participation. Some of your instructors may use a Validate Enrollment tool in Blackboard. For these classes, log into Blackboard and go into each online and hybrid class. Follow the instructions below. You must do this by the end of the day on Sunday, January 16th for full semester and first-half semester classes (and by the end of the day on Sunday, March 20th for second-half semester classes – we'll remind you via e-mail about this later!). Note: if you added the class on or after the first day of the course, you cannot be reported as absent by the professor – so if you add after this deadline, you are fine and it is assumed you will participate in the course.

If your instructor is using the Validate Enrollment tool in Blackboard, here are the instructions:

1. Access the section from your course list in Bb in which you will be validating enrollment.
2. Click the **Validate Enrollment** link from the course menu.
3. Read the displayed statement. If you agree and intend to take the course, click the **Mark Reviewed** button.

4. Upon clicking the Mark Reviewed button a confirmation message will display that you have validated enrollment for this particular course.



5. Repeat the above steps for any other online or hybrid course(s) that are using this tool.  If you are unsure how your professors are taking attendance, reach out to them directly.  Some may be using other measures (like participating in a discussion board or taking a quiz) in Blackboard to prove attendance.  These steps are not necessary for face-to-face classes that happen to use Blackboard.

# WHAT HAPPENS IF I AM REPORTED ABSENT?

If you are reported as absent (in either a face-to-face, online, or hybrid course) you will receive a computer-generated e-mail notifying you that you will be dropped for nonattendance. **This will happen immediately after the instructor reports you as absent. This e-mail will include a "save me" button. Click on this button before noon on the Friday of the second week of the class to be saved from being dropped.**

If you wish to remain in a class, you will have until noon on Friday, January 21st for full semester and 1st half semester classes (and Friday, March 25th for 2nd half semester classes) to click on the button included in the e-mail that you received. This will remove you from the absence list and you will not be dropped from the class.

Course drops for those students reported as absent will take placed after noon on Friday, January 21st for full semester and 1st half semester classes (and Friday, March 25th for 2nd half semester classes). **If you are dropped from a class, you will receive a second e-mail after the drop has occurred.**

# WHAT HAPPENS IF I AM DROPPED FROM A CLASS?

If you are reported absent and do not click on the button to be "saved" included in the e-mail that you received, the Registrar's Office will drop your class(es). **All drops for Enrollment Validation are processed with a 100% refund. There will be no record of the class on your transcript and you will not be charged for the course.**

If you are dropped from a class and are fine with that (you did not plan to attend the course), you do not need to do anything. Always check your class schedule in MyCentral to verify you are enrolled in what you should be (and nothing extra).

If you are dropped from a class and wish to get back into it, you will need to seek permission to re-enroll from the school chair and professor of the course. Find contact information for instructors in the Campus Directory online at https://www.ucmo.edu/campus-directory/index.php. It is recommended that you both call and e-mail your instructors. You can find enrollment deadlines at https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/dates-and-deadlines/index.php.

*The EVP is heavily dependent upon communication between students and faculty. Therefore, **it is critically important that students check their student email account often** during the week before classes begin and during the first several weeks of the semester.*

***DO NOT ASSUME THAT AN INSTRUCTOR HAS REPORTED AN ABSENCE.  <u>ENROLLMENT AND DIS-ENROLLMENT IS THE RESPONSIBILITY OF THE STUDENT.</u>*** <span style="color:red">***STUDENTS WHO FAIL TO DROP THE CLASS WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE CLASS AND WILL RECEIVE A GRADE OF "F" IN THE CLASS.***</span>