Summer (201830) EVP Instructions for Students

WHAT IS ENROLLMENT VALIDATION?

The purposes of the enrollment validation policy (EVP) are:
- to validate that students intend to participate in the courses that they are enrolled in
- to promote academic success by establishing a pattern of regular class attendance
- to improve access to courses by making seats available in full classes as students who do not plan to attend withdraw from classes
- to reduce educational costs by facilitating University compliance with federal financial aid regulations.

WHICH OF MY CLASSES ARE AFFECTED?

- 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 does not apply to "off-schedule" classes.
- The EVP does not apply to dual credit, doctoral credit, THRIVE classes, study abroad, IEP, continuing education, 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.**

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, you must click on the link in the e-mail you received before*:	Drops will occur after:
Monday, May 14th (sessions S6F – first 6 weeks and SFM – 12 weeks)	face-to-face	attending the first class meeting	8am on Thursday, May 17th	10am on Thursday, May 17th
	online or hybrid	validating enrollment in Blackboard by noon on Tuesday, May 15th		
Tuesday, May 29th (sessions S6G – second 6 weeks and S9K – 8 weeks)	face-to-face	attending the first class meeting	8am on Friday, June 1st	10am on Friday, June 1st
	online or hybrid	validating enrollment in Blackboard by noon on Wednesday, May 30th		
Monday, June 25th (session S6H – last 6 weeks)	face-to-face	attending the first class meeting	8am on Thursday, June 28th	10am on Thursday, June 28th
	online or hybrid	validating enrollment in Blackboard by noon on Tuesday, June 26th		

*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.

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 or hybrid.

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 Services/Student Home tab and click on Student Detail Schedule in the UCM Registration block on the left side of the page.

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. Find contact information for instructors at http://www.ucmo.edu/search/. It is recommended that you both call and e-mail your instructors.

FOR ONLINE AND HYBRID CLASSES

Log into Blackboard and go into each online and hybrid class. Follow the instructions below. **You must do this by noon on second day of the summer session.** 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.

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.

Validate Enrollment SU18

Validate Enrollment Summer 2018

I,Shannon Meisenheimer_PreviewUser, agree that by clicking on the "Mark Reviewed" button below I am validating that I am enrolled in this class and intend to take "EVP Template - Summer 2018" during the Summer 2018 semester.

*Note: A message will appear below confirming your enrollment validation.

◉ Mark Reviewed

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

Validate Enrollment SU18

Validate Enrollment Summer 2018

I,Shannon Meisenheimer_PreviewUser, agree that by clicking on the "Mark Reviewed" button below I am validating that I am enrolled in this class and intend to take "EVP Template - Summer 2018" during the Summer 2018 semester.

*Note: A message will appear below confirming your enrollment validation.

☑ Reviewed

Enrollment Validation Confirmation Summer 2018

This confirms Summer 2018 enrollment in "EVP Template - Summer 2018" has been validated for Shannon Meisenheimer_PreviewUser.

5. Repeat the above steps for any other online or hybrid course(s). 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 8am on the fourth day after the start of the class to be saved from being dropped.**

If you are dropped from the class, you will receive a second e-mail after the drop has occurred. **Drops will occur during the morning of the fourth day after the start of the class (see schedule above).**

If you wish to remain in a course, you will have **until 8am on the fourth day after the start of the class** 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.

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.

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 department chair and professor of the course. Find contact information for instructors at http://www.ucmo.edu/search/. It is recommended that you both call and e-mail your instructors.

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

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.