

Enrollment Validation Procedures (EVP) for Faculty

What Is Enrollment Validation?

Enrollment validation is a practice that occurs every semester to confirm the enrollment intent and participation of each student in each course. **This is done to comply with federal financial aid policy saying that we must prove students are participating prior to disbursing financial aid.**

Each faculty member is responsible for reporting students who do not attend the first day (or who do not participate in Brightspace for online or hybrid courses) and have not made prior arrangements for their absence.

Why Is Enrollment Validation Important?

The purposes of the enrollment validation policy (EVP) are:

- to validate that students intend to participate in the courses that they are enrolled in; Financial Aid is paid to a student based upon a student attending a course (not just being enrolled).
- to promote academic success by establishing a pattern of regular attendance;
- to prevent students from earning F grades for non-attendance and prevent students from going into collections for fees owed to the university;
- to reduce educational costs by facilitating University compliance with federal financial aid regulations.

Courses That EVP Applies To

The Enrollment Validation Policy only applies to courses that meet the following conditions:

- Undergraduate or Graduate level
- Full semester courses (16-week)
- Regularly scheduled first-half and second-half courses (8-week)
- Standard summer sessions (12-week, 8-week, 6-week)
- Face-to-face, online, or hybrid type

Exempt Courses

The Enrollment Validation Policy does NOT apply to:

- Off-schedule courses
- Zero-credit courses
- Courses with a schedule type of: ABR – Study Abroad, CEC or CEU – Continuing Education, DAL – Dale Carnegie, DOC – Doctorate, DUA – Dual Credit, DUL – Dual Credit Lab, IEP – Intensive English, IND – Independent Study, INT – Internship, MED – Med Tech, MLS – Music Lesson, NDU – Nursing Dual Credit, NPR – Nursing Practicum, PRC – Practicum, RAD – Rad Tech, RSR – Research, STC – Student Teaching, or THR – THRIVE

Process For Online and Hybrid Courses

Online and hybrid courses must be made available in Brightspace to your students prior to the first day.

Faculty members teaching online/hybrid courses may determine what counts as participation during the first week of the semester/session. This can be done by using the EVP tool in Brightspace or by having students participate in a discussion board, take a quiz, or any other activity. **To meet federal guidelines, students must do more than simply log into the course.**

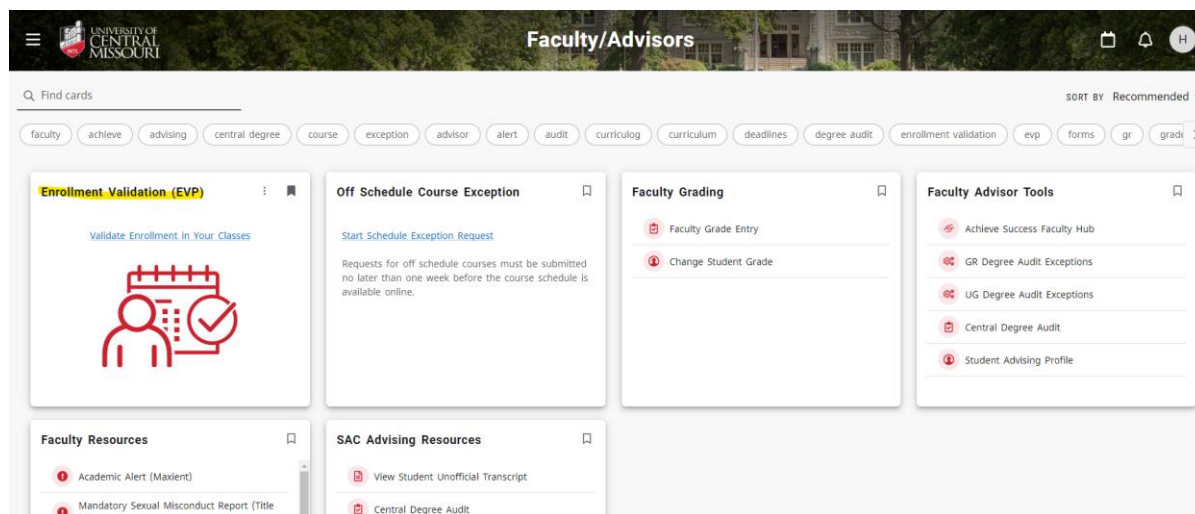
The "Validate Enrollment" menu item and corresponding components are added to your Brightspace course menu upon course creation.

[Full instructions from DLII on the EVP tool](#)

How To Report Absences In MyCentral

All faculty must report absences in MyCentral regardless of the mode of delivery for the course. The EVP tool in Brightspace does not replace reporting in MyCentral.

1. Log into MyCentral. (Can't log in? Call the Technology Support Center at 660-543-4357)
2. Go to the Faculty/Advisors channel from the top left navigation and select the Enrollment Validation (EVP) card.



3. Choose the CRN (course reference number) of the course you wish to report.
4. For each course, choose one of the following options:
 - a. **If all students attended**, check the box “Perfect Attendance”.
 - b. If the course did not meet during the first week mark the second option.
 - c. **If you had absences**, mark the individual students who were **absent**.
5. Click the “Submit” button when finished.

Then What Happens?

1. **Students reported absent will immediately be sent a computer-generated e-mail message.** This message will include a “save me” button that the students can select to not be dropped from the course.
2. If a student contacts the instructor directly to be “saved” please follow steps described above in MyCentral and **uncheck the box by their name and submit changes. This can only be done if the reporting deadline has not passed.**
3. **Courses will be dropped after noon (12:00pm) on the Friday of week 2 of the semester/session (see schedule chart).**
4. **Students who are dropped will receive e-mail confirmation that they have been dropped.** If they wish to re-enroll, they will need permission for a late enrollment from the department/school chair and instructor.

Frequently Asked Questions

1. I teach an online course. I have a student who has done work in the course but has not validated their enrollment in Brightspace. Do I report them as absent?
 - a. If you believe that a student intends to participate in your course – do not report them as absent! If you are unsure, e-mail the student for confirmation. Instruct them to drop the course in MyCentral if they do not plan to participate.
2. I teach a face-to-face course. I have a student who missed the first day but came on the second day. Do I report them as absent?
 - a. If you believe that a student intends to participate in your course – do not report them as absent! If you are unsure, ask or e-mail the student for confirmation. Instruct them to drop the course in MyCentral if they do not plan to participate.
3. I have a student who was not on my roster on the first day but is now on my roster. Do I report them as absent?
 - a. **A student who adds the course on/after the first day should not show up on your EVP reporting list.** These students should not be penalized for missing the first day. Do not report the student as absent.
4. I'm in MyCentral and one of my courses isn't on the list to choose from.
 - a. Are you assigned as the course instructor in SSASECT (Banner)? You must be assigned to the course.
5. I forgot to report my absences, and the reporting deadline has passed. What can I do?
 - a. Late reports cannot be entered. If the student continues not to attend, report them via the Academic Alert (Maxient) form available in MyCentral. Any final grade of F must include the last attendance/participation date of the student to comply with federal financial aid guidelines.
6. I have a student who did attend the first week, but has since stopped attending. What do I do?
 - a. E-mail the student and instruct them to drop the course in MyCentral if they do not plan to attend.
 - b. If the student continues not to attend, report them via the Academic Alert (Maxient) form available in MyCentral. Any final grade of F must include the last attendance/participation date of the student to comply with federal financial aid guidelines.