

Enrollment Validation Policy (EVP) Instructions for Students

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.**

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

What Do I Have to Do?

If you don't plan to complete a course – DROP THE COURSE **NOW** IN MYCENTRAL.

Do NOT assume that an instructor will report you as absent if you do not attend. YOU are responsible for your own enrollment/disenrollment.

FOR FACE-TO-FACE COURSES

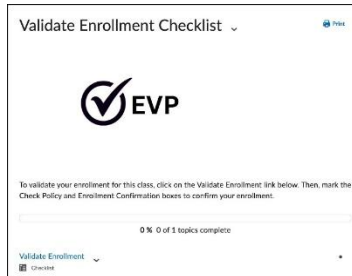
Attend each course on the first day it is scheduled to meet. You can find your course start dates and meeting times in MyCentral. **If you are unable to attend on the first day, contact each instructor prior to the first day to indicate your intention to continue enrollment.**

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

FOR ONLINE/HYBRID/SYNCHRONOUS COURSES

Your instructors will let you know what is required to count as “participation” in each online/hybrid/synchronous course. This might include something like participating in a discussion board or taking a quiz. **Simply logging into Brightspace does not count as participation.** Some of your instructors may use the Validate Enrollment tool in Brightspace. Follow the instructions below.

1. Access the course from your course list in Brightspace.
2. Students are asked to validate their enrollment by confirming this in the EVP checklist. They are directed to click on the Validate Enrollment link.



3. After reviewing and reading the checklist, click on the box next to the message to confirm agreement to validate enrollment

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Validate Enrollment

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Enrollment Policy

☒ Check Policy

Carol, Start Enrollment Validation Policy by Viewing UCM's Enrollment Policy [Here](#). Then Mark the Enrollment Confirmation task next. Please note that instructors do not have to use the Validation Enrollment tool in BrightSpace. However, you do need to indicate to your students how you intend to validate enrollment if you prefer another method.

Enrollment Confirmation

☒ Enrollment Confirmation

I, [redacted] agree that by reviewing this checklist, I am validating that I have viewed the enrollment policy and I am enrolled in *Fall 2024 Mng Info Using Cmpt Applictcs - TTH* and intend to take this course.



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

4. Repeat the above steps for any other online or hybrid course that is using this tool.

What Happens If I Am Reported Absent?

If you are reported absent you will receive a computer-generated e-mail notifying you that you will be dropped for non-attendance. **This will happen immediately after the instructor reports you as absent. Click on the “Save Me” button in that email before noon on the Friday of the first week if you do not want to be dropped.**

What Happens If I Am Dropped from a Course?

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 course(s). **All drops for Enrollment Validation are processed with a 100% refund and there will be no record of the course on your transcript.**

If you are dropped from a course and you did not plan to complete the course, you do not need to do anything. Always check your schedule in MyCentral to verify you are enrolled in what you should be.

If you are dropped from a course and want to get back into it, you will need to seek permission to re-enroll from the department/school chair and instructor of the course. Find contact information for instructors in the [Online Campus Directory](#).