

# Enrollment Validation Procedures (EVP) for Faculty – Spring 2022 (202220)

## WHAT IS ENROLLMENT VALIDATION?

Enrollment validation is a practice that occurs at the beginning of each semester (and each 8-week session and the 5 main summer sessions) to confirm the enrollment intent and participation of each student in each class. **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 of class (or who do not participate in Blackboard for online or hybrid classes) and have not made arrangements for their absence. **(Note: a student simply logging into Blackboard does not suffice to count as attendance.)** Please do not report students as absent who have made prior arrangements to miss the first day of class or students who have added the class after your first class meeting.

## WHY IS ENROLLMENT VALIDATION IMPORTANT?

Enrollment validation is required to be completed prior to the disbursement of federal financial aid. We are not allowed to aid students who are not actively participating in classes. Students who are signed up for classes are liable for the charges and grades associated with those classes. Failure to report students as absent will result in F grades on their transcripts and charges affecting their credit scores.

## COURSES THAT EVP APPLIES TO

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

- Full semester and 1<sup>st</sup> half semester classes that begin **Monday, January 10th – Sunday, January 16th**
- 2<sup>nd</sup> half semester classes that begin **Monday, March 14th – Sunday, March 20th**
- Course must have a “part of term” of: FM, FT, FW, FR, FF, FS, H1M, H1T, H1W, H1R, H1F, H1S, H2M, H2T, H2W, H2R, H2F, or H2S.
- Courses must be set up correctly on SSASECT (days/dates must be congruent, part of term and hours set up correctly, etc.). Errors on this screen can cause courses to be excluded.
- **Students who add a course on or after the course start date will not be included on the Enrollment Validation list for faculty to validate.** Their enrollment during the first week of classes validates their intent to participate in the course.

## EXEMPT COURSES

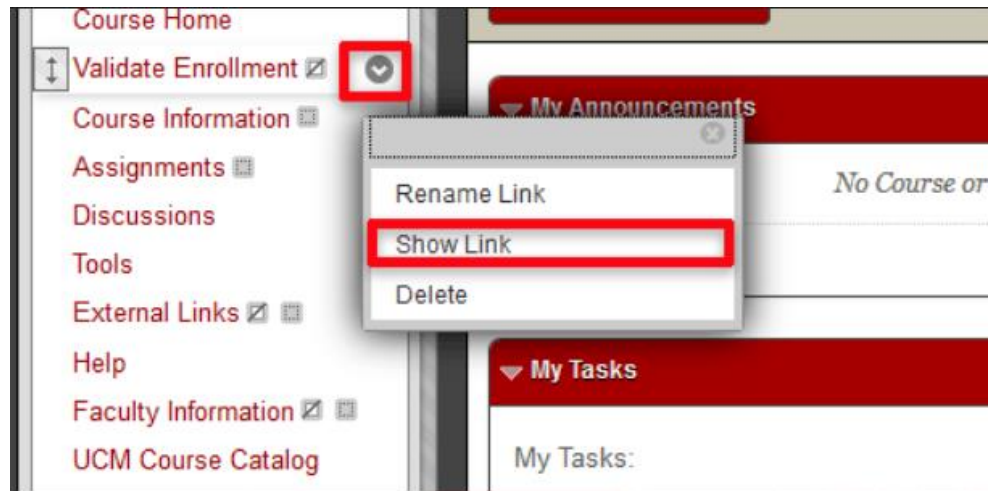
The Enrollment Validation Policy does NOT apply to:

- Off-schedule classes (not 8-week or 16-week classes; Parts of Term other than those listed above)
- Zero-credit classes
- Courses with a Schedule Type on SSASECT of: ABR-Study abroad, CEC and CEU-continuing education classes, DAL – Dale Carnegie, DOC-doctoral, DUA – dual credit, DUL – dual credit lab, IEP – Intensive English Program, IND – independent study, INT – internship, MED – Med. Lab Science, MLS – music lesson, NDU – nursing dual credit, NPR – nursing practicum, PRC – practicum, RAD – Rad Tech, RSR – research, STC – student teaching, and THR-THRIVE.

## REPORTING/DROP SCHEDULE

<b>If your class begins on:</b>	<b>And your class is:</b>	<b>You can begin reporting absences:</b>	<b>You must report absences in MyCentral before**:</b>	<b>Drops will occur after:</b>
Monday, January 10th – Sunday, January 16th	face-to-face	any time after the first class meeting	noon on Wednesday, January 19th	Noon on Friday, January 21st
Monday, January 10th – Sunday, January 16th	online or hybrid*	On Monday, January 17th	noon on Wednesday, January 19th	Noon on Friday, January 21st
Monday, March 14 <sup>th</sup> – Sunday, March 20th	face-to-face	any time after the first class meeting	noon on Wednesday, March 23rd	Noon on Friday, March 25th
Monday, March 14 <sup>th</sup> – Sunday, March 20th	online or hybrid*	On Monday, March 21st	noon on Wednesday, March 23rd	Noon on Friday, March 25th

**\*Make sure online and hybrid courses are available to students in Blackboard prior to the first day of class (January 10th or March 14th) AND that your EVP tool is available (if you plan to use it to prove attendance):**



**\*\*Instructors may make changes to existing absence reports through this time (e.g. in the case of someone mistakenly reported absent, etc.).**

**\*\*\*ONLY STUDENTS WHO ARE REPORTED ABSENT ARE DROPPED. IF YOU DON'T REPORT ANYONE AS ABSENT – NO ONE IS DROPPED.** So if you forget to do the Enrollment Validation process or if your students forget to validate their enrollment in online/hybrid courses – there is no risk of any student being dropped from any class unless the instructor has reported them as absent by the deadline above.

**Students who add a course on or after the course start date will not be included on the Enrollment Validation list for faculty to validate.** Their enrollment during the first week of classes validates their intent to participate in the course.

Questions about Blackboard or how to use/import/make available the Enrollment Validation tool in Blackboard may be directed to the Center for Teaching and Learning at [ctl@ucmo.edu](mailto:ctl@ucmo.edu) or 660-543-8528.

## HANDY TIPS

- Absences are reported by faculty in MyCentral. Faculty may only report for classes which they are assigned to in SSASECT (INB Banner/Ellucian).
- Online and hybrid classes must be made available in Blackboard to your students prior to the first day of classes and must have the Enrollment Validation tool active (if you are using this tool to take attendance).
- Faculty members teaching online/hybrid courses may determine for their classes what counts as participation during the first week of the semester. This can be done by using the EVP tool in Blackboard or having the students participate in a discussion board, take a quiz, or any other activity. **However, to meet federal guidelines students must do more than simply have logged into the class.**
- 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 of class.
- For online and hybrid courses, if you have students who are actively participating in the class (**note: simply logging into Blackboard does not count as participating**) but have not clicked the enrollment validation in Blackboard, **do not** report them as absent.
- After you save your enrollment validation in MyCentral, **students reported as absent will immediately be sent a computer-generated e-mail message** to let them know they been reported absent.
- The earlier that a student is reported absent, the more time they will have to check their e-mail and click the “save me” button prior to the drop of their class.
- If a student is reported absent and clicks on the “save me” button in their e-mail warning, they will not be dropped from the class.
- All classes are dropped with a full refund and no “W” will appear on the student’s transcript.
- The number of students dropped will be less than the number of students reported, as many students will have clicked on the “save me” button in their e-mail warning. This will prevent them from being dropped from the class.

## ENROLLMENT VALIDATION PROCESS FOR ONLINE AND HYBRID COURSES

Faculty members teaching online/hybrid courses may determine for their classes what counts as participation during the first week of the semester. This can be done by using the EVP tool in Blackboard or having the students participate in a discussion board, take a quiz, or any other activity. **However, to meet federal guidelines students must do more than simply have logged into the class.**

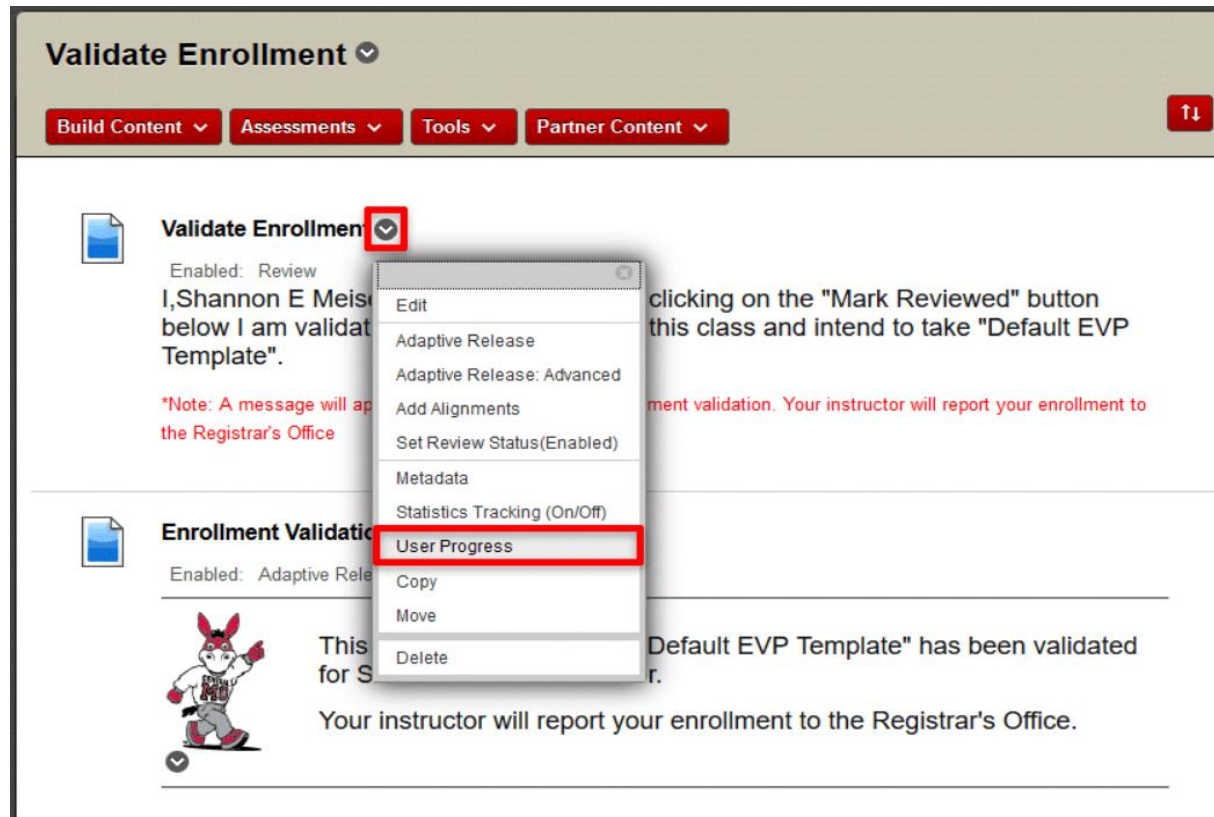
The "Validate Enrollment" menu item and corresponding components have been added to your Blackboard course menu upon course creation. If you will be using this feature to take attendance, make sure it remains in the menu and is available to students. If you do not plan to use this feature to take attendance, you may remove it from your course.

**Online and hybrid classes must be made available in Blackboard to your students prior to the first day of classes for the semester or half semester (Monday, January 10th or Monday, March 14th) .**

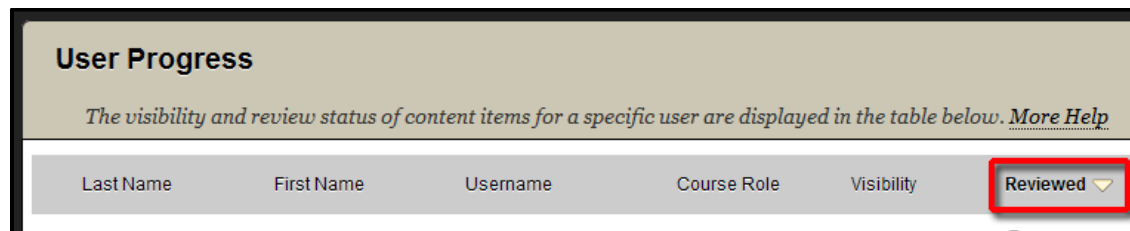
### HOW TO REPORT ABSENCES FOR ONLINE AND HYBRID CLASSES

- Students have through Sunday, January 16th (and Sunday, March 20th for 2<sup>nd</sup> half semester classes) to validate their enrollment in online and hybrid classes. The method of validation is up to the professor of the course.
- **If you have students who are actively participating in the class but have not clicked the enrollment validation in Blackboard, do not report them as absent.**
- To report absences for online and hybrid classes, log into Blackboard on Monday, January 17th through noon on **Wednesday, January 19th** for full semester and 1<sup>st</sup> half semester classes (and on **Monday, March 21st** through noon on **Wednesday, March 23rd** for 2<sup>nd</sup> half semester classes)
- Access the section in Bb for which you will be verifying Enrollment Validation.
- If you have used the EVP tool to track attendance, select the **Validate Enrollment** content area from your course menu and follow steps a-d below. If you used another method, check for participation in the appropriate area (and skip a-d below).

- a. Click the drop down arrow to the right of the “Validate Enrollment ...” item and select **User Progress**.



- b. You can sort the information on the User Progress screen using the column headings. Click the “**Reviewed**” column heading to sort by reviewed status.



- c. The users who have validated enrollment will show a blue check mark icon in the Reviewed column. Users who have NOT validated enrollment will show a gray circle icon and will not have a date in the “Date Reviewed” column.

**User Progress**

*The visibility and review status of content items for a specific user are displayed in the table below. [More Help](#)*

Last Name	First Name	Username	Course Role	Visibility	Reviewed ▾	Date Reviewed
three	user	user3	Student	👁	⊙	
Meisenheimer	Shannon	meisenheimer	Instructor	👁	⊙	
ASP Support	Blackboard	bbsupport	Instructor	👁	⊙	
Galley	Deborah	dag8378	Student	👁	⊙	
Jeffries	Mike	jeffries71	Student	👁	☑	Nov 6, 2013 11:22:12 AM
Student	Test	meisenheimer8	Student	👁	☑	Nov 6, 2013 11:01:59 AM
Jeffries	MICHAEL	mdj8203	Student	👁	☑	Nov 6, 2013 11:04:15 AM
Beasley	Stacey	sbeasley	Student	👁	☑	Nov 6, 2013 11:05:06 AM
one	u	user1	Student	👁	☑	Nov 6, 2013 11:22:59 AM

Displaying 1 to 9 of 9 items

- d. Print this screen or make note of the students who did not validate enrollment (gray circle).

- If you used another method, check for participation in the appropriate area of Blackboard and follow the steps below.
- Report absences **in MyCentral** before noon on **Wednesday, January 19th** for full semester and 1<sup>st</sup> half semester classes (and noon on **Wednesday, March 23rd** for 2<sup>nd</sup> half semester classes). The earlier a student is reported, the more time they have to click the “save me” button in their warning e-mail before the drops occur.
- See the next set of instructions below for how to report absences in MyCentral.

## HOW TO REPORT ABSENCES IN MYCENTRAL

- Log into MyCentral. (Can't log in? Call the Technology Support Center at 660-543-4357.)
- In the Faculty Home Tab choose "EVP" (Enrollment Validation Policy) in the right-hand column.

UCM Home

Student

Employee

**Faculty**

Faculty Home

Faculty Health

### Faculty Schedule

My Classes (Daily View)

Weekly View

May 1, 2017

Class Time	Course Title
> 05:30 pm - 08:15 pm	CSPA-5640

### Faculty Grading

Faculty Grade Entry  
Student Progress Reports (SPR)  
Electronic Gradebook for a Student  
Change Student Grade

### Faculty Dashboard

Preferences

There are no class assignments at this time.

### Registration

Look up Classes  
Schedule of Courses  
Registration Add/Drop

### EVP

[Enrollment Validation Policy \(EVP\)](#)

- Choose the CRN (course reference number) of the course you wish to report.
  - **Access to report online and hybrid classes will be available** between on **Monday, January 17<sup>th</sup>** through noon on **Wednesday, January 19<sup>th</sup>** for full semester and 1<sup>st</sup> half semester classes (and on **Monday, March 21<sup>st</sup>** through noon on **Wednesday, March 23<sup>rd</sup>** for 2<sup>nd</sup> half semester classes).
  - **Access to report student absences in face-to-face classes is available immediately following the first class and needs to be completed before noon on Wednesday, January 19<sup>th</sup>** for full semester and 1<sup>st</sup> half semester classes (and noon on **Wednesday, March 23<sup>rd</sup>** for 2<sup>nd</sup> half semester classes).
- For each course, choose one of the following options:
  - **If all students attended**, check the box "Perfect Attendance".
  - If the course did not meet during the first week mark the second option.
  - **If you had absences**, mark the individual students who were **absent**.



- Click the “Submit” button when finished.
- If you need to make changes to what you have reported, you may do so before noon on the Wednesday of week 2 of the course (see chart on page 2 of these instructions). Changes cannot be made after this time.
- Students who are accidentally reported and dropped from class will need permission for a late enrollment from the course school chair and instructor. The schools may process the re-enrollment.

## THEN WHAT HAPPENS?

1. After you save your enrollment validation in MyCentral, **students reported as absent will immediately be sent a computer-generated e-mail message** to let them know they have been reported absent and will be dropped from the class if they do not act by the deadline. This message will include a “save me” button that the students can select to not be dropped from the class.
2. If a student contacts the instructor directly to be “saved” (instead of using the “save me” button in the e-mail that they received), please follow steps described above in MyCentral and **uncheck the button by their name and submit changes**.
  - a. **This can only be done if the reporting deadline has not passed.**
  - b. If the reporting deadline has passed, and the student has already been dropped, they will need permission for a late enrollment from the course school chair and instructor. The schools may process the re-enrollment.
  - c. If the reporting deadline has passed, and the student has not yet been dropped, contact the Registrar’s Office at x4914.
3. **The EVP reporting screen will not be available to report absences or to “save” a student after 12:00 noon on Wednesday of the second week of the class.**
4. **Classes will be dropped after noon on the Friday of week 2 of the class (see chart on page 2).**
5. **Students who are dropped will receive an e-mail confirmation that they have been dropped.** If they wish to re-enroll, they will need permission for a late enrollment from the course school chair and instructor. The schools may process the re-enrollment.

## FREQUENTLY ASKED QUESTIONS

1. I teach an online class. I have a student who has done work for the course but has not validated their enrollment in Blackboard. 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 class in MyCentral if they do not plan to participate.
2. I teach a face-to-face class. 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 class in MyCentral if they do not plan to participate.
3. I have a student who was not on my roster on the first day of class 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 of class. Do not report the student as absent.
4. I'm in MyCentral and one of my classes isn't in the list to choose.
  - 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 to not attend, report them via the Academic Alert (Maxient) System and be sure to post the appropriate Student Progress Report (mid-semester grades) during week six and final grade. 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 of classes but has since stopped attending. What do I do?
  - a. E-mail the student(s) and instruct them to drop the course in MyCentral if they do not plan to attend. The last day to drop a full semester course is **Friday, March 18<sup>th</sup>**. The last day to drop a 1<sup>st</sup> half semester course is **Friday, February 11<sup>th</sup>** and the last day to drop a 2<sup>nd</sup> half semester course is **Friday, April 15<sup>th</sup>**.
  - b. If the student continues to not attend, report them via the Academic or Behavioral Concern (Maxient) form available in the UCM Faculty tab in MyCentral and be sure to post the appropriate Student Progress Report (mid-semester grade) during week 6 and final grade. Any final grade of F must include the last attendance/participation date of the student to comply with federal financial aid guidelines.

## STUDENT COMMUNICATIONS

- **The entire student body is sent a minimum of two e-mails devoted to EVP directly from the Registrar's Office.**
  - The first occurs before the beginning of the semester and describes the policy.
  - The second occurs after all of the drops are completed (during fall and spring semesters only), asking students to log into MyCentral to review their schedule.
- **Students are also sent information regarding Enrollment Validation *multiple times* via personal e-mail, the UCM Weekly e-mail, Facebook, and Twitter.**
- **Students who are reported as absent receive three additional e-mails from the Registrar's Office.**
  - The first is a warning e-mail that is automatically generated when a faculty member reports them as absent in MyCentral.
  - The second will be another warning the **afternoon of Wednesday of week 2** (after the reporting deadline has passed).
  - The third occurs the **afternoon of Friday of week 2** after the student has been dropped from the course (if they didn't click on the "save me" button in the first/second e-mail warning).