

# Enrollment Validation Procedures (EVP) for Faculty – Fall 2025 (202610)

## 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 Brightspace for online or hybrid classes) and have not made arrangements for their absence. (Note: a student simply logging into Brightspace 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?

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

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.

## 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, August 18th – Saturday, August 23rd
- 2<sup>nd</sup> half semester classes that begin Monday, October 13th – Saturday, October 18th
- Course must have a “part of term” of: F, H1, H2.
- 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, August 18th – Saturday, August 23rd	face-to-face	any time after the first class meeting	noon on Wednesday, August 27th	Noon on Friday, August 29th
Monday, August 18th – Saturday, August 23rd	online or hybrid*	On Monday, August 18th	noon on Wednesday, August 27th	Noon on Friday, August 29th
Monday, October 13th – Saturday, October 18th	face-to-face	any time after the first class meeting	noon on Wednesday, October 22nd	Noon on Friday, October 24th
Monday, October 13th – Saturday, October 18th	online or hybrid*	On Monday, October 13th	noon on Wednesday, October 22nd	Noon on Friday, October 24th

**\*Make sure online and hybrid courses are available to students in Brightspace prior to the first day of class (August 18th or October 13th) AND that your EVP tool is available (if you plan to use it to prove attendance).**

## 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 Brightspace 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.**

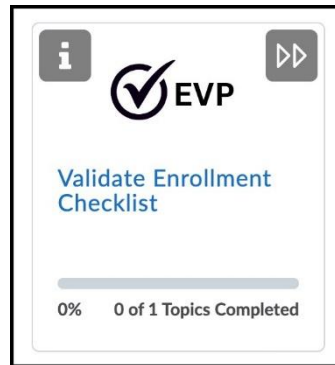
The "Validate Enrollment" menu item and corresponding components have been added to your Brightspace course menu upon course creation. If you will be using this feature to take attendance, make sure it remains in the menu and is available to students. If you do not plan to use this feature to take attendance,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

**Online and hybrid classes must be made available in Brightspace to your students prior to the first day of classes for the semester or half semester.**

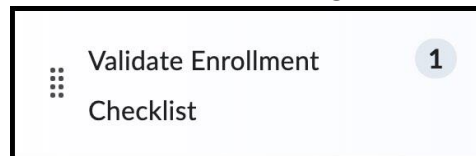
### HOW TO REPORT ABSENCES FOR ONLINE AND HYBRID CLASSES

- 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 Brightspace, do not report them as absent. Full instructions for DLII on the EVP tool can be found here: <https://docs.google.com/document/d/1ce60kk7thF7HiapUWG79uEAjVmg71-kgBrGwpf6FRgc/edit?tab=t.0> Instructions are also included below for reference.**

Locate the **Validate Enrollment Checklist** in your Table of Contents. It is likely at the bottom of your content items. If you are using the Visual Table of Contents Widget, you will see a card that looks like this:

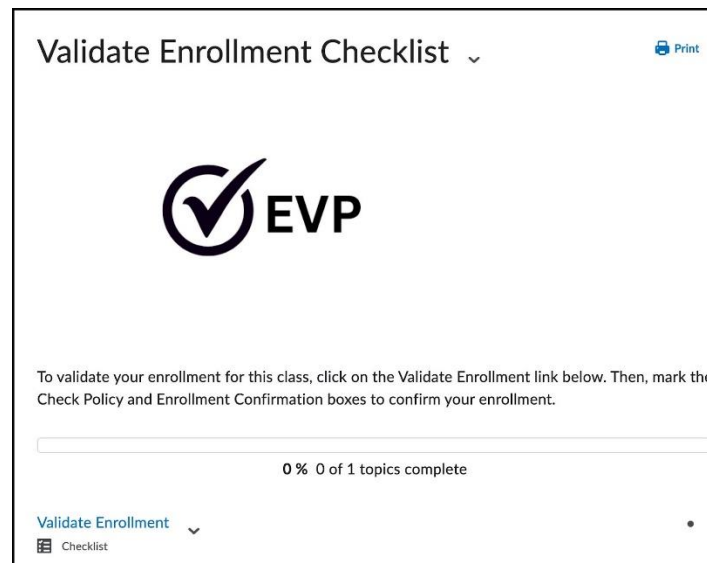


Or you can view via Content, and you will see the Validate Enrollment Checklist included in your Table of Contents.



### Confirm Enrollment

Students are asked to validate their enrollment by confirming this in the EVP checklist. They are directed to click on the Validate Enrollment link.



After reviewing and reading the checklist, they will click on the box next to the message to confirm they agree to validate their enrollment

Table of Contents > Validate Enrollment Checklist > Validate Enrollment

## Validate Enrollment


100 % 2 of 2 items complete


### 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

I,  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 Cmptr Applictns - TTH" and intend to take this course.



## Review Student

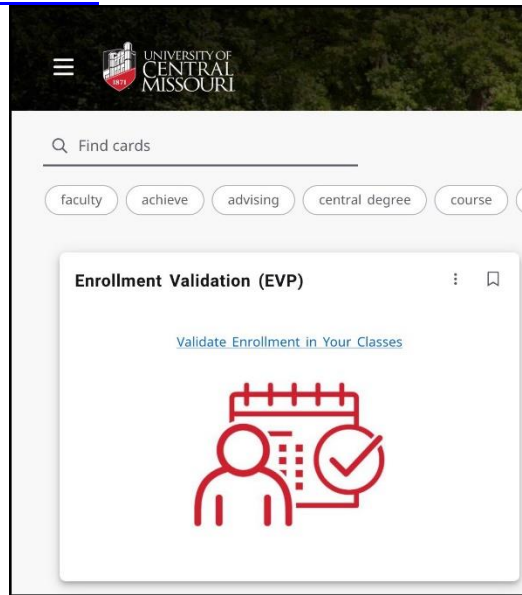
To review which students have completed the Validation Enrollment, instructors will navigate to the Enrollment Validation item and click on the Validate Enrollment Checklist

- Scroll to the bottom of the screen and select Completion Summary to see which student validated their enrollment for your course.

**NOTE:** The image below represents what it looks like before students have validated their enrollment.

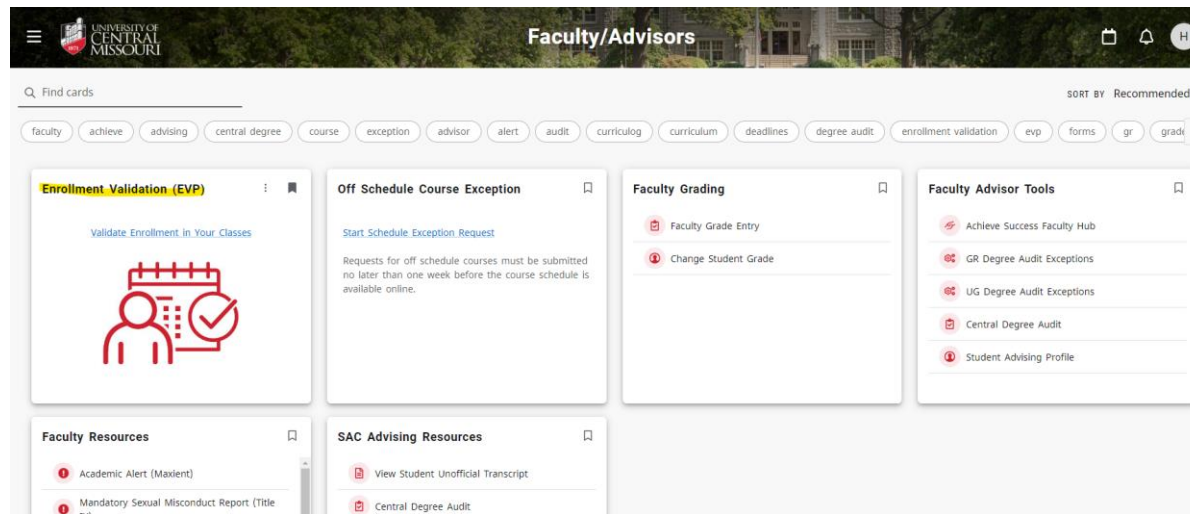


**NOTE:** Instructors still must complete the EVP confirmation process in MyCentral. Please see the directions for completing this process on the [UCM's enrollment validation process](#) directions.



## HOW TO REPORT ABSENCES IN MYCENTRAL

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



- Choose the CRN (course reference number) of the course you wish to report.
  - **Access to report online and hybrid classes will be available** between **the start of term to Wednesday**
- 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.
- 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. **Classes will be dropped after noon on the Friday of week 2 of the class** (see chart on page 2).
4. **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 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 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. 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.
  - 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.

## 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 Brightspace 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 Brightspace 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 Brightspace does not count as participating) but have not clicked the enrollment validation in Brightspace, **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.

## STUDENT COMMUNICATIONS

- **The entire student body is sent an email devoted to EVP directly from the Registrar's Office.**
  - The first occurs before the beginning of the semester and describes the policy.
- **Students are also sent information regarding Enrollment Validation *multiple times* via personal e-mail and the UCM Weekly e-mail.**
- **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 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).