

Summer 2025 (202530) Enrollment Validation Policy (EVP) Instructions for Students

WHY MUST UCM DO ENROLLMENT VALIDATION?

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

- to validate that students intend to participate in enrolled courses and 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.
- 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.
- The EVP does NOT apply to “off-schedule” classes or to continuing education, dual credit, doctoral credit, IEP, independent study/research, internships, MLS/Rad Tech classes, music lessons, practicum, student teaching, study abroad, THRIVE classes, and zero-credit classes.

WHAT DO I NEED TO KNOW/DO?

- **If you don't plan to complete a course – DROP THE COURSE NOW IN MYCENTRAL.**
- Make sure to drop any classes that you do not want before the 100% refund date (find dates on ucmo.edu/registrar)
- If you plan to attend a course but must miss the first day (of a face-to-face class) make sure you let the instructor know to NOT report you as absent and that you do plan to stay in the course.
- **Do NOT assume that an instructor will report you as absent if you do not attend. YOU are responsible for your own enrollment/disenrollment. If you forget to drop a class that you do not want, you will receive an F grade and do have to pay for the course!**
- Check your campus email every day during the first two weeks of the semester. If any instructor reports you as absent, you will immediately receive an email. The email will include a link to save yourself from being dropped if you click on it. This must be done by the days/times listed in the chart on page 2 (below).

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 19th (sessions S6F – first 6 weeks and SFM – 12 weeks)	face-to-face	attending the first class meeting	8am on Friday, May 23rd	noon on Friday, May 23rd
	online or hybrid	validating enrollment in Brightspace by noon on Tuesday, May 20th		
Monday, June 2nd (sessions S6G – second 6 weeks and S9K – 8 weeks)	face-to-face	attending the first class meeting	8am on Friday, June 6th	noon on Friday, June 6th
	online or hybrid	validating enrollment in Brightspace by noon on Tuesday, June 3rd		
Monday, June 30th (session S6H – last 6 weeks)	face-to-face	attending the first class meeting	8am on Monday, July 7th	noon on Monday, July 7th
	online or hybrid	validating enrollment in Brightspace by noon on Tuesday, July 1st		

***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.**

**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.**

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/ hybrid/synchronous.

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 tab, Records and Registration, and in your Student Profile click on Student Schedule in the black menu box. Choose Schedule Details.

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. You can find contact information for instructors in the Campus Directory online at <https://www.ucmo.edu/campus-directory/index.php>. It is recommended that you both call and e-mail your instructors.


FOR ONLINE/HYBRID/SYNCHRONOUS CLASSES

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

If your instructor is using the Validate Enrollment tool in Brightspace, here are the instructions:

1. Access the section from your course list in Brightspace in which you will be validating enrollment.
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.


Validate Enrollment Checklist ▾



To validate your enrollment for this class, click on the Validate Enrollment link below. Then, mark the Check Policy and Enrollment Confirmation boxes to confirm your enrollment.

0 % 0 of 1 topics complete

Validate Enrollment ▾

 Checklist

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

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.' The 'Enrollment Confirmation' section has a checked checkbox 'Enrollment Confirmation' and a paragraph of text: '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 Cmptr Applctns - TTH* and intend to take this course.' Below the text is a small cartoon character icon."/>

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, [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 Cmptr Applctns - TTH* and intend to take this course.



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

4. Repeat the above steps for any other online or hybrid course(s) that are using this tool. If you are unsure how your professors are taking attendance, reach out to them directly. Some may be using other measures (like participating in a discussion board or taking a quiz) in Brightspace to prove attendance. These steps are not necessary for face-to-face classes that happen to use Brightspace.

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 noon on the Friday of the first week of the class to be saved from being dropped.**

If you wish to remain in a course, you will have **until 8am on the Friday of the 1st week of the course** 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. Always check your class schedule in MyCentral to verify you are enrolled in what you should be (and nothing extra).

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 school chair and professor of the course. Find contact information for instructors in the Campus Directory online at <https://www.ucmo.edu/campus-directory/index.php>. It is recommended that you both call and e-mail your instructors. You can find enrollment deadlines at <https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/dates-and-deadlines/index.php>.