Enrollment Validation Procedures (EVP) for Faculty – Fall 2015 (201610)

Each faculty member is responsible for reporting students who do not attend the first day of class (or who do not report in Blackboard 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 1st half semester classes that begin Monday, August 17th – Sunday, August 23rd
- 2nd half semester classes that begin Monday, October 12th – Sunday, October 18th
- Course must have a “part of term” of: FM, FT, FW, FR, FF, FS, FU, H1M, H1T, H1W, H1R, H1F, H1S, H1U, H2M, H2T, H2W, H2R, H2F, H2S, or H2U.
- 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:

- Courses that do NOT begin during these dates: August 17-23 and October 12-18
- Off-schedule classes (not 16-week or 1st/2nd half semester classes)
- Zero-credit classes
- Study abroad, doctoral, dual credit, THRIVE, IEP, and continuing education classes (if they are set up as such on SSASECT with the proper schedule type)
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.
• 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.
• Faculty may begin reporting absences in face-to-face classes immediately following the first class meeting.
• Faculty may report absences in online and hybrid classes between noon on Wednesday, August 19th through noon on Monday, August 24th for full semester and 1st half semester classes (and noon on Wednesday, October 14th through noon on Monday, October 19th for 2nd half semester classes).
• For online and hybrid courses, 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.
• The faculty reporting deadline for all classes is noon on Monday, August 24th (for full semester and 1st half semester classes) and noon on Monday, October 19th for 2nd half semester classes.
• 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 contact the university prior to the drop of their class.
• Instructors may remove the absent mark for a student who has contacted them asking to be “saved” from the drop. This must be done prior to noon on Monday, August 24th (for full semester and 1st half semester classes) and noon on Monday, October 19th for 2nd half semester classes.
• If a student is reported absent and contacts the Registrar’s Office asking to remain in the course, the Registrar’s Office will add them to the “do not drop list”.
• All classes will be dropped the afternoon of Monday, August 24th (for full semester and 1st half semester classes) and the afternoon of Monday, October 19th for 2nd half semester classes. 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 contacted their instructors or the Registrar’s Office to be removed from the drop list.

ENROLLMENT VALIDATION PROCESS FOR ONLINE AND HYBRID COURSES

The "Validate Enrollment" menu item and corresponding components have been added to your Blackboard course menu upon course creation. Make sure it remains in the menu and is available to students.
Online and hybrid classes must be made available in Blackboard to your students prior to the first day of classes.

**HOW TO REPORT ABSENCE FOR ONLINE AND HYBRID CLASSES**

- Students have until noon on **Wednesday, August 19th** (and noon on **Wednesday, October 14th** for 2nd half semester classes) to validate their enrollment in online and hybrid classes.

- 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 after noon on **Wednesday, August 19th** through noon on **Monday, August 24th** for full semester and 1st half semester classes (and noon on **Wednesday, October 14th** through noon on **Monday, October 19th** for 2nd half semester classes)

- Access the section in Bb for which you will be verifying Enrollment Validation.

- Select the **Validate Enrollment** content area from your course menu.

- Click the drop down arrow to the right of the “Validate Enrollment …” item and select **User Progress**.
You can sort the information on the User Progress screen using the column headings. Click the “Reviewed” column heading to sort by reviewed status.

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

- Report absences in MyCentral before noon on Monday, August 24th for full semester and 1st half semester classes (and noon on Monday, October 19th for 2nd half semester classes). The earlier a student is reported, the more time they have to make contact with the university regarding the class 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 660-1243-43127.)

• In the Faculty Tab choose “EVP” (Enrollment Validation Policy).

• Choose the CRN (course reference number) of the course you wish to report.
  o 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 Monday, August 24th for full semester and 1st half semester classes (and noon on Monday, October 19th for 2nd half semester classes).
  o Access to report online and hybrid classes will be available between noon on Wednesday, August 19th through noon on Monday, August 24th for full semester and 1st half semester classes (and noon on Wednesday, October 14th through noon on Monday, October 19th for 2nd half semester classes).

• For each course, choose one of the following options:
  o If all students attended, check the box “Perfect Attendance”.
  o If the course did not meet during the first week mark the second option.
  o 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 Monday, August 24th for full semester and 1st half semester classes (and noon on Monday, October 19th for 2nd half semester classes). 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 department chair and instructor. The departments 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 (see sample e-mail on the last page).

2. If a student contacts the instructor to be “saved”, 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 department chair and instructor. The departments 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 Monday, August 24th** for full semester and 1st half semester classes (and noon on Monday, October 19th for 2nd half semester classes).

4. **Classes will be dropped the afternoon of Monday, August 24th** (for full semester and 1st half semester classes) and the afternoon of Monday, October 19th for 2nd half semester classes.

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 department chair and instructor. The departments 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 (INB Ellucian/Banner)? You must be assigned to the course.
   b. Is the course on the exempt list? (see list on first page of these instructions)

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 Maxient Early Alert System and be sure to post the appropriate mid-semester (Student Progress Report) and final grade.

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, October 23rd. The last day to drop a 1st half semester course is Friday, September 18th and the last day to drop a 2nd half semester course is Friday, November 13th.
   b. If the student continues to not attend, report them via the Maxient Early Alert System and be sure to post the appropriate mid-semester (Student Progress Report) and final grade. Any mid-semester and final grades 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.
  o The first occurs before the beginning of the semester and describes the policy.
  o The second occurs after all of the drops are completed, asking students to log into MyCentral to review their schedule.

• Students are also sent information regarding Enrollment Validation *multiple times* via Campus Announcements in MyCentral, the UCM Weekly e-mail, Facebook, and Twitter.

• Students who are reported as absent receive two additional e-mails from the Registrar’s Office.
  o The first is a warning e-mail that is automatically generated when a faculty members reports them as absent in MyCentral.
  o The second occurs after the student has actually been dropped from the course.

• When a student is reported as absent in MyCentral, an e-mail is generated to their student e-mail account. It reads
  o Title: 
    *You have been reported for non-attendance – class(es) will be dropped Monday afternoon*
  o Content:
    *Mo Mule*
    *700XXXXXX*

    Hello Mo,

    The Enrollment Validation Policy requires instructors to report students who do not attend the first day of each class. *You have been reported as not attending the following course(s):*

    *CJ 1000 10297*

    *You will be dropped from the above course(s) Monday, August 24th after noon.*

    Please contact the Registrar’s Office by noon Monday 8/24/15 if you wish to remain in this course. PLEASE RESPOND DIRECTLY TO THIS E-MAIL to registrar@ucmo.edu. Be sure to include this e-mail with your reply so we know which courses are affected.

    If you are dropped from a class and still wish to be in the course (and you do not have any holds on your account), you may seek permission for a late enrollment from the instructor and department chair over the course. You can find contact information for the department chairs at [http://www.ucmo.edu/academics/departments/](http://www.ucmo.edu/academics/departments/). If they are willing to re-enroll you in the class be sure to check your schedule to make sure the class has been added back in MyCentral (Blackboard enrollment may not represent your true enrollment).

    **ENROLLMENT IS THE RESPONSIBILITY OF THE STUDENT. PLEASE MAKE SURE THAT YOUR CURRENT SCHEDULE IN MYCENTRAL REFLECTS YOUR DESIRED ENROLLMENT. IF YOU ARE ENROLLED IN A CLASS, YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE CLASS AND WILL RECEIVE A GRADE OF “F”, EVEN IF YOU DO NOT ATTEND THE CLASS.**