Fall 2015 (201610) EVP Instructions for Students

WHAT IS ENROLLMENT VALIDATION?

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

• to validate that students intend to participate in the courses that they are enrolled in
• 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 fall and spring semesters. It does not apply to summer semester classes.
• It affects both undergraduate and graduate level students/classes.
• The EVP applies to all full-semester and first half-semester class beginning between Monday, August 17th – Sunday, August 23rd, and any second half-semester courses that begin Monday, October 12th – Sunday, October 18th.
• The EVP does not apply to “off-schedule” classes (classes that begin outside of the dates above).
• The EVP does not apply to dual credit, THRIVE, study abroad, IEP, continuing education, and zero-credit 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.

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 or hybrid.

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 Services tab and click on Student Detail Schedule.

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. Find contact information for instructors at http://www.ucmo.edu/search/. It is recommended that you both call and e-mail your instructors.
FOR ONLINE AND HYBRID CLASSES

Log into Blackboard and go into each online and hybrid class. Follow the instructions below. You must do this by noon on Wednesday, August 19th for full semester and first-half semester classes (and by noon on Wednesday, October 14th for second-half semester classes – we’ll remind you via e-mail about this later!). 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.

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

2. Click the Validate Enrollment link from the course menu.

3. Read the displayed statement. If you agree and intend to take the course, click the Mark Reviewed button. (ignore old dates in picture below)

4. Upon clicking the Mark Reviewed button a confirmation message will display that you have validated enrollment for this particular course. (ignore old dates in picture below)

5. Repeat the above steps for any other online or hybrid course(s). These steps are not necessary for face-to-face classes that happen to use Blackboard.
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. You will receive a second e-mail after the drop has occurred. Drops will occur during the afternoon of Monday, August 24th for full semester and 1st half semester classes (and Monday, October 19th for 2nd half semester classes).

If you wish to remain in the course, you will have until 12:00 noon on Monday, August 24th for full semester and 1st half semester classes or after 12:00 noon on Monday, October 19th for 2nd half semester classes to contact the Registrar’s Office asking to not be dropped. You should reply directly to the e-mail you were sent (registrar@ucmo.edu, 660-543-4914) and be sure to include the original message.

WHAT HAPPENS IF I AM DROPPED FROM A CLASS?

If you are reported absent and do not contact anyone to be “saved” from being dropped, 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.

Course drops will occur during the afternoon of Monday, August 24th for full semester and 1st half semester classes (or Monday, October 19th for 2nd half semester classes).

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.

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 department chair and professor of the course.

The EVP is heavily dependent upon communication between students and faculty. Therefore it is critically important that students check their student email account and MyCentral announcements often during the week before classes begin and during the first several weeks of the semester.

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.