Enrollment Validation Procedures for Faculty

Each faculty member will be responsible for marking those students who do **not** attend the first day of class and have **not** notified the instructor of their intention to attend. **This must be reported on the first day of class.** Entries submitted later will not result in a dropped class.

Faculty will submit the names of absent students by doing the following:

**REPORTING ABSENces**

- Place your cursor on the Faculty Staff tab on UCM’s homepage. The cursor will activate a drop-down menu. Click on Banner Self-Services link.
- Click on Log In to Secure Area, enter your User ID and Pin and click on Login.
- Click on Faculty Services tab at top of page.
- Click on Term Selection link, select Fall 2008 from drop-down menu and Submit.
- Click on CRN Selection link, select or enter the CRN identifier for your course and Submit.
- Click on Mid Term Grades link. For those students NOT in attendance and who have NOT notified you via email or regular mail of their intention to attend, enter the date of the first day of class in the column marked ‘Last Attend Date’ in MM/DD/YYYY format. After all dates have been entered, Submit.

Note: Students reported as absent will be dropped from your course in BANNER. Instructors are responsible for removing the student from BlackBoard.

**REINSTATING STUDENTS**

- To ensure that a student does not get dropped from the class, remove the ‘Last Attend Date’ for all students who come to class the next scheduled class or who have notified you by email of their intention to attend, then Submit. Deletion of the ‘Last Attend Date’ will prevent the student from being dropped provided you have removed the ‘Last Attend Date’ within two working days following the day of the first class meeting. Please check your BANNER roster on Friday, August 29th (not BlackBoard) to confirm that the student is still enrolled in your course.
- A student who is mistakenly reported absent and then dropped may re-enroll in the course using BANNER self-service through Tuesday, August 26th. Any late adds or permission into full sections should be referred to the department chair of the course.

**ONLINE COURSES**

*Online* class instructors will have an additional step in Blackboard. All instructors of record can verify enrollment based on the student’s last course access in Blackboard, by using Control Panel - Performance Dashboard (under Assessment). A class roster is displayed which lists the last time that student used Blackboard for the online class. If the class has not been accessed by the student by 4 pm of the second day of the semester, August 20th, the instructor would follow the Banner self-service steps listed above to input August 19th as the ‘Last Attend Date’ for students who have not accessed their course. It is imperative that faculty make their online courses available to students prior to the beginning of the semester to allow students ample time to access Blackboard. **Online classes will be dropped on Friday, August 22nd for those reported as absent.**
DROP DATES

The following schedule will be followed by the Information Services and the Registrar’s Office:

<table>
<thead>
<tr>
<th>Class start date</th>
<th>Faculty must report absence by</th>
<th>E-mails sent to student from IS</th>
<th>Student must reply to faculty &amp; faculty remove date if necessary</th>
<th>Classes dropped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, 8/19</td>
<td>Wed, 8am 8/20</td>
<td>Wed, 9am 8/20 &amp; 8/21</td>
<td>Fri, 8am 8/22</td>
<td>Fri, 4pm 8/22</td>
</tr>
<tr>
<td>Wed 8/20</td>
<td>Thur, 8am 8/21</td>
<td>Thur, 9am 8/21 &amp; 8/22</td>
<td>Mon, 8am 8/25</td>
<td>Mon, 4pm 8/25</td>
</tr>
<tr>
<td>Thur 8/21</td>
<td>Fri, 8am 8/22</td>
<td>Fri, 9am 8/22 &amp; 8/23</td>
<td>Tue, 8am 8/26</td>
<td>Tue, 4pm 8/26</td>
</tr>
<tr>
<td>Fri 8/22</td>
<td>Mon, 8am 8/25</td>
<td>Mon, 9am 8/25 &amp; 8/26</td>
<td>Wed, 8am 8/27</td>
<td>Wed, 4pm 8/27</td>
</tr>
<tr>
<td>Mon 8/25</td>
<td>Tue, 8am 8/26</td>
<td>Tue, 9am 8/26 &amp; 8/27</td>
<td>Thur, 8am 8/28</td>
<td>Thur, 4pm 8/28</td>
</tr>
<tr>
<td>Online class</td>
<td>Thur, 8am 8/21</td>
<td>Thur, 9am 8/21</td>
<td>Fri, 8am 8/22</td>
<td>Fri, 4pm 8/22</td>
</tr>
</tbody>
</table>

If you have questions about the Enrollment Validation procedure, please contact Mike Grelle at extension 4116 or grelle@ucmo.edu.