Enrollment Validation Procedures for Faculty – Fall 2011 (201210)

Each faculty member will be responsible for marking those students who do not attend the first day of class (for classes that begin on Tuesday 8/16 and Wednesday 8/17) and have not notified the instructor of their intention to attend. See schedule below for reporting dates. Entries submitted late will not result in a dropped class.

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

REPORTING ABSENCES

1. This can be done in SFAALST (in INB BANNER) by entering the date of the first day of class (either Tuesday 8/16 or Wednesday 8/17) in the column marked ‘Last Attendance Date’. Just double click in that field and a calendar will appear for you to choose the date. Or this can be done via Faculty Self-Service in MyCentral (steps 2-8).
2. Place your cursor on the Faculty & Staff tab on UCM’s homepage. The cursor will activate a drop-down menu. Click on the MyCentral link.
3. Log In To Secure Area, enter your User ID and Pin and click on Login.
4. Click on the Faculty tab at top of page.
5. Click on the Term Selection link under UCM Faculty, select Fall 2011 from the drop-down menu and Submit.
6. Click on the Mid Term Grades link.
7. Click on the CRN Selection drop down menu, select the CRN identifier for your course and Submit.
8. For those students NOT in attendance and who have NOT notified you of their intention to attend, enter the date of the first day of class in MM/DD/YYYY format. After all dates have been entered, Submit.

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

REINSTATING STUDENTS

- If you have mistakenly reported a student as absent you should follow steps 1-6 above and remove the ‘Last Attend Date’ and then Submit. Deletion of the ‘Last Attend Date’ will prevent the student from being dropped, if performed before the time of the drops (see chart below).
- A student who is mistakenly reported absent and then dropped may re-enroll in the course through Tuesday, August 23rd. Any late adds or permission into full sections should be referred to the department chair of the course for processing.

EXEMPT COURSES

Online, weekend, second-half semester, and classes that begin after August 17th are exempt from the Enrollment Validation Policy. Please do not report absences for these courses; students will not be administratively dropped.

DROP DATES

The following schedule will be used for Enrollment Validation:

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Faculty must report absence by</th>
<th>E-mail sent to student</th>
<th>Classes Dropped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 8/16</td>
<td>Wed 8/17 NOON</td>
<td>Wed 8/17 4PM</td>
<td>Thur 8/18 4PM</td>
</tr>
<tr>
<td>Wed 8/17</td>
<td>Thur 8/18 NOON</td>
<td>Thur 8/18 4PM</td>
<td>Fri 8/19 4PM</td>
</tr>
</tbody>
</table>