

Spring 2022 (202220) Enrollment Validation Policy (EVP) Instructions for Students

WHY MUST UCM DO ENROLLMENT VALIDATION?

- to validate that students intend to participate in enrolled courses
- to reduce educational costs by facilitating University compliance with federal financial aid regulations

WHICH OF MY CLASSES ARE AFFECTED?

- Likely, all of your classes!
- 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.
- The EVP applies to all full-semester and first half-semester class beginning between **Monday, January 10th – Sunday, January 16th**, and any second half-semester courses that begin **Monday, March 14th – Sunday, March 20th**.
- 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.
- 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.

SO, WHAT DO I **REALLY** 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

REPORTING/DROP SCHEDULE

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.

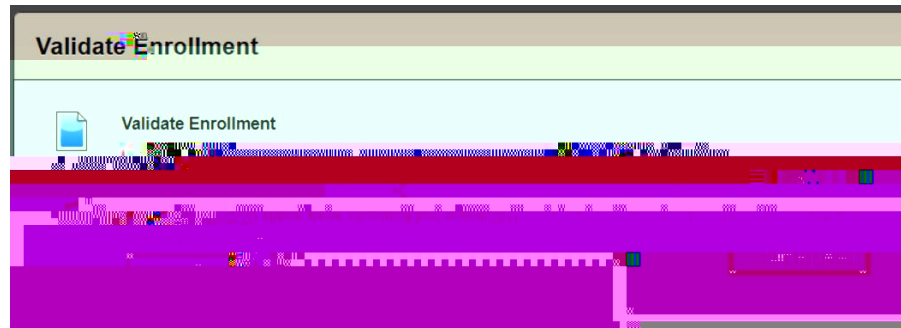
If you are unable to attend on the first day, you must contact each class instructor prior to the first class day to indicate your intention to continue enrollment. You can find contact information for instructors in the Campus Directory online at <https://www.ucmo.edu/campus-directory/index.php>. It 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 Blackboard class does not count as participation.** Some of your instructors may use a Validate Enrollment tool in Blackboard. For these classes, log into Blackboard and go into each online and hybrid class. Follow the instructions below. You must do this by the end of the day on **Sunday, January 16th** for full semester and first-half semester classes (and by the end of the day on **Sunday, March 20th** 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.

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

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.



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



5. 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 Blackboard to prove attendance. These steps are not necessary for face-to-face classes that happen to use Blackboard.

The EVP is heavily dependent upon communication between students and faculty. Therefore, it is critically important that students check their student email account 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.