



Policy Title: Course Enrollment Verification Policy

Policy Type: Administrative

Policy Number: ADM #03-10-06

Responsible Office: Office of the Registrar

Applies to: College Community

Approving Authority Date: Cabinet (2018)

Date of Previous Revision:

POLICY STATEMENT

In order to identify students who have not completed registration responsibilities successfully and students who failed to attend or participated in a registered course for the designated period of time, the following process is used each semester, mini-term, contract term, and summer session. This procedure does not excuse a student from the responsibility of officially dropping a course or withdrawing from the college. The purpose of the policy is to:

1. Identify and administratively withdraw or drop students who have registered for a course or courses but have not completed registration or have not attended or participated in the registered course or courses.
2. Identify and resolve missing grades at the end of each term.
3. Identify the last date of attendance for students who failed a course due to non-attendance.
4. Establish conditions under which a student may be reinstated due to an administrative error.

POLICY CONTENT: COURSE ENROLLMENT VERIFICATION

Phase I: Course Enrollment Verification:

Faculty are required to confirm that each student who is attending a face-to-face class or demonstrating attendance in a distance or online class is properly registered for that course.

A. Academic Units

1. Daily faculty will log in to Student Information System Jenzabar EX (myWiley) to record attendance for students on their roster. On the twelfth day instructors will log into the grade portal in myWiley and post a “no show” (“NS”) for students who failing or ceasing to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term.
2. For Faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted

the instructor. The Office of the Registrar will send a report to the Vice President Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the third day following the census date.

B. Office of the Registrar

1. The Registrar will review the lists of all submitted “no shows” (NS) to determine if there are any inconsistencies with attendance.
2. The Registrar will drop any student listed as “no show” from the appropriate class.
3. The Registrar will notify the Business Office of the students who are reported as “no shows.”
4. The Registrar will respond to roster files and correcting errors for the purposes of the Title IV enrollment reporting regulations and requirements within 15 days, correct errors within 10 days, and certify enrollment data at least every 2 months (updated every 30-60 days to the [National Student Loan Data System for Students](#)).

C. Office of Financial Services

1. Student Accounts will monitor myWiley for automatic charge adjustments occurring within the current term.
2. Student Accounts will update JICS to adjust charges if changes are occurring outside of current term.