## Spring 2025 (202520) Enrollment Validation Policy (EVP) Instructions for Students WHY MUST UCM DO ENROLLMENT VALIDATION?

• to validate that students intend to participate in enrolled courses

## REPORTING/DROP SCHEDULE

If your class begins on:	And your dass is:	You must validate enrollment by:	If you are reported absent, but wish to remain in the dass, dick the button in the e-mail you received before*:	Drops will occur after:

<sup>\*</sup>If you are reported absent for a class, but do want to remain enrolled, click on the button included in the e-mail that you received. This will remove you from the absence list and you will not be dropped from the class.

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.

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

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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