



Title: Verification of Enrollment/Attendance

Policy
 No.: ADM 4.01

Date: 4/22/2009
 Rev.: 6/28/2010; 5/20/2013,
 8/1/16

Areas Affected: All BSMCON

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PURPOSE:

To define Verification of Enrollment/Attendance.

SOURCE:

Office of Financial Aid

POLICY:

Verification of Enrollment/Attendance for the semester must be completed by all students by the end of the second Saturday of the semester. Students are required to self-certify their enrollment and attendance using the Student Information System. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. Students must confirm enrollment and attendance of all courses (nursing, pharmacology, and general education courses) for the entire semester. This student certification does not preclude instructors from taking class attendance.

Procedure:

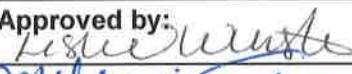

To verify enrollment and attendance, a student must login to the Student Information System. The student will access his/her current class schedule. After careful review, if all information is accurate and student is enrolled and attending all courses listed on his/her class schedule, the student will self-certify his/her enrollment and attendance. If a discrepancy exists in the courses on the class schedule the student will NOT complete his/her Verification of Enrollment/Attendance and will contact the Registrar to resolve the discrepancy. Once all discrepancies have been resolved the student will complete his/her verification of enrollment and attendance. All students are required to complete this process.

Steps to complete Verification of Enrollment/Attendance

1. Login to Student Information System.
2. Click the "Schedule" tab.
3. Review courses for the current semester.
4. No discrepancies then click the "Bio" tab.
5. Click the "Requests" link.
6. Select "Verify Current Semester (Actual name of semester will appear).
7. Click "Submit".

REFERENCE: Federal Student Aid Handbook APR 2012, Chapter 1—School-Determined Requirements.

Reference Policy # _____

Approved by: 

 Signature

Dean of Student Services
 Provost/VP
 Title

5/26/16
 6-7-16
 Date

Approval History:

Committees and Dates:
 Office of Financial Aid – 4/22/09; 6/28/10; 5/17/13
 Policy Committee – 5/20/13, 5/16/16