

Enrollment Confirmation Procedures for Faculty and Staff

Federal regulations require institutions to verify that each student attends all classes for which they received financial aid. **Please review the following directions carefully.**

Submission of Confirmation

Enrollment must be confirmed for students the first week of the semester, and for those who do not attend the first week, enrollment must be confirmed the second week of the semester. **You do not have to wait for these deadlines.** If you can verify attendance for all students on day 1, please do so. For online courses, this means an introductory discussion post or email response to the instructor is necessary for confirming participation.

Remember, enrollment confirmation submitted **by NOON** on day 10 should **only** include students who were not counted in your first week submission. In other words, **each student should only be reported once per class.**

Enrollment confirmation may only be submitted using the code “**H**” (H for “here”; leave blank if the student did not attend). After Day 10, each student should have an “**H**” in the midterm grade column who attended/participated, or blank if they did not attend/participate in the course.

Enrollment confirmation is entered in WarriorWeb under the Faculty Menu. Log into your WarriorWeb and click on the “Faculty” menu. Choose the current term by clicking on the class, then choose the course you want to verify enrollment in. From there, go to the “Grading” header to find where to enter participation depending on the dates for that week of class.

The screenshot shows the 'Grading' tab selected in the WarriorWeb interface. Below the navigation tabs, there are filters for 'Participation on/before 08/30', 'Participation on/after 08/31 (except late start and Sect B courses)', and 'Participation in Late Start courses (Sect B and other courses starting after 08/31)'. A table is displayed with the following columns: Student Name, Student ID, Midterm Grade, Class Level, and Credits. One row is visible with a redacted student name, a dropdown menu showing 'H' in the Midterm Grade column, 'Freshman' in the Class Level column, and '1' in the Credits column.

Late Start and B Session Courses

Enrollment confirmation for any courses starting after the official start date of the term (late start courses or B-Session 8-week courses) must be submitted in the Late Start column the first day the class meets.

IMPORTANT REMINDERS:

- You do not have to wait until the 5th day to submit enrollment confirmation. If all students are present and accounted for on the first day of class, **confirm as soon**

as possible. Please DO NOT wait until 12:00 p.m. on the 5th day or 12:00 p.m. on the 10th day to submit confirmation. Enrollment confirmation data may be submitted any time after a class has met and all students are accounted for. **This enables the Financial Office to release federal aid sooner and students to know it has been completed.** **Note:** If a course meets for the first time on the 5th day after the noon deadline, the instructor has until midnight to submit enrollment confirmation.

- If students show up, email, or add the course late in the week, log back in and only confirm enrollment for that particular student prior to the deadlines.
- Once the deadline for the enrollment confirmation passes, do not go back and modify anything. Any student inadvertently missed, or who emails after the 5th day deadline needs to be included in the 10th day confirmation. **If you do not meet the 12:00 p.m. deadline on the 5th or 10th day, you cannot submit confirmation for that date.** **Note:** If a course meets for the first time on the 5th day after the noon deadline, the instructor has until midnight to submit enrollment confirmation.
- If a student attends, but is **not** confirmed by the instructor by the 10th day submission, or on the first day of the course for late start and B-Session courses, the instructor must email financial aid and notify them of the mistake, **OR** the student may submit a paper enrollment confirmation form to the Financial Aid Office. Forms are available in that office.

Summer Enrollment Confirmation

Enrollment Confirmation must be submitted **on the first day of each summer session.**

*We cannot modify the WarriorWeb enrollment confirmation fields to accommodate our summer session dates. Regardless of the column names, please know that enrollment confirmation is due the first day of each summer session.

Questions? Contact the Registrar's Office at (208) 792-2223 or registrar@lcsc.edu