

## 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 **by noon on the 5<sup>th</sup> day and 10<sup>th</sup> day** (for those students who did not attend the first week) of the semester. **You do not have to wait for these deadlines. If you can verify attendance for all students on day 1, 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 5<sup>th</sup> day 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 they don’t attend). After Day 10, each student should have an “**H**” either in the Fifth Day **or** Tenth Day column, or blank in both if they have not attended or participated in an online course.

Enrollment confirmation is entered on the WebAdvisor Faculty Menu. Simply log in to WarriorWeb and click on the “Submit Enrollment Confirmation” link.



Choose the current term and submit, then choose the appropriate course.

### 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 5<sup>th</sup> 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 5<sup>th</sup> day or 12:00 p.m. on the 10<sup>th</sup> 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 done.** Note: If a course meets for the first time on the 5<sup>th</sup> 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 5<sup>th</sup> day deadline needs to be included in the 10<sup>th</sup> day confirmation. **If you do not meet the 12:00 p.m. deadline on the 5<sup>th</sup> or 10<sup>th</sup> day, you cannot submit confirmation for that date.** Note: If a course meets for the first time on the 5<sup>th</sup> 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 10<sup>th</sup> 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.**
- Enter enrollment confirmation for Summer Session 1 & 2 in the **5<sup>th</sup> Day\*** column
- Enter enrollment confirmation for Summer Session 3 in the **10<sup>th</sup> Day\*** column

\*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](mailto:registrar@lcsc.edu)