

## (11) Notice regarding Class Participation

When: One week before classes begin

Send from: [registrar@wayne.edu](mailto:registrar@wayne.edu)

Subject: <SEMESTER> <YEAR> Course Participation Confirmation

AppWorx

Dear Colleagues:

In Fall 2016, we implemented the Course Participation Confirmation policy. Thank you for your assistance, and for the constructive conversations throughout the fall term.

Based on your feedback, we are continually improving the process in order to best meet the needs of our students and meet federal guidelines for students to continue to receive financial aid. Financial aid will disburse as much aid to students that they can prior to the first day of classes, but once classes begin, aid cannot be disbursed until participation is confirmed. For this reason, we ask that you confirm participation as soon as you can after your class begins. Remember that students may continue to be able register for your class after it begins, so you may want to periodically review your list to catch new registrants.

In most cases, participation may most commonly be defined as a student who physically attends class. Additional examples, including those that may be applied to online courses, may be found on our [course participation website](#).

For Winter 2017, you will receive three additional communications regarding Course Participation:

- An email stating the confirmation participation list for your class is now available, based on the start date for the course. The email will identify a date by which you should confirm your students, but we encourage you to confirm early to allow student aid to disburse as quickly as possible. If you have a class starting January 9, and a different class that starts March 1, you will receive two separate emails.
- A reminder message.
- A copy of the email sent to each student if he/she has been de-registered from their Winter 2017 classes. For Fall 2016, we only deregistered those students whose entire schedule had not been confirmed by any of their instructors. Students who intend to drop their class(es) should be encouraged to do so via Academica, rather than waiting to be deregistered for non-participation.

We will be posting copies of the communications sent to students at <http://reg.wayne.edu/gotoclass.php>, along with more detailed information about this policy. Students will receive information about how to see their confirmation status in Academica. Specific information about their courses will not be in the email.

The confirmation tool, labeled Confirm Student Participation, is on Academica under Faculty Instructional Resources. The tool will reflect current registrations for your class. Instructions on using the tool can be found at <http://reg.wayne.edu/profconfirm.php>.

For large (rooms seating over 75 students), web/hybrid, and arranged sections, we developed a PIN-enabled confirmation system. You can give students a PIN in class and they can enter it on their Course Participation Status page in Academica. The instructions for information on how to generate a PIN and quickly confirm students who enter the correct one, can be found at <http://reg.wayne.edu/profconfirm.php>.

Thank you for your assistance. Please feel free to send any questions and suggestions to me at [kurt@wayne.edu](mailto:kurt@wayne.edu) or Associate Registrar Chris Wolfs at [ax8790@wayne.edu](mailto:ax8790@wayne.edu).

Best wishes,

Kurt A. Kruschinska  
University Registrar