

# WAYNE STATE UNIVERSITY

Dear Colleagues:

I am following up on the e-mail from Associate Provost Darin Ellis on the new policy for course participation confirmation we are putting in place for Fall. Many questions have been asked about **where and how** this will be done. This note will provide that information.

The faculty will access the confirmation tool in Academica. 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 sections (rooms seating over 75 students) and web/hybrid sections**, we developed a PIN-enabled confirmation system, where you can give students a PIN in class and they can enter it in Academica. Scroll down in the instructions for information on how to generate a PIN and quickly confirm students who enter the correct one.

**The confirmation tool will be available on Wednesday, August 31.** Please confirm participation sometime shortly after your first class meeting.

A week after the start of classes, a reminder email will be sent to instructors who have not yet confirmed participation for their students. **We must have confirmation completed by 8:30 am on September 14, 2016.** This will allow adequate time for the work we must do to administratively withdraw students before the end of the day.

As a quick reminder, you can download your class roster from Academica, by selecting "Download Classlist" from the Faculty Instructional Resources menu. There will be two options - one reflecting all student registrations and drops at that moment in time, and a version that was frozen the prior evening. You can choose to download a version into Excel or you can see an online version.

Thank you for your assistance. As this is the first time the university has done this, we anticipate there will be questions and opportunities for improvement. Please feel free to send any questions and suggestions to myself at [kurt@wayne.edu](mailto:kurt@wayne.edu) or Associate Registrar Chris Wolfs at [ax8790@wayne.edu](mailto:ax8790@wayne.edu).

Best wishes,

Kurt Kruschinska  
Interim University Registrar

E-mail sent from Associate Provost Ellis:

Dear Colleagues:

The start of the term is a time of great energy and promise. All students increase their likelihood of success by starting the semester off right, that is, by getting their schedule set and attending classes from day 1. As you may know, though, if students don't start off right in the first two weeks they can experience severe financial and academic consequences.

To encourage this, Wayne State University will begin this fall term to implement a policy requiring confirmation of student academic participation in all classes via the new WSU Course Participation Verification system. To preview the system, please see the screen shot below. As an instructor you will only need to confirm attendance or another form of participation once for each student during the confirmation period. This is independent of your class attendance policy --- If you currently take attendance at every class period you are still completely free to do so. For those of you with large lectures (>75 students), we will be following up with more specific instructions and additional support --- stay tuned!

If students' participation is not confirmed by their instructors within the first two weeks of class (i.e., by September 13 for full-term classes), the Registrar will administratively withdraw the student from the relevant class(es) and Student Financial Aid will adjust financial aid accordingly. Students will be informed throughout the period whether or not their participation has been confirmed. Throughout the confirmation period, your class rolls in the WSU Course Participation Verification System will be updated to highlight students whose participation still needs to be confirmed. If students are dropped erroneously at the end of the confirmation period, the Registrar will re-register them without affecting their academic status or financial aid eligibility. Students will be provided with email communication and a web-site (<http://reg.wayne.edu/gotoclass.php>) with more detailed information about this policy.

Should you have any questions about this process, please reach out to Interim Registrar Kurt Kruschinska ([kurt@wayne.edu](mailto:kurt@wayne.edu)) or Interim Associate Registrar Chris Wolfs ([ax8790@wayne.edu](mailto:ax8790@wayne.edu)).

Thank you, and best wishes for a successful Fall semester!

Sincerely,  
R. Darin Ellis



The last 4 digits of the WSU ID on your OneCard are: 0510  
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