Instructions for Completing Enrollment Verification

2017-2018

1. Sign in to MyConnect.
2. On the homepage, click on the link next to Outstanding Progress Surveys in the middle of the page:

3. This will take you to your "Progress Surveys" tab in the "Students" section. There is a drop down menu at the top of the page that will have a list of all surveys that need to be completed:

4. Once you have a roster, click the box in the "student has never attended class" column or "never logged into online course" column if they apply to a student. The student will receive a warning email from the Registrar and be administratively dropped from the course.

5. The Submit button is at the top and bottom of the page.

6. If all students are attending, submit with all check marks in the first column. This will formally confirm that all students are attending the course. The students with a check mark in the "All Students are Attending" will NOT receive any notifications for this survey.