

Title: Verification of Enrollment

Policy No.: ADM 3.24

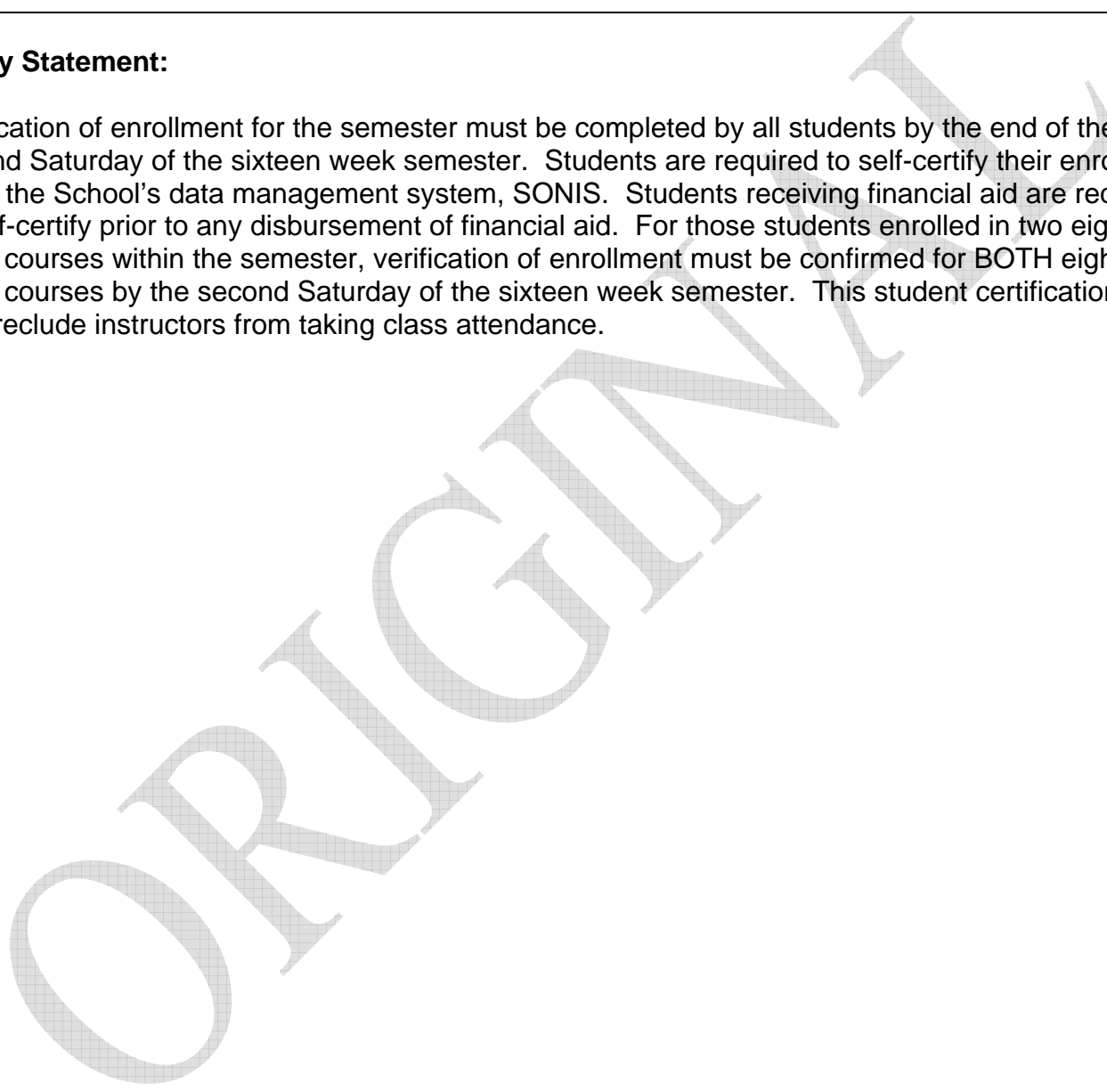
Date: 4/22/09
 Rev.:

Areas Affected: All BSMSO Faculty

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Policy Statement:

Verification of enrollment for the semester must be completed by all students by the end of the second Saturday of the sixteen week semester. Students are required to self-certify their enrollment using the School's data management system, SONIS. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. For those students enrolled in two eight-week courses within the semester, verification of enrollment must be confirmed for BOTH eight-week courses by the second Saturday of the sixteen week semester. This student certification does not preclude instructors from taking class attendance.



Reference Policy # _____

Approved by:

_____	Dean _____	_____
_____	CEO _____	_____
Signature	Title	Date

Approval History:

Committees and Dates:
 Office of Financial Aid – 4/22/09
 Faculty Organization –
 Faculty Forum –