



# Enrollment and Student Rosters: A Joint Effort of Student Services and Faculty 2023-24

# Outline

- ▶ Context
- ▶ Financial Aid Process
- ▶ Census Verification
- ▶ Enrollment Services Strategies to mitigate fraud
- ▶ Best practice to remove inactive enrollment: faculty perspective
- ▶ Q&A
  - ▶ Share your questions in the chat at any point during the meeting

# Presenter Information



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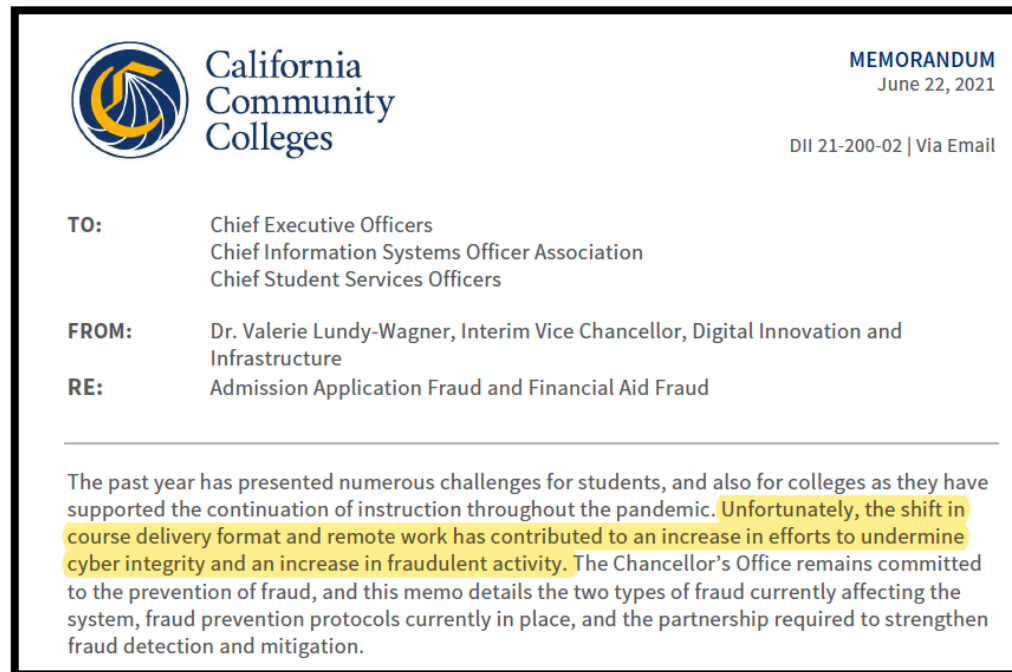
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# Context

- Fraud Type:
  - Admission application fraud can occur during the creation of CCCApply
  - Financial aid-related fraud can occur after the student is admitted
  - Financial aid fraud is not the same as student email discrepancy from past years





# Financial Aid Process

## Steps for students to receive Financial Aid:

1. Student submits application (FAFSA or Dream Act)
2. FAO downloads their file & requests any necessary required documents
3. Student submits required documents
4. FAO reviews documents and make any necessary corrections
5. FAO Runs Satisfactory Academic Progress (SAP)
6. Student signs up for refund preference through BankMobile
7. FAO Awards students and sends award letter
8. FAO verifies units and disburses funds to students
9. Students receive refund through their preferred method with BankMobile



# Financial Aid Disbursements

## ► How do we disburse funds to students?

FAO Partners with BankMobile to disburse funds to students

Disbursement methods include:

1. Direct Deposit (Preferred Method)
2. BankMobile debit card
3. Paper check (Default method - don't recommend)

## ► When are funds disbursed to students?

Disbursements depends on the funding source (1-2 times per semester)

<https://canadacollege.edu/financialaid/disbursement.php>

# Importance of Census

Helps FAO identify fraud!

Minimizes the amount of funds  
a student may have to repay!

Minimizes the amount of  
institutional liabilities!

# Census Verification

## What is “Census”?

The California Code of Regulations, Title 5, requires districts to “clear the rolls of inactive enrollment” as of the **day before** the census day for all students.

## What is my role as faculty in monitoring enrollment?

As faculty, you play an important role in determining which students are not active or no longer active in your course, especially at the start of the term or session. It is vital you remove non-attending students by census day.

According to Title 5, 58004: “Inactive Enrollment” in a course, as of each census day or date, is defined as any student who, according to published college regulations, has

- ▶ Been identified as a no show, or
- ▶ Officially withdrawn from course, or
- ▶ Been dropped from course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances.”



# Need to reinstate your student?

**Don't Panic! It is as easy emailing Maria Lara.**

Just include the following information:

- ✓ Student Name
- ✓ Student G number
- ✓ Course Number

[Lara@smccd.edu](mailto:Lara@smccd.edu)



# Strategy to mitigate admission application fraud

## ▶ Spam Filter Web Service

- ▶ Applications set with “Checked Fraud” are sent to the Suspension folder (User Interface) awaiting confirmation by A&R Staff
- ▶ A&R staff review the applications in the SPAM folder
  - ✓ Request additional documentation if necessary to confirm the status of the application
  - ✓ Confirm the fraud status for each application

# Strategy to mitigate financial aid-related fraud

- ▶ ITS extracts data and looks for "identifiers"

example: out of area address, no phone number, no home address, G# in certain sequence, no emergency address...

- ▶ ITS adds holds to stop disbursement and future registration
- ▶ Financial Aid email students to confirm identity prior to the release of funds and registration holds
- ▶ Report suspected Title IV (FA) fraud to the U.S. Department of Education's Office of Inspector General (OIG)
- ▶ Faculty drop inactive students

It is vital that faculty remove non-attending students by the Census date to significantly reduce the likelihood that financial aid is disbursed fraudulently.

# Summer/Fall data

	Summer 2021	Fall 2021
Total student enrollment by term Y (headcount)	2,763	4,891
Unconfirmed records not registered for courses	234	250
Unconfirmed records registered for courses	72	69
Students required to submit additional identification records	12	7

# Best practice to remove inactive enrollment: faculty perspective (5 min)

1. Start of semester email/message
  - ▶ Communicate importance of "showing up" for the course
2. Identify Active Students
  - ▶ Asynchronous classes: Create an introductory assignment due no later than second week
  - ▶ Synchronous classes: Sign-in sheet, student SMCCCD email login to a Zoom class, or intro assignment
3. Drop any inactive students by Census date
  - ▶ When providing an add code to a student, emphasize importance of "showing up" for the course
4. After Census: Monitor class roster for non-attending students by Withdraw date
  - ▶ In this context, non-attending = no longer completing any assignments or other course activities
  - ▶ If a student disappears, email them a drop warning 5-7 days before dropping them

# Canvas: Check Last Activity Date

In your Canvas course, click on People on the left and check a student's last activity in the Last Activity column. If the column is blank, the student hasn't logged in to the course yet.

[Announcements](#)  
[Modules](#)  
[Grades](#)  
**[People](#)**  
[Screencast-O-Matic](#)  
[Secure Exam Proctor \(Proctorio\)](#)  
[UDOIT](#)  
[Panopto Video](#)  
[Zoom](#)  
[New Analytics](#)




Everyone

Test Group

+ Group Set

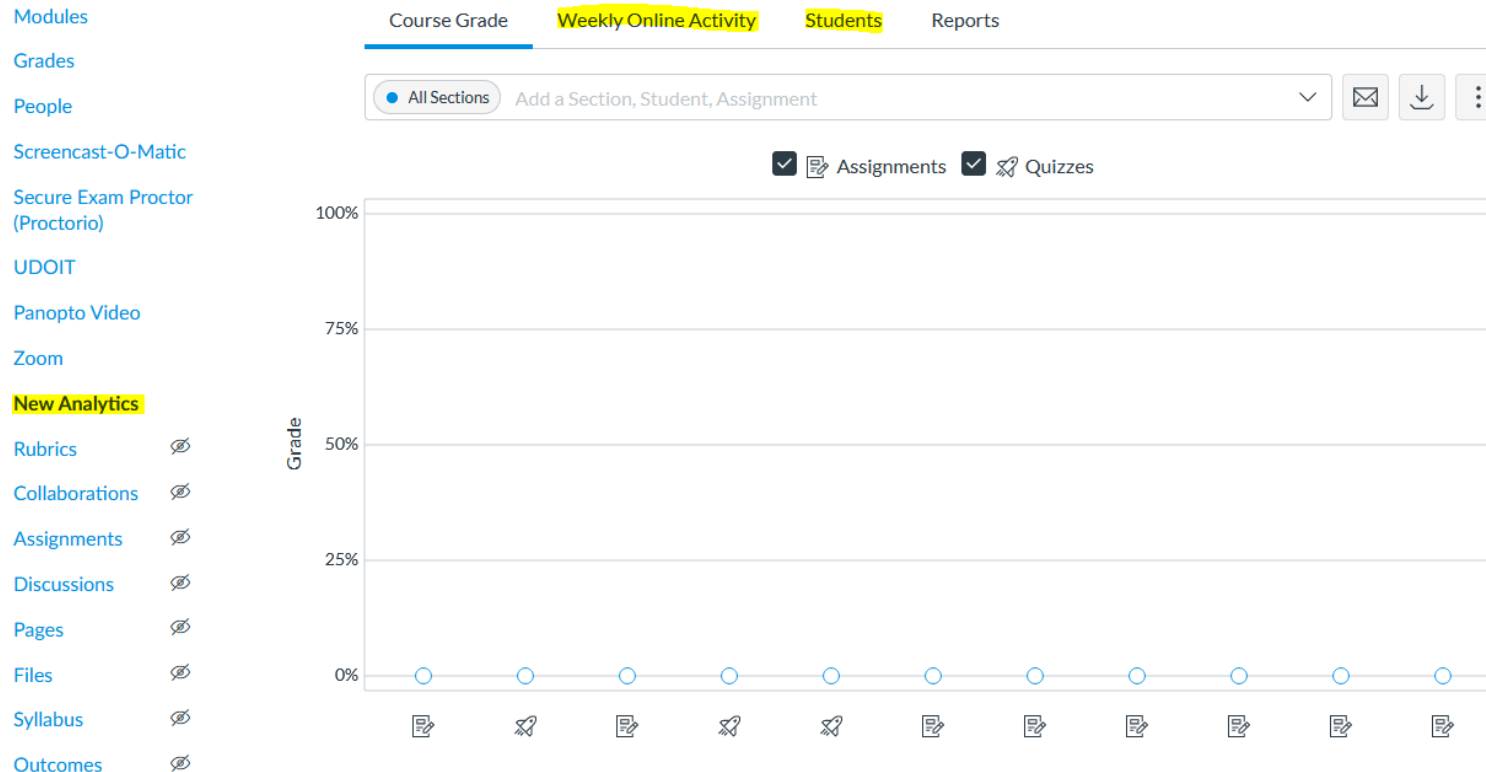
All Roles

+ People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 Wile E. Coyote	stud9	stud9	Cañada Sub-Account Test Shell	Student	Apr 14, 2020 at 12:58pm	08:20	⋮
 Scooby Doo	stud8	stud8	A Different Section	Student	Oct 2, 2020 at 10:08am		⋮
 Fred Flintstone	stud7	stud7	Cañada Sub-Account Test Shell	Tenure Evaluator	Sep 22, 2020 at 3:06pm		⋮

# Canvas: See Participation in New Analytics

Click on New Analytics on the left to see detailed reports of students' participation in your course. Click on the 'Weekly Online Activity' and 'Students' tabs to see more information.

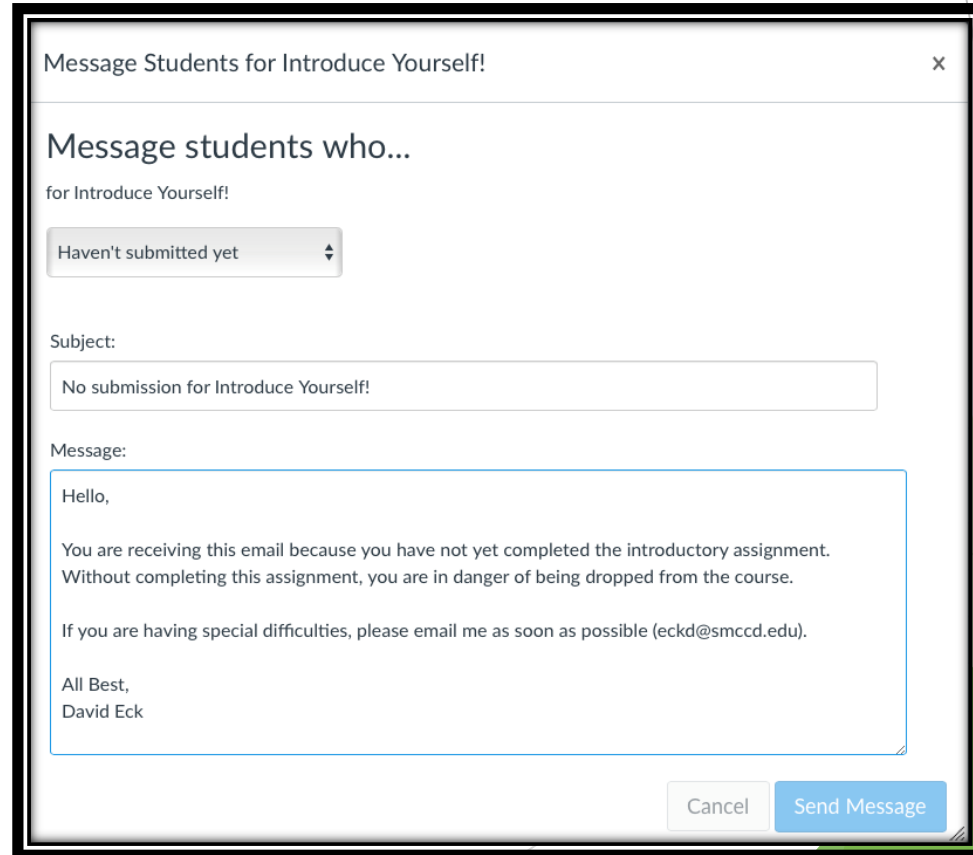
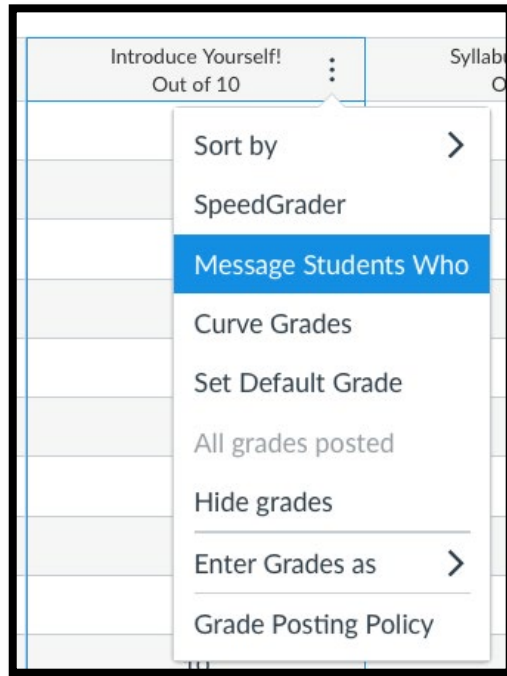


If you don't see New Analytics in your course navigation, go to Settings > Navigation to enable New Analytics in your course.

# How to Quickly Message a Group of Students

If you are using an introductory assignment to establish attending/active students, you can use Canvas Gradebook to quickly message any students who haven't completed the assignment.

- This is in the Grades section of your Canvas course

A screenshot of the 'Message Students for Introduce Yourself!' dialog box. The title bar says 'Message Students for Introduce Yourself!' with a close button (X). The main heading is 'Message students who...' followed by 'for Introduce Yourself!'. There is a dropdown menu currently set to 'Haven't submitted yet'. Below this is a 'Subject:' field with the text 'No submission for Introduce Yourself!'. Then is a 'Message:' text area containing a pre-written message: 'Hello, You are receiving this email because you have not yet completed the introductory assignment. Without completing this assignment, you are in danger of being dropped from the course. If you are having special difficulties, please email me as soon as possible (eckd@smccd.edu). All Best, David Eck'. At the bottom right are 'Cancel' and 'Send Message' buttons.



Q&A