Each semester, NJIT disburses millions of dollars of financial aid to students for payment of tuition and other expenses related to their education. The U.S. Department of Education has very complex rules and regulations that govern the eligibility of students to receive aid as well as the eligibility of an institution to award and accept that aid. One such regulation is that NJIT must verify that a student is present and attending classes in which s/he is registered before disbursing any financial aid to the student.

Beginning with the Fall 2015 semester, all members of the faculty and instructional staff (including adjuncts) must verify and record the presence of the registered students in their classes. Students must be present at least once during the period of September 1 through September 8. The deadline for submitting this information is Wednesday, September 9, 2015. The mechanism to record this information can be found in Faculty Self-Service Banner and is nearly identical to the submission of final grades. Instructions can be found at http://www.njit.edu/registrar/general/Verification_of_Presence.php.

Below are a few ideas to assist with the verification process and some additional information:

1. Presence is defined as attendance in a classroom setting or having participated in some form of academic activity. An academic activity may be defined as, but is not limited to, submission of a quiz or homework, participation in an online chat discussing class topics, or submitting questions to the instructor that are related to the class.

2. Use only the class roster from Faculty Self-Service Banner accessed through Highlander Pipeline (my.njit.edu). These rosters are real-time and have the most current student registration information.

3. The Verification of Presence page can be submitted multiple times. Therefore, if you were able to verify 90% of the registered students in the first class meeting, you will be able to submit the verification for these students. You can return to
the page at a later time (but no later than September 9, 2015) to verify the other 10%.

4. Students will be eligible to receive aid for only those classes in which their presence has been verified. Therefore, it is very important that you verify whether or not all of your registered students are present.

5. Verification of Presence applies to all students, undergraduate and graduate.

6. For independent study, thesis, dissertation, and other such registered classes that do not require formalized meetings, face-to-face, email, or telephone interaction between the student and faculty advisor in which the fulfillment of the requirements of the class are discussed is acceptable academic activity.

You will receive follow-up and reminder emails from the Registrar. It is imperative that NJIT remains compliant with the Federal Financial Aid regulations. Therefore, it is imperative that all instructors engage in this process so that NJIT can continue to offer and award financial aid to our students in need.

Questions may be addressed to Michael Maysilles, Registrar or Ivon Nunez, Director of Student Financial Aid Services.