

St. Mary's Ecumenical Institute Student Identity Verification Policy and Procedure

Initial student identity verification is a joint responsibility of the Director of Recruitment and the office of the Registrar. Student identity is established through the admissions process by review and verification of personal information, including a government issued photo identification, official transcripts, dates of attendance, recommendations, and social security number (as part of an initial criminal background check). Upon admission, each student receives a unique identification number (ID) that is generated by and maintained in Jenzabar, the school's Student Information System (SIS).

All registration for courses is managed by the Registrar. Students are registered for courses using their ID number, tying their ID number directly to their registration record in the SIS. Registration records in the SIS are used to generate official course rosters, and to populate courses in Canvas, the Learning Management System (LMS) used for all courses at St. Mary's. Thus the course roster and LMS population tie back to the student's SIS ID number where the person, demographics, and academic records are all linked.

All remote learning is accessed through the LMS. Asynchronous instructional activities occur within the LMS. Synchronous instructional sessions (in the videoconferencing platform Zoom) are accessed using unique links that are provided to registered students in the LMS course site. Thus course instruction ties back to the student's SIS ID number where the person, demographics, and academic records are all linked. Student access to the LMS is through a secure login (username) and password, tied to their unique and verified ID number. Because synchronous instructional sessions use video conferencing, instructors visually identify at the outset of the course who is in attendance and verify that it is the same person all the way through the course. Video conferencing coupled with small class sizes (caps of 25 students) allows instructors to develop strong learning relationships with students and to create "social presence" online that helps to safeguard academic integrity.