

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Consent to Conduct Business Electronically		SOP #: FA.009.01
Effective Date:	5/1/2019	
Last Revision/Review:	5/1/2019, 8/28/19, 11/05/2021, 5/15/2023	

1. Purpose

Federal and state authorities mandate that BURRELL COM receive permission from matriculated students to do business electronically. The scope of the agreements and transactions covered by this consent include but are not limited to the following: Registration, Financial Aid, Student Accounts, and miscellaneous information. BURRELL COM complies with standards for electronic signatures and implementation of certification provision in the Global and National Commerce Act, as they apply to electronic transactions conducted by schools and borrowers under the student loan programs authorized the HEA 1965, as amended.

2. Related Policy/Authority

NM Code Post-Secondary Education, Private Institutions of Higher Education. §5.100.7.10 NMAC (2017).
Global and National Commerce Act (E-Sign Act)

Burrell B2050- Data Security Policy

Burrell B2060- Acceptable Electronic Use Policy

3. Faculty/Staff Responsibilities

IT will verify that students are able to sign document through the Burrell COM Student Portal.

Enrollment Services department monitors audit records (date timestamps) for those that sign.

For student that do not agree, business will be conducted in person with the appropriate departments.

4. Definitions/Abbreviations

- Student Status
 - OA- Offer Accepted
 - MA-Matriculated
- Student Enrollment Status
 - Pre- Enrolled
 - Enrolled
- New Student
 - Entering Cohort

5. Procedural Steps

The student logs in to the CAMS Student Portal

1. The e-Consent is the first screen available every time the student logs in to the SIS Student Portal.
2. The student has the option to agree to do e-Business or has the option to logout of the system.

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- a. If a student does not agree to the e-Consent, they are unable to proceed and do business within the CAMS Student Portal.
 - b. If student consents, the student can navigate the CAMS Student Portal.
3. Students are encouraged to agree, but if the student does not agree, they receive further details via a pop-up statement asking them to visit the appropriate departments to conduct business in person.

6. Reports/Charts/Forms/Attachments/Cross References

SIS Student Portal

Appendix A: Language for the Consent to Conduct University Business Electronically- Reviewed by legal counsel

7. Maintenance

This SOP will be reviewed annually by Director of Financial Aid, Registrar, and Department Head of Enrollment Services.

8. Signature

Approved by	5/15/2023
Department Head of Financial Aid	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (If applicable)	Approval Date
11/9/2021	All	Updated BCOM to Burrell, updated links, minor grammatical changes		11/10/2021

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Appendix A: Consent to Conduct University Business Electronically

A student with Burrell College of Osteopathic Medicine (Burrell COM) has a choice whether to do business electronically through the institution. If you choose to consent to Burrell COM communicating with you in electronic form and entering into agreements and transactions using electronic records and signatures, select the "I Agree" button below. Periodically, consent expires, and a new acceptance will be requested at that time. For more information about the management and security of technology resources, please review Burrell COM General Administration and Leadership Policy [B2050- Data Security Policy](#).

The scope of agreements and transactions covered by this consent include, but are not limited to, the following:

- **Registration:** enrolling, dropping, or withdrawing from courses; viewing student schedule, grades, and transcripts; ordering transcripts; applying for graduation; requesting and viewing degree audits; FERPA release requests; requesting enrollment verifications; etc.
- **Financial Aid:** receiving disclosures and notices; viewing, accepting, or declining Financial Aid; reviewing communications; etc.
- **Student Account:** viewing tuition bills; receiving notification of loan disbursements; IRS Form 1098T Agreement; signing up for Direct Deposit; etc.
- **Miscellaneous:** updating contact and emergency contact information; signing Student Financial Responsibility Statement; submitting graduate research project and tasks; receiving student consumer information; delegating access to another individual; etc.

Hardware and Software Requirements

In order to conduct business electronically with Burrell COM you must have access to an electronic device (e.g., computer, smartphone, tablet) with a supporting operating system that can connect to the Internet, an up-to-date Internet Browser, an up-to-date pdf viewer, and sufficient electronic storage capacity on the electronic device to be able to save documents for later reference or be connected to a printer that is capable of printing from the browser.

State and Federal law requires certain safeguards to ensure that you can receive and retain communications and records electronically. By clicking "I agree" below, you acknowledge that you have access to the necessary hardware and software as described above.

Student Rights and Responsibilities

- **Burrell COM General Administration and Leadership Policy [B2060-Acceptable Electronic Use](#)**- As a system user, you must comply with the University policy on Acceptable Electronic Communications Use. Accordingly, you must ensure that your University Access Account privileges are restricted to your own use, and you must take reasonable precautions to prevent unauthorized use of your account. Only the person whose university access account ID was used to enter this portal may conduct business on this site. Any other use is unlawful and violates University Policy B2060.
- **Paper Correspondence**- Despite this consent, the University reserves the right to provide communications and engage in transactions and agreements with you in paper form at any time. By consenting, you agree that the University is not required to provide you with records in paper format. If you want a paper copy of any record sent to you electronically, you may print a copy from your electronic device or you may direct your request to the University office responsible for the communication, transaction, or agreement. Paper copies may be provided by the University office at no charge.
- **Withdrawal of Consent**- You have the right to withdraw your consent to doing business with the University electronically at any time by contacting the Office of the University Registrar by mail at 3501 Arrowhead Drive, Suite 102, Las Cruces, NM, 88001 or e-mail at registrar@burrell.edu If you withdraw consent, the withdrawal will take effect within three business days and will result in the removal of your access to student systems via any electronic device. Agreements and transactions executed after your consent and prior to the effective date of the withdrawal of consent will remain valid and enforceable. If you choose to withdraw your consent, you will be responsible for contacting the appropriate offices to conduct University business.

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IF YOU DO NOT AGREE TO ANY OF THESE TERMS, student is logged out of the system” link and exit the system. By choosing to “log-out” you will not be able to use the electronic system to conduct business electronically with Burrell COM. Should you log back in, you will be presented with the option to conduct business electronically.

Please note that declining to provide consent will not impact the University’s official mode of communication with you, which remains through the University provided e-mail account. University communications will continue to be routed to your e-mail address, and you will be responsible for all academic and administrative timelines provided to you in this format.

BY CLICKING THE “I AGREE” BUTTON BELOW, I ACKNOWLEDGE THAT I HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS WITH THE UNIVERSITY USING ELECTRONIC METHODS AND HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF MY CHOICE ON THE MEANING AND IMPLICATIONS OF THIS CONSENT DOCUMENT. I AGREE TO USING ELECTRONIC METHODS FOR ALL THE PURPOSES LISTED ABOVE AND HAVING ALL RECORDS PROVIDED OR MADE AVAILABLE TO ME IN ELECTRONIC FORM.

Radio button: I agree

Radio button: Do not agree