

New Process for First Day of Class

The university is implementing a new process for the first day of class. Starting in the Fall term 2012, attendance at the first day of each class became mandatory.

For the **Spring Semester** and moving forward, Faculty will take attendance at the first meeting of each class. Students who are not able to attend for legitimate reasons **must contact the faculty member prior to the class meeting to be marked as attending.** For **online courses**, your instructor will post an activity on the Blackboard site and **you will need to show your "attendance"** by the **third day of classes** in January.

In Fall 2012, students who did not attend the first day of class and did not pay their fees and tuition (or have sufficient financial aid to cover these costs) were dropped from that class.

Starting in spring 2013, students who do not attend the first day of class **will be dropped from that class automatically, regardless of whether tuition was paid or not.**

This process is being introduced so that seats in closed classes **can be made available during the registration period when students do not attend.** It also assists the financial aid office as awards can be adjusted based on non-attendance and funds potentially freed up for redistribution.

Students should note that many popular sections now have **wait lists** on the class which means that if someone is dropped, his or her place will be offered to the first person on the wait list. You should also note that if you attend a class for which you have not registered, **you will be asked to register for that class before the next meeting.**

As always, please let us know if you have questions regarding this process. In summary, **if you are going to miss the first day of your class, please notify your instructor.** Additionally, for online courses, be sure to log in to Blackboard and complete the online activity within the three-day period.

Thank you for your attention to this matter. It is my sincere hope that you have a restful and peaceful holiday season.

Best Wishes,

Sharon Kissick

University Registrar

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