

MANDATORY FIRST DAY ATTENDANCE FOR CREDIT CLASSES

To increase student success, each term no student may register late for a class unless the student is in attendance in the class he/she wishes to add on the first day of the semester for full-term classes. Students can be added after the first day at the discretion of the instructor in accordance with the waitlist process outlined in the COSTA Master Agreement Section 23.10.

1. Open registration will end at 11:59 pm on the day before the first day of classes, including sections that are not filled.
2. No open registration will be permitted during the first week of the term for term-length class sections that have available seats.
3. Students who are absent from the first meeting of the class without notifying the instructor prior to the first class meeting will be reported as a “No Show” on the class roster and dropped from the class.
4. An instructor is not obligated to keep a student on the roster if the student does not attend the first class meeting even if the student has previously contacted the instructor of his/her absence.
5. Students who wish to add a class, must be in attendance on the first day of instruction in order to obtain an add code from the instructor. Students wishing to enroll in online courses must contact the instructor on the first day of instruction
6. All add codes are valid within the first 7 days of a full term class and 20% of a short term class.
7. If a student misses the 7 day deadline for full term classes or 20% deadline for short term classes he/she must obtain an add slip from the instructor.
8. Students must turn in the add slip by the end of the second week of the semester or register through the late add process.
9. Waitlisted students must be in continuous attendance in order to have priority over walk-ins for adding a class.
10. Only the instructor of record or designated instructor may issue an add code.

Adopted: November 5, 2010

Revised: December 2010, March 2011, April 2011, July 10, 2017