



ADMINISTRATIVE POLICY

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Adoption	03-09-1976
Deletion	
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Enrollment Window and Initial Attendance Policy

Students who are not on a course roster on the first day of class may add the course within five (5) business days of course start date, including the start date of the class. For example, for a course beginning on Wednesday, January 10, the final date to add the class would be Tuesday, January 16.

Note: When a student adds a class within the enrollment window, the student cannot be removed from the course due to missing previous class meeting dates within the enrollment window. During the enrollment window, the instructor signature of approval for a student to add is not needed unless the course is full.

Students who are on a course roster on the first day but do not attend* the first day may be dropped from the class as a 'never attend' after the first class meeting. This is at the discretion of the instructor and is less likely to occur if the student has contacted the instructor prior to the absence in order to gain approval for the absence.

*For an online, hybrid, or other form of distance or digital class, attendance is defined as participating in a discussion board, completing an assignment, being on a live stream, or otherwise being active per the format of the course. Logging in to a course does not constitute attending.

To add a course, the Change of Enrollment Form must be processed with the Registrar before enrollment is official.

Once the enrollment window of a class has passed, instructors **must** contact the Registrar and drop students who have not attended at least once within the enrollment window; this must occur before the certification date of the class.

Revision Dates: 04-09-2025, 06-14-2022, 07-28-2021, 01-26-2021, 05-15-2018, 03-23-2010, 02-19-2008, 02-19-2005, 11-17-2003.