

Course Attendance at First Class Meeting

UNIVERSITY OF SOUTH FLORIDA 2013-2014 UNDERGRADUATE CATALOG

USF Policy [10-006](#)

This policy has been put into effect so that USF may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats and to avoid overpayment of financial aid for students who are not enrolled at the outset of the academic term.

Students are required to attend the first class meeting of undergraduate courses for which they registered **prior** to the first day of the term. Names of students who register prior to the first day of the term are shown on the first class roll in Canvas for each course section. The first day class roll is used by instructors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor via email using the University's course management system (i.e., Canvas) prior to the first class meeting to request waiver of the first class attendance requirement. **To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the fifth (5th) day of classes.** For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar's office on their respective USF campus to drop the course(s).

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s) and complete requirements specified in the course syllabus to be counted as having attended and to avoid being dropped from the course. Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor via email using the University's course management system (i.e., Canvas) prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Note: The Registrar's Office does not add students to any courses. Students are required to add a course via OASIS.