COURSE ATTENDANCE AT FIRST CLASS MEETING

USF System Policy 10-006

This policy has been put into effect so that USF may effectively utilize classroom space. It ensures students have maximum opportunity to enroll in classes where demand exceeds availability, and helps University Scholarships & Financial Aid Services to avoid overpayment of awards for students who are not enrolled at the outset of the academic term. **To avoid fee liability and academic penalty, the student is responsible for dropping all undesired courses by the end of drop/add week [the fifth (5th) day of classes].**

Students are required to attend the first class meeting of both undergraduate and graduate level 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 may be 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. For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar's office the following business day on their respective USF campus to be dropped from 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.