USF System Policy 10-006 Registration Changes Including Course Change, Cancelations, Withdrawals, and Auditing

All instructors teaching undergraduate and graduate courses are required to take attendance on the first day of class and to drop students who do not attend the first day of class. Students who experience extenuating circumstances that are beyond their control and who are unable to attend a first class meeting must notify the instructor via email using the course management system (i.e., Canvas) for that course prior to the first class meeting to request waiver of the first class attendance requirement. Although Instructors are authorized to affect the drop, students are fundamentally responsible for knowing their registration status, and the student must insure that his/her registration status reflects the drop by the end of the drop/add period. 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). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.