NEW ATTENDANCE POLICY
DELETING CLASSES FIRST DAY FOR NON-ATTENDANCE
(DCFD)

POLICY: Required First Day Attendance Policy: University policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course. This policy applies to all levels of courses. It is the student’s responsibility to verify course drops and check that fees are adjusted.

OBJECTIVE: Optimize seat availability in classes by deleting individual classes for students who do not attend that class on the first class meeting day and make the seat available to other students who need the class. Waitlist function to be used to put students needing the class in a queue to get the class if a seat becomes available.

IMPLEMENTATION TERM: A pilot implementation for SUMMER 2007 to include Term A and Term B courses is planned. This will allow an opportunity to implement the policy for Term A and fine tune procedures in Term B for a full implementation in Fall 2007.

May 15, 2007 Pilot Implementation for Summer 2007 Term A
June 16, 2007 Pilot Implementation for Summer 2007 Term B
August 13, 2007 Full Implementation for Fall 2007

PROCESS TO IMPLEMENT Pilot:

- Establish Waitlist in Banner Schedule File for Summer 2007 Term A and Term B courses. “Maximum Waitlist” of “999” will be established electronically for all courses in Summer 2007 Term A and Term B.
- When a “waitlisted” class is full, a student will be able to register to be on the Waitlist for that course through WINGS just like registering for an open seat. The same registration rules for Waitlist as for Registration will be observed. (i.e. Students will not be able to register for an alternate section of a course for which the student is already registered and will not be able to register to be on a waitlist for a course if the student is registered for a course for which there is a
time conflict. Students will not be able to be waitlisted for a course for which the student has not met the prerequisite.)

- Faculty will be required to verify attendance of students on the first day the class meets.
- Process will be run periodically (every 15 minutes following attendance verification update process YSATVY) to delete students from classes if the course status is “NA” (Not Attending as verified by the instructor).
- Waitlisted students will register for a class as seats become available. Process should generate a posting on student’s MyGeorgiaSouthern page stating that the class has a seat available and that the student on the waitlist has been given permission to register for the class via WINGS. Permission is good for 10 hours. Student must go into WINGS registration and register for the class.
- Students who are added to a class after the first class meeting should ask their instructor to verify their attendance as soon as possible. (IT Services to modify Attendance Verification Form to include only students who have not been verified as attending.)
- An email will be sent to the student’s Georgia Southern email account to notify the student that the class has been deleted from the student’s schedule because of non-attendance.
- Fees will be adjusted by the fee assessment process.
- Students who are dropped from classes and want to be reinstated must go through the drop/add process.
- Develop a web form that students who are not able to attend the first class day may complete.
- As an alternative to completing the web form, students may call the WINGS helpline and provide information requested on the form, or the student may contact the instructor and ask to be saved from being dropped.
- Reason must be excusable and must be able to be documented (Draft of Exceptions statement below)
- Email will be generated to instructor of class when web form is completed
- Course will be coded as “Save” so that class will not be dropped
- Since assistance is needed in doing Attendance Verification for large classes, as part of the pilot larger classes in Terms A and B will be identified for the purpose of additional testing of devices for scanning ID cards.

Registrar’s Office
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**Exceptions to First Day Class Attendance Policy**

An exception to the First Day Class Attendance policy will be approved only for emergency reasons, such as serious illness (a note from Health Services or family physician will be required), the death of an immediate family member (a copy of the obituary will be required) or military obligations (a copy of military orders will be required). Exceptions to the First Day Class Attendance policy will not normally be made for any of the following reasons: wedding of the student, relative, or friend; part-time or full-time job or job interview; vacation; convenience of travel schedule. **Exceptions to these guidelines can be made, but should be based on a very compelling case.**

**Publicity activities:**

**Students:**
- Establish a Web Page outlining the plan with FAQ’s (important to explain what Waitlist means and the terms of being waitlisted)
- Email to all students
- Announcement on MyGeorgiaSouthern Log-in Page
- George-Anne story
- Ad in George-Anne
- Communications in SOAR
- Twirl Newsletter
- Parent Association Newsletter
- Advisement Center Posters
- Statement in all Financial Aid, Registrar, and Student Fees communications
- Postcard to students’ home addresses

**Faculty:**
- Send Announcement to Faculty for them to share with each of their classes
- Send policy implementation plan to Faculty Senate Moderator to send to Faculty Senate list serve
- Announcement on each faculty member’s MyGeorgiaSouthern page
SUMMARY OF PILOT FOR FACULTY SENATE

Staff:
  - Email announcement