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: SUMMER 2007
May 15, 2007 Implementation (First day of Classes)

PROCESS TO IMPLEMENT:
• Faculty will be required to verify attendance of students on the first day the class meets.
• Process will be run nightly to delete students from classes if the course status is “NA” (Not Attending as verified by the instructor).
• Waitlisted students will be registered for a class as seats become available. Process should generate an email to the student notifying that the class has seats available and that the student on the waitlist has been given permission to register for the class via WINGS. Permission is good for 24 hours.
• Students who are added to a class after the first class meeting should ask their instructor to verify their attendance as soon as possible.
• 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 drop deleted from classes and want to be reinstated must go through the drop/add process.

Registrar’s Office
Macintosh
2/12/2007
1