

ATTENDANCE POLICY

Regular attendance is necessary for satisfactory class completion. Each instructor or program coordinator has the responsibility of establishing the attendance requirements which best suit the educational goals of a class or program. No central class attendance record is kept other than a required midterm report. It is the **student's responsibility** to learn the instructor's attendance policy for each course, as well as to discuss with their instructors any extraordinary circumstances affecting his/her attendance. Students may not attend a class without registering and paying for the class. Students will not receive credit for any course for which the registration was not completed in a timely manner in accordance with college procedures. Also, it is against college policy to attend or participate in a course in which one is not registered.