

## **Attendance**

### **Be on Time and Ready**

- Registering for a class implies a commitment to the time allotted for the course. I have observed year after year that those who do not have a habit of coming to class have a much higher failure rate.
- Students are expected to come to class, arrive on time, and be prepared to work.
  - I make the most important announcements in the first 5 minutes of class.
  - You miss this time, then you miss the announcements. It is that simple.
- You are expected to come to class with the reading assignments completed. If you do not, you are losing out on the context of the lectures and other class work.

### **Late Enrollment in the Course**

- If you are given permission to enroll after the quarter begins, this does not imply you have the right to make up missed work.
- There are extra credit options that can help boost your points.

### **Missed Coursework**

- Absentees are responsible for getting information on their own time, not at the expense of the rest of the class.
- You are expected to solicit such information or materials from the instructor during office hours or by appointment.

### **Inclement Weather/Assignments Due**

- If there is inclement weather that closes the campus, then the due date is automatically extended to the next class day after the campus is reopened.
- No matter what the campus decision is about whether to open the campus during inclement weather, I urge you to be conservative when making a decision about coming in if there are poor road conditions. No grade is worth your life or your vehicle.

### **Vacations and Excused Absences**

- Students should avoid scheduling other appointments, vacations, or so forth during class time. I make no accommodations for these unexcused absences.
- Scheduled absences may be excused by official documentation. If you have an officially documented excuse at your fingertips, you have the time to complete assignments early.
- I completely adhere to the Federal policies concerning active duty military and absences.