

## **Amendment to RAAD Handbook**

*Effective January 3, 2011*

### **Attendance**

Weekly class attendance throughout the term is expected. Non-attendance in a class or informing the instructor does not constitute dropping it or withdrawal. Students who stop attending or who have never attended a class must formally drop the class following official add/drop procedures, see "Adding or Dropping Courses." Failure to do so will result in liability for all tuition and fees associated with the course and **a grade of 'F' recorded for the course at the end of the term.**

Students who must be absent are encouraged to discuss their absence with their instructor preferably before the absence occurs. Responsibility for attending class is placed upon the student in the context of academic achievement. Students are responsible for work missed.

Once a student has begun taking classes in the RAAD program, if for any reason s/he needs to stop out (not register for classes) for one or more terms, s/he must contact our Admissions Office to file a re-entry form. Only when a re-entry form has been filed will students be "re-activated" to receive mailings from the College, including registration information.

A student, who is attending a class for which he/she is not registered and has not paid, will not be allowed to add the course retroactively and will not be allowed to receive a grade for the course. In order to receive a grade and credit for the class, the student will be required to register, pay for and attend the class in a subsequent term.