

Student guidelines

ENROLLMENT & ATTENDANCE

*In order to ensure the comfort of your fellow participants, **please:***

1. Be on time for classes. ...When you walk in after the class is already underway, you momentarily interrupt everyone's concentration in the room.
 2. If you are running late, call in so we know when to expect you.
 3. If you arrive more than 15 minutes after the start of your class, the doors will be closed. You will need to wait until the teacher feels that it won't disrupt the class to come in.
 4. If you arrive more than 30 minutes after the start of your class, you will not be allowed to enter the class. You will be marked "absent".
 5. You will be removed from class permanently if you have 3 unexcused consecutive absences and will automatically be replaced in class and in the data system and placed on the waiting list.
 6. After 3 absences in a semester, students will be placed on the class wait list and will need to wait until there is availability to return.
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