



ADMINISTRATIVE POLICY

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Adoption	03-09-1976
Deletion	
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## Enrollment Window and Initial Attendance Policy

Pratt Community College believes that class attendance is important to student success. Therefore, students are expected to be enrolled and attend all sessions, of every course.

A student may add a class only with course instructor and advisor approval. This must occur within five (5) business days after the start date of the class. After that point, no late enrollment will be allowed. The Change of Enrollment Request through etrieve must be processed with the Registrar before enrollment is official.

Currently enrolled students who have not attended a class(es) and who have not contacted and received instructor approval for late entry into a class(es) within the allotted time (one) business day) of a class' first session/meeting may be dropped as having never attended. Students enrolled in online classes must have participated within one (1) business day of the start date of the class(es). Online students who have not participated in a class(es) and have not contacted and received instructor approval for late entry into a class(es) within the allotted time (one business day) may be dropped.

Revision Dates: 06-14-2022, 07-28-2021, 01-26-2021, 05-15-2018, 03-23-2010, 02-19-2008, 02-19-2005, 11-17-2003.