**Class Attendance**

Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. Excessive absences could lead to a lower grade, even a failing grade.

It is especially important that students attend the first class meeting of every class in which they are registered since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who may wish to enroll. Registered students who must miss the first class should notify their instructors through the appropriate area center prior to the first meeting to avoid being dropped from the class.

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. The instructor will explain to students during the first class meeting the policy for attendance and grading to be used in the course.

It is the student's responsibility to officially drop classes that he or she is no longer attending (see the [**Withdrawal from Class**](http://www.coastline.edu/departments/admissions/page.cfm?LinkID=333) policy). If a student stops attending class, but does not officially withdraw from the course via MyCCC or by mail, he or she could receive a failing grade.

**Continuous Attendance**

Continuous attendance is defined as the completion of at least one course during the Fall or Spring semester in an academic year.