

MEMORANDUM

TO: All Students

FROM: Dr. Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: January 22, 2018

RE: **RESPONSIBILITIES FOR ADDED / DROPPED CLASSES**

Welcome to the spring 2018 semester at Millersville University!

We know that during the first week, students may be finalizing their schedules and adding or dropping courses.

This is just a reminder that students who add classes after the first day are responsible for making up any missed work. Students should contact course instructors right away (email, phone, or in person) and not wait until the next class meeting.

In addition, please be aware that students who do not attend both of the first two meetings of any class may be dropped from that class for non-attendance, per the University's "[Drop for Non-Attendance Policy](#)." Exceptions are permitted if students have contacted their professors to make special arrangements.

If you have online classes, please make sure that you log into D2L (<https://millersville.desire2learn.com/>) and click into the class during the first week.

Best wishes for a successful spring semester!