

## **MEMORANDUM**

TO: All Students

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

DATE: January 21, 2020

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

Welcome to the spring 2020 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](#) and click into the class during the first week.

Best wishes for a successful spring semester!