



# MEMORANDUM

**TO:** Alcorn Students

**FR:** Tracee T. Smith, Ph.D.   
Registrar & Director of Student Records

**DA:** January 10, 2020

**RE: MANDATORY CLASS ATTENDANCE | UW REPORTS**

On Thursday, January 16, 2020, instructors will report student “no shows” in BANNER. Students who have never attended class or never logged into CANVAS courses will be marked as “no-show” or unofficial withdrawal (UW) and will be dropped from class rosters. This process of documenting student non-attendance will be completed by Friday, January 17, 2020.

Students who are administratively withdrawn for lack of attendance must petition the Office of Academic Affairs for possible reinstatement. Only students with compelling or extenuating reasons may petition.

**Thus, students dropped for UW may appeal to the Office of Academic Affairs for re-enrollment by completing the following petition. → [here](#)**

Failure to attend classes affects Financial Aid eligibility, academic good standing, athletics eligibility, academic performance, scholarship status, band participation, etc. Remember, from the first day to the last day of classes, every class day counts. Make the most of each day by attending all classes on your schedule. Please take educational responsibility to make this happen.

Additional Student Success Resources:

- Last Day for Registration: **Wednesday, January 15, 2020**
- Spring 2020 Graduation Application Deadline (\$50 fee): **Friday, January 24, 2020**
- Classes Removed for Non-Payment of Fees: **Monday, January 27, 2020**