



Welcome to  
Roxbury community college!

# Attendance policy

If you miss class, you must contact the instructor immediately in order to get the assignments you missed.

If you miss more than 3 classes without making up the work you will fail the course and will not be eligible for a refund. If you arrive late (more than 15 minutes after the start of class), you will be considered late for class. 4 late arrivals to class equals one missed class. **It is important that you contact your instructor whenever you are going to be late or miss a class!**

# Add/drop policy

Add/Drop Deadline: **January 28, 2022 for Spring Semester & February 13, 2022 for Spring Access Courses**

If you would like to drop the course, you need to complete and submit an Add/Drop form. Please contact us at [cwd@rcc.mass.edu](mailto:cwd@rcc.mass.edu) or visit the registrar's office to get a form. If you drop the course within the add/drop period, you will be eligible a full refund.

# Covid-19 Safety Protocols

For information on the college's COVID-19 Policy and how to upload your vaccination information on Verifly please click on the link: <https://www.rcc.mass.edu/banner/1252-covid-19-college-vaccine-challenge>



Masks or face coverings are required to be worn at all times, required within 6 feet of another person.



Any student who demonstrates symptoms of COVID-19 should leave campus immediately.



Upon first arrival to campus, any individual should wash or sanitize their hands inside the building they first enter.

For questions or concerns, email [COVID-19@rcc.mass.edu](mailto:COVID-19@rcc.mass.edu).