



## Administration Matters

\* Please kindly inform all participant to be present at ATTC at 0830 hrs (full time course) or 1700 hrs (part time course) on the 1<sup>st</sup> day of the course for orientation, briefing and payment.

**Please bring copies of your NRIC front and back and Enrolment Form for the Registrar's record.**

We hope you will have a pleasant and rewarding learning experience with us. Hence, we would like to bring to your attention on the following administration matters:

### Attendance Clocking:

Students are required to sign in the attendance file for every class that they attend. A student who has forgotten to sign in the attendance file will be considered absent for class.

Attendance file will be removed from the class by 0900hrs each day for Full Time courses or 1900 hrs on each Monday, Wednesday and Friday for Part Time courses.

Attendance percentage will be calculated based on the number of signatures in the attendance file against the total number of classes for the course. Students are not allowed to leave the class before the lesson ends. If a student leaves the class before lesson ends, he will be considered absent.

### Attendance and Certificate Issue Policy:

Students are required to achieve at least 85% attendance for the course. If a student is unable to achieve **85%** attendance, he will be barred and no certificate will be issued.

### Lecturer – Student Evaluation:

At the end of the course, students will be asked to submit an evaluation on the lecturer and the course.

If you need further clarifications, you can reach the following:

Ms Lee Ai Li, Senior Registrar,	<a href="mailto:aiali@attc.edu.sg">aiali@attc.edu.sg</a> ,	6603 6610
Ms Jenny Ng, Student Services Officer,	<a href="mailto:jennyng@attc.edu.sg">jennyng@attc.edu.sg</a> ,	6603 6608
Ms Tracy Pang, Student Services Officer,	<a href="mailto:tracypang@attc.edu.sg">tracypang@attc.edu.sg</a> ,	6603 6633