

## P-CCS Community Education • Virtual Course Guidelines and Requirements for Participants

**\*Prior to enrolling for a Community Education Virtual class, please carefully review the below guidelines so you are clear regarding expectations for participation.\***

**\*You will be asked to CONFIRM during the registration process that you AGREE to the guidelines that are noted below and will follow them accordingly. (If enrolling family members, your agreement during registration also confirms that they are aware of and will follow the guidelines.)\***

- Participants in P-CCS Community Education virtual classes will be asked to exhibit proper behavior when taking part.
  - The chat space within the video conference should be used for course-related content only and the instructor reserves the right to turn off the chat.
  - It is expected that participants will be engaged in learning, as our classes are taught live and are not recorded. Community Ed will follow up on any issues of inappropriate behavior that arise during the session. If problems persist, Community Ed may dismiss the participant from future classes with no refund.
- Participants are required to provide their own device in order to take part in the class and must have an internet connection. Online courses will take place via Zoom video conferencing. Please verify your device is capable of using the Zoom software ahead of time. No refunds will be issued for technology or connectivity issues after the course begins.
- So the class may start on time, please check in a few minutes early to make sure Zoom is functioning properly. Please have any required materials ready to go.
- Since our virtual classes are fee-based, we will be taking attendance at the start of class to ensure only paid participants are present. Please do not share meeting links.
- You may use your first name only as your screen name.
- It is not required for you to have your video or audio on. However, if you are comfortable sharing, it will allow the instructor to see projects, share feedback, and/or answer any questions that you have. Sessions are not recorded by Community Ed.
- If you must leave the session briefly or have a conversation, please mute your audio.
- The live Zoom video call and the content of the course are private; therefore, no video, audio or photographic recordings are allowed by those participating.

Again, joining the class virtually will be an acknowledgment that you have reviewed and will continue to follow the online expectations each session.

It is a priority that a safe and enjoyable environment be maintained for all participants and staff. We appreciate and thank you for your cooperation!

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For additional information about Zoom software and privacy policies, please visit their website:

Main page: <https://www.zoom.us>

How to Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

FAQs: <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>