



Cultural Center for Language Studies

Fluency in Languages

Live Online Class Policy

When attending classes remotely, students must abide by the guidelines below:

1. Find a quiet place where you will not be interrupted or distracted during class: an office with a desk is ideal.
2. Make sure you have a strong Wi-Fi signal and a high-speed internet service; a wired connection is preferred.
3. Use a headset to minimize any echo, feedback, or noise in the background.
4. Keep your camera on for the entire class.
5. Switch your microphone on whenever you speak and switch to mute when just listening.
6. Keep in mind that the teacher and your classmates will be able to see you, so you will want to be dressed as if you were in class.
7. You may NOT attend class from a moving vehicle or public places such as restaurants.
8. You may NOT have other persons attending class with you without prior consent from CCLS.

We may ask a student to disconnect from the session if we determine that the place from where he or she is attending class is inappropriate. CCLS reserves the right to remove any individual that is not authorized to participate in our online classes. Students who refuse to comply with the rules above may be removed from the online session or even blocked from the service.