

Zoom Course Agreement

Kirkwood Community College Continuing Education provides CEU credits to participants in qualifying continuing education classes. In order to receive credit for continuing education hours (CEH) the participant must:

- Register on Zoom
- Attend 100% of the course and follow the provided guidelines.
- Follow the Kirkwood classroom expectations.
- Complete a class evaluation

Students are responsible for making sure their device is able to zoom per guidelines. Each student must be logged into their own device. Students should be prepared should any technical difficulties arise, Kirkwood is not responsible for student technical problems and CEH credit will not be awarded for technical issues resulting in being off of the zoom for more than 5 minutes during any portion of the course. Participants arriving late or leaving early will be allowed to attend the zoom but will NOT receive CEH credit. Zoom's will be recorded.

During Zoom's students must follow the attendance procedure by typing their name in the chat feature and notifying the instructor if their zoom name appears differently than their registration.

The Kirkwood refund policy will be followed and no exceptions will be made if the above guidelines were not followed or CEH credit was not given.