

# 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:

- Attend 100% of the course and follow the provided guidelines.
- Register on Zoom
- Follow the Kirkwood classroom expectations, be present, and have their cameras on at all times.
- Complete a class evaluation

Students are responsible for making sure their device is able to zoom per guidelines and have their camera on for 100% of the course. Each student must be logged into their own device and their name shown must match their registration. 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 as directed by verbalizing presence, typing name in the chat feature, and updating zoom name to match their registration.

The Kirkwood refund policy will be followed and no exceptions will be made especially in any circumstance that the above guidelines were not followed or CEH credit was not given.