



Cultural Center for Language Studies

Fluency in Languages

Live Online Class Policy

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

1. Students should find a quiet place conducive to learning where they will not be interrupted or distracted during class; an office with a desk is ideal.
2. Make sure students a strong Wi-Fi signal and a high-speed internet service; a wired connection is preferred.
3. Participants are encouraged to use a headset to minimize any echo, feedback, or noise in the background.
4. Members should maintain camera visibility throughout the entire class.
5. Students Switch their microphone on whenever they speak and switch to mute when just listening.
6. Keep in mind that the teacher and their classmates will be able to see them, so they will want to be dressed as if they were physically in class.
7. Students should use the “raise hand” feature on the platform if they wish to ask a question or to provide an answer; this maintains consistent classroom management.
8. Students may NOT attend class from a moving vehicle or public places such as restaurants or cafes.
9. Students may NOT have other persons attending class with them without prior consent from CCLS-NJ.

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-NJ 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.