

## GUIDELINES for SFM Spring Semester ZOOM Course Registration

### FOR CREDIT STUDENTS and AUDITORS:

Fee per course will remain the same as published on the SFM website

Note: BOTH AUDITORS AND CREDIT STUDENTS: All registered ZOOM Students are to attend SFM Orientation at SFM on Sunday, January 5, 2020 from 2PM-4:30 PM. During Orientation, there will be a special ZOOM Tutorial Class for ZOOM students, conducted by Jeff Green. As a registered ZOOM student, you are required to bring any portable device you intend to use to sign into a ZOOM class. If you plan on using a desktop computer to connect to ZOOM, you will need to bring the specifications of the computer to the tutorial as follows: make and model of the computer, camera device, if external, processor speed and amount of RAM, hard drive size, microphone make, type of soundcard. All students should also bring their smartphones as well. You will need to successfully complete the tutorial class on Jan 5th with Jeff Green in order to proceed to attend classes with the ZOOM format.

### STUDENTS TAKING COURSES FOR CREDIT:

- The ZOOM students will join their class(es) in person at SFM on the following class dates:

JANUARY 25<sup>TH</sup>, FEBRUARY 22<sup>ND</sup>, MARCH 14<sup>TH</sup> and APRIL 4<sup>TH</sup>

- AUDITORS are NOT required to attend any classes in person.
- Your participation in discussion during each class you attend through ZOOM will be evaluated just as it would if you were attending in person.
- You are expected to complete all reading assignments before each class starts to facilitate your participation in the discussions
- Written assignments will be submitted online to the instructor on or before the due date set by the instructor.

NOTE: Should you have issues connecting through ZOOM in class, please do not disturb the class, instead send an email to [jgreen@edsd.org](mailto:jgreen@edsd.org). After leaving the meeting, rejoin through your smart phone.

Click the following link to watch a brief instructional video on  
What it looks like when joining a ZOOM meeting

[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)

