

UNC Charlotte Boot Camps

Attendance Policy: Live Online Modality

Regular attendance and active participation are two of the most important factors that lead to boot camp success. Ideally, you will be present in class every day. **Certificate-seeking students in our part-time courses are allowed 8 absences.** Projected absences in excess of this number should be discussed with the Student Success Manager.

- ❖ As a courtesy (not mandatory), please send a group direct message to your instructional team in Slack prior to class to let them know you will be absent.
- ❖ If you miss more than 45 minutes of class, you will automatically be marked absent. Note that not actively participating as outlined below is considered missing class.
- ❖ Only mark yourself as present after you are inside of the class Zoom room.
- ❖ It is your responsibility, not the instructional staff, to ensure the accuracy of your attendance record. Make it a habit to check in as soon as you enter class. If you do forget to check in during the first 45 minutes of class, please alert a TA as soon as you realize that you have done so (the day of class). Any requests to change attendance status after the day of class must be sent to the SSM.
- ❖ When you are absent, we highly recommend watching the recorded video, which will be posted as soon as possible following class, prior to the next class. Work your way through the activities.
- ❖ When possible, avoid missing multiple sessions in a row, and aim not to miss project work days. When missing project days is unavoidable, communicate directly with your teammates and instructional team in advance around your contributions.
- ❖ If you log on to Zoom after the time the class starts, there may be a delay in gaining entry to class from the waiting room. Please make every effort to be on time.
- ❖ If you are ill or have other circumstances arise that would put you over the number of allowed absences, please contact your Student Success Manager immediately. Documentation may be required depending on the situation.

Active Participation in Class

To maintain the status of Present during class, you must remain an active participant throughout class. Participating entails:

- Having your camera on (occasionally turning off your camera for a few minutes during lecture to take a restroom break, grab food, etc. is fine)
 - If you are off camera for 10 minor more, we will ping you
 - If you don't respond after 2 attempts, we will remove you from the zoom session
 - Your attendance for the class will be changed
- Responding to questions when you are asked during class
- Interacting with instructional staff and classmates in breakout rooms during activities and attempting all activities