Online Class Rules and Guidelines

- **Attendance:** Attendance will be taken five minutes after the class begins. Any student joining after this time will be marked as **late**.

- **Language Use:** The use of Arabic is strictly prohibited during the class.

- **Absences and Lateness:** If you are absent or late, it is your responsibility to:

    - Watch the recorded session,

    - Review any missed material,

    - Check the class group for announcements or assignments.

- **Course Outline:** The course outline is subject to change based on the needs and progress of the students.

- **Assignments:** All assignments must be submitted on time. Late submissions may not be accepted.

- **Communication:** If you need to contact me, please send a message via **WhatsApp only.**

- **Technical Readiness:**

    - Ensure that your microphone and internet connection are working before the class starts.

    - Keep your microphone **muted** at all times unless you are asked to speak.

- **Participation:**
    - Participation will occur in the order of the attendance list to ensure that all students have an equal opportunity to contribute. This procedure is in place to avoid any disruption or chaos during the class.
    - To maintain order during the session, students are required to **wait until they are called upon**.

- **Answering Questions:**

    - Please do not call out answers.

    - If another student responds incorrectly, please wait for your turn without interrupting.

- **Non-Response Policy:**

    - If I call your name to participate and you do not respond after **three attempts**, you will be removed from the session.

    - You will not be allowed to rejoin the class, and you will be marked **absent** for that session.

- **Absence During an Assessment:**

    - If you are unable to attend an assessment, you must inform your HR representative, who will then contact Ms. Farah Shaban at AMIDEAST. She will notify me of the reason for your absence. Please note that this process must be handled through official channels and **not** communicated to me directly.