



### **Request to Attend Course via Zoom**

Please use the application below to request permission to attend a Zoom enabled course via Zoom. The following policy and procedures apply to Zoom attendance:

1. Courses attended via Zoom are considered online courses. Students must monitor their degree audits carefully to assure that they meet the 1/3 residency requirement, or any other program restrictions around online courses.
2. Students must request and receive permission to attend via Zoom at least two weeks before the first day of class.
3. Zoom enrollment is up to four students per course. Zoom requests will be processed in the order they are received. Only matriculated, Hartford Seminary students are eligible to attend via Zoom.
4. Students must have access to hardware/software that meet the Zoom requirements found at <https://www.hartsem.edu/current-students/attending-class-via-zoom/>
5. Students must have a quiet, undisturbed location with minimal background noise, the ability to speak at a conversational level, and a stable broadband connection. Open and public spaces, such as libraries, are not suitable for Zoom attendance. If a student's connection or environment is found to be disruptive, they may be asked to leave class.
6. All students will be required to pass a sound and connectivity check before their request to attend via Zoom will be finalized.

Name \_\_\_\_\_ Email \_\_\_\_\_

Program of Study \_\_\_\_\_

Course for which you are requesting Zoom attendance \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

[  ] Sound and Connectivity Check Passed \_\_\_\_\_ Date \_\_\_\_\_