

National Transit Institute

Virtual Course Registrant and Participant Code of Conduct

By registering for any National Transit Institute (NTI) event via the Rutgers University Division of Continuing Studies Registration System, you are agreeing to adhere to the Code of Conduct outlined below:

COURSE REGISTRATION

All individuals registered for an NTI course will receive an emailed registration confirmation to the email address associated with their Rutgers University Division of Continuing Studies Registration System account. Course registrations are **NOT** transferrable. Individuals who register for an NTI course after all available course seats are filled will be placed on a waitlist. Those waitlisted for an NTI course will receive an emailed waitlist confirmation. If a slot becomes available, those on the waitlist will be admitted to the course (in chronological order) and will receive a subsequent email confirming their change in status to active enrollment. *(Note: emailed registration and waitlist confirmations can land in spam or junk folders, please check.)*

COURSE CANCELLATION / NO-SHOW / ATTENDANCE

Course Cancellation

All course cancellation notifications must be received at least two weeks prior to the start date. Notification must be emailed to the NTI Program Coordinator responsible for the course.

All course cancellation notifications inside of two weeks of the course start date, must be accompanied with a valid excuse for cancellation. Notification must be emailed to the NTI Program Coordinator responsible for the course. Registrants that do not provide a valid excuse will be suspended from registering for NTI events for six months from the course start date.

No-Show

All registrants that fail to attend a course and do not contact the corresponding NTI Program Coordinator to cancel their registration will be deemed a “no-show.” The registrant will be suspended from registering for NTI events for one year from the course start date.

Attendance

Most NTI virtual courses are delivered via multiple sessions over consecutive days. In order to receive a Certificate of Completion*, course participants must be logged onto the course they are registered in for the entire duration of the course (NTI will excuse participants for missing no more than 30 minutes of course instruction). Additionally, course participants **MUST** sign the daily digital attendance sheet **EVERY** day of the course no later than ten minutes after the daily session ends.

VIRTUAL CLASSROOM EXPECTATIONS

In order to maximize your NTI virtual course learning experience please:

- Access the course on a laptop or PC with a high-speed internet connection
- Participate with a webcam, headset, and microphone
- Turn your webcam on, unless you must momentarily step away
- Mute your microphone unless you are speaking
- Print or download the course participant workbook and course materials to have on hand
- Be seated at a comfortable table or desk in a quiet environment and maintain a professional immediate camera view
- Actively participate!

REQUEST FOR SPECIAL ACCOMODATIONS

All requests for special accommodations of course materials must be emailed to the NTI Program Coordinator responsible for the course two weeks prior to the start of the course.

APPEALS

Registrants / course participants can appeal a registration suspension or non-issuance of a Certificate of Completion* in writing to the NTI Director.

** - If applicable, as Certificates of Completion are only distributed for certain NTI courses.*