

- **Attendance.**
 - You are expected to be on time for every session and to notify your tutor prior to any scheduling conflicts or changes.
 - Unless there are extenuating circumstances, being repeatedly absent or missing more than three consecutive sessions will result in your tutor being reassigned to another student.
 - If your tutor has been repeatedly absent, notify the Achillea staff, and we will get in touch with your tutor and/or reassign you to a new tutor if necessary.
- **Be respectful.**
 - Be attentive during sessions.
 - Try to have your camera on during class unless Internet issues prevent you from doing so.
 - If your tutor is screen-sharing, do not annotate on the screen unless you are told to do so.
 - Mute your microphone when you are not speaking to minimize background noise.
 - Don't be afraid to ask questions. Communicate with your tutor if you feel confused or overwhelmed.
 - Any rude or disruptive behavior is strictly prohibited.
- **Come to class prepared.**
 - Choose a quiet area with stable Internet access if possible.
 - Charge your device prior to the start of class.
 - Turn off your other devices, and close any other applications on your computer.
 - Have your schoolwork, homework, paper, writing utensils, and/or any other relevant materials ready for your tutor.
 - If necessary, send your work to your tutor beforehand.