

Important: Instructions For In-Person Classes

Check-In Procedure & Orientation:

- Check-in will start 45 minutes before the class start time. Please have your photo ID and email confirmation receipt with you in order to check in. If you are not present prior to the class start time you will not be allowed to check-in.
- If you cannot attend your class, please call the HBAWS office at (336) 768-5942 to reschedule to one of our many virtual classes.
- At the conclusion of each class, you will be asked to sign the class roster. If you are not present and do not sign the roster, you will not receive credit for the class.

Schedule & Breaks:

The requirement of a 10-minute break for every 50 minutes of instruction will apply.

We will strictly adhere to the time requirements to keep the classes running on time.

IMPORTANT – please be sure to return to class immediately after the 10-minute break so that you can receive credit for the class. Attendance will be monitored throughout the class.

Enforcement & Eviction Policies:

The NCBI Moderator has the authority to evict a student if they cannot comply with the policies listed both in the information above.

If you have any questions concerning these policies, please **contact the HBAWS office at (336) 768-5942** and speak with a HBAWS staff member or email Gisela Lopez at giselal@hbaws.org