



Registration Guidelines for the Online Option

The CLMA program is pleased to be able to offer the Online Option to students. We recognize that there are a number of reasons why the online option may be needed or preferred; however, the program needs to limit online access to provide an optimal learning environment to all students enrolled in the program. Consequently, online access will be provided to the following groups of students:

- 1) Students registering for online sections of CLMA courses
- 2) Students registering for classroom-based sections of the CLMA program, but on a limited basis. Non-online students need to attend at least 80% of sessions in the classroom.

Please note that the on-line option is not available to state-funded UW students who enroll in the with-er sections of CLMA classes. These students will have access to course recordings for review purposes, but are expected to attend in person.

Registering for an online CLMA course requires one of the following reasons which needs to be communicated to the faculty member teaching the course:

- A. Geography: You live outside the Puget Sound area and are not able to attend in person
- B. Employment: You work during class sessions and are thus not able to attend regularly during working hours.
- C. Disability / Health Reasons or Child care: You would not be able to attend regularly due to reasons of health, disability, or child care.
- D. There may be other possible reasons you would not be able to attend the classroom sessions in person, but you would need to discuss these with the faculty member of the course.

Convenience is not a justification for registering for an online course section. However, we recognize that convenience is a benefit of taking a course online, so you will be permitted to participate in up to 20% of class sessions online. Students wishing to participate online for this reason should not register for the online (DL) section, but should register for the regular classroom section.

If you are not a state-funded UW student AND qualify for online sections based on reasons A-D above, please let us know which reason it is by **filling out a WebQ** at the following url

<https://catalysttools.washington.edu/webq/survey/fxia/102292>

in order to receive an add code. You will need this code to be able to register through UW Educational Outreach.