



Special Operations Forces Teletraining System Language Instruction Sign Up

Name	Unit	Unit Address	Home Address
Home Phone	Work Phone	Email Address	Language Class
Last Score and Date	Duration From - To	Times: Days & Hours	DoNSA

I, _____, acknowledge that I am signing up for the class listed above. I commit to adhering to the following behavioral policies and understand that class may be recorded for internal observation and quality assurance purposes. While in class, I will observe the following policies at all times:

- Dress professionally
 - No Head Gear while in Class
- Respect other online participants
- Interact and actively collaborate with instructor and classmates
- Refrain from using profane, derogatory, or unprofessional language
- Refrain from engaging in other personal activities unrelated to the class. These activities may include, but are not limited to:
 - Non-instructional internet browsing
 - Non-instructional instant messaging, including the classroom chat function
 - Watching television
 - Using the telephone
- Understand that driving during class is strictly prohibited and, if observed, will be reported to your CLPM and SOFLO
- Remain clearly visible in virtual classroom at all times while class is actively in session
- Eliminate background noises and distractions
- Remain attentive and prevent unnecessary distractions
- Refrain from consuming alcoholic beverages
- Refrain from smoking and/or use of tobacco products
- Refrain from eating while participating in class
- Be on time to all class sessions
- Attend all possible class sessions to maintain the 85% minimum attendance requirement
- Understand that students with less than 70% potential attendance will be administratively dropped from the course. Please note this percentage is calculated based on current attended hours and assumed future attendance.
- Understand that any schedule changes will depend on instructor availability
- Understand that students are required to submit an exit test score to remain eligible for future courses



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Students must notify their Command Language Program Manager (CLPM) and the SOFTS Helpdesk, prior to their class session, in the event they will be late or absent from a scheduled class session.

When notifying the Helpdesk of a late arrival or absence, please provide a reason so that the appropriate CLPM may review the absence details.

The CLPM for non-SOF students is Mr. Mark Thibeau, the Deputy Director of SOFLO, who will be notified of non-SOF student absences.

All absences will be counted against the student's overall attendance percentage.

Special Operator Personnel are authorized to request and sign for computer equipment. I understand that I will make arrangements with the SOFTS Helpdesk to return these items immediately after completion of my classes.

Students participating in classes running for less than 96 hours at a Novice level or higher must complete a proficiency assessment prior to the start of class.

Any failure to follow these guidelines will be reported to the student's CLPM, Unit Chain of Command and the SOF Language Office.

Please ensure all signatures are obtained digitally. Failure to do so may delay your enrollment.

Service Member Name	Date and Signature