

Remote University Conduct Board Procedures *Reporting Party and Advisor*

Pre-Hearing Instructions:

- Please ensure you will be in a private space free from interruptions in order to keep this hearing confidential.

- You will need a computer with internet access, a headset or ear buds with a microphone, and a webcam. If your device has built in camera/speaker/microphones, these items will suffice.
 - If you do not have a computer available to you, a smart phone or tablet will also work, using the Zoom app.
 - Be sure your device is fully charged and have a charger at the ready (if using a laptop, smart phone, or tablet).
 - It is a good idea to have a back-up device in case your main device encounters an issue during the hearing.

- Please review the “expectations and guidelines for remote hearings” document.

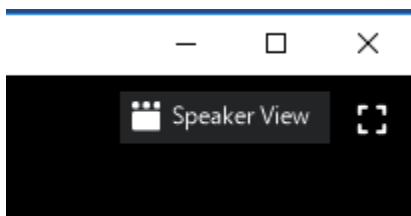
Hearing Instructions:

- You will receive a secure Zoom link and password for your hearing in advance via email.

When you join, you will be placed in a waiting room and will be admitted to the hearing as soon as possible. The waiting room process allows us to ensure that only those individuals authorized to participate may have access to the meeting room. Once admitted, expect to see the full UCB already in the meeting. *Please note: when you are admitted from the waiting room, it may take a second and may look like you’ve been kicked off Zoom but you will be placed into the meeting shortly.*

- We suggest using **Speaker View** in Zoom and **pinning** the video of the UCB Chair or your own screen. When in speaker view, this will lock your chosen video (UCB Chair or your own screen) as your main screen and all other hearing participants will appear in smaller boxes at the top of the main video. You can scroll through these videos until you only see the board, Molly, and/or Jean. This is the best way to ensure the UCB members see and hear you, all parties can hear you, but you do not have to see the responding party.

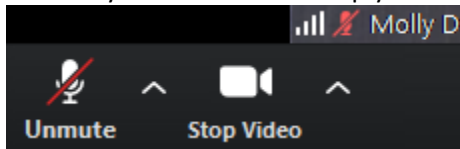
To enable Speaker View, toggle to the top right corner of the Zoom window until you see a button that says either “speaker view” or “gallery view.” It will say “speaker view” if you are NOT using that setting already. Click the button and it will turn-on the setting.



To pin your chosen video, find the desired video window, and click on the three dots in the upper right corner of the window. Click “pin video” on the drop down.



- Turn on your camera but keep your microphone muted when you are not talking.



- When the hearing begins, we will ask that you show us your space. This is so that we can best ensure only those who are party to the hearing as outlined in section 3.6.2.3 of the student handbook are present. *You and the responding party will be asked to do this after any breaks taken during the hearing as well. Other participants in the process (including the UCB members) may be asked to follow this procedure as well.*
- The hearing will be recorded per standard procedures of the UCB. This recording will take place via Zoom.
- If you and your advisor need to speak privately, there are three options we can offer:
 - request to be placed in a **Breakout Room**. Nobody else in the hearing will be able to see/hear the breakout room and breakout rooms are not recorded;
 - request a break, turn off your mic and camera, and communicate with one another via phone/text;
 - request a break, leave the meeting room, and communicate with one another via phone/text. You will be able to return to the meeting room using the same secure link that you will use to join the meeting at the starting time.
- If you use a breakout room, there will be a short delay while Molly places you into the room. We will give you a time limit of 10 minutes. At 9 minutes, you will receive a 1 minute return warning. You can also return to the main meeting at any point. There will be a short delay when you return as well. If additional time is needed, you'll be able to request it as needed.
- What to do when...
 - You have a question for Molly and Jean: please use the chat feature to chat with Molly and Jean – be sure to include BOTH of us so that we make sure your question is answered.
 - You need a break: either ask via chat or just ask. During breaks, we suggest muting your microphone and turning off your camera. You can also leave the meeting if you prefer and re-join at the end of the break using the same link/password you used to join the meeting at the starting time.
 - Something happens to your connection/video/mic/etc.: Call Molly ASAP so that we may troubleshoot. **Molly can be reached at 513-745-1941.**