

CSTEP Workshop / Check In Attendance and Credit Policy

The following guidelines explain how students earn attendance credit for CSTEP workshops and monthly check-ins.

Workshop Attendance and Credits

- Students may attend multiple workshops in the same month and receive credit for each workshop.
- Full attendance is required to receive workshop credit. Attending for only 15–30 minutes does not qualify.
- Credit cannot be earned for two events with overlapping schedules. For example, a 12:30–1:30 PM workshop and a 1:00–2:00 PM event cannot both count for credit.

Monthly Check-In Attendance and Credits

- Students may earn only one check-in credit per month, either through a meeting with their CSTEP advisor or attendance at a designated check-in event.
- Attending more than one check-in in the same month does not earn additional credit.
- Additional check-in credits are forfeited; check-in credits cannot be carried over to another month.

Next Steps

- Review event schedules from the monthly newsletter before registering and avoid overlapping events.
- Attend each workshop in its entirety and complete one check-in each month.
- Contact the CSTEP office with questions about attendance or credit eligibility.

Attendance credit is awarded only when the requirements above are met. Thank you for your cooperation.

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