There will be a sign-in and sign-out sheet for every morning and afternoon session.  Sign-in will begin 15 minutes prior to the scheduled beginning of each

Session, and end 15 minutes after the beginning of each session.  Sign-out will begin 15 minutes prior to the scheduled end of each session, and end 15

                                                       Minutes after the end of each session.  If you do not sign in or out during the appropriate times, you will not receive credit for that session.