

STUDENT AND COLLEGE RESPONSIBILITIES/EXPECTATIONS

COLLEGE RESPONSIBILITIES

1. Provide quality instructional programs.
2. Provide a list of course objectives, instructor expectations as to class attendance, grading and assignments. Treat students with respect and courtesy.
3. Publish a statement of required materials a student must submit.
4. Publish steps that must be completed prior to registering for classes.
5. Publish important information in the catalog, schedule of classes, matriculation handbook and on college forms.
6. Publish deadlines, procedures and forms for class schedule changes, withdrawals, refunds, grade options, certificate or degree requirements and graduation.
7. Publish policies, procedures and forms necessary for completion of educational goal.
8. Provide services to assist in the academic and personal growth of the student.
9. Provide activities, events, and services that may bring enjoyment and personal growth to the student.
10. Publish fee charges.
11. Publish a student code of conduct and administer it consistently.

COLLEGE EXPECTATIONS OF STUDENT

Student will make a commitment to the college.

Student will attend classes and obtain written materials on instructor expectations and class objectives.

Student will be aware of required materials and submit them by the deadline.

Student will seek out information about, attend and participate in all college required activities.

Student will purchase a college catalog. Student will obtain and read information published.

Student will read published materials and obtain required forms to complete in an efficient manner and submit in a timely fashion.

Student will determine educational goal and major as early in the college experience as possible.

Student will determine what service would be of benefit and will seek the assistance of faculty/staff to provide it.

Student will select those activities and services which may help the college experience become personally rewarding.

Student will read and be aware of fee charges.

Student will be aware of and observe all college rules and regulations.

STUDENT RESPONSIBILITIES

- Attend **all** sessions of **all** classes. Arrive **on time** to all class sessions.
- Read all materials distributed. Prepare all class assignments. Hand in all homework **by the deadline**. Treat faculty and staff with respect and courtesy.
- Submit an application; request transcripts from other colleges; take assessment test and/or obtain a waiver if applicable.
- Participate in** assessment, orientation and advisement sessions.
- Obtain and read** published materials. Request clarification of any information that is not clear.
- Read procedures. Seek clarity if needed. Accurately complete forms. **Submit information by deadline**.
- Seek assistance from a counselor in determining an **educational goal**, a **major** and in developing an **educational plan**.
- Determine help needed and seek provider of service. **Ask** professional staff to direct you.
- Select and become actively involved through participation in college events/services.
- Pay** all charges and **debts by due date**.
- Observe all college rules and regulations.