

Northwest Florida State College

Adult Education Department

Class Rules and Expectations

- Expect Success! Have a good attitude!
- Set realistic and attainable goals.
- Do your best. Give the class, and your lesson, your very best effort!
- School requires 100% of your attention, so come to school focused, alert, and healthy.
- Attend every class unless you have an emergency, are ill, or have some other situation beyond your control. If you know you are going to miss class, please let your instructor know. You can call Northwest Florida State College and leave a message for your instructor.
 - Niceville Campus – 729-6020
 - Fort Walton Beach Campus – 863-6534
 - Crestview Campus – 689-7911
 - DeFuniak Springs Campus – 892-8100
 - South Walton Campus – 267-2888
- Be respectful and allow others to work without bothering them. This is a classroom for studying, and people need to concentrate so they can learn.
- Try to keep noise to a minimum. There are a lot of people in the class, so we have to talk quietly, especially if someone is taking a test.
- Please turn your cell phones and other electronic devices off during class.
- Smoking, to included e-cigarettes, is allowed outside only in designated areas.
- Help us take care of the classroom books by not writing in them.
- Please leave all classroom books and materials in the room when you leave.
- Make sure to bring the proper materials to class – notebook paper and pencils.
- If you borrow something from the teacher, make sure you return it!
- Never be afraid to ask questions if you do not understand something. The only dumb question is the one you leave without asking.

ABSENCES:

For each time a student is late three times for a class or from break, it will count as one absence. Students who do not return from break are counted absent.

WITHDRAWAL FROM CLASS:

A student will be withdrawn from a class if he/she has six (6) consecutive absences or is absent 25% of the total class time.

STUDENT RIGHTS AND RESPONSIBILITIES AND BEHAVIOR:

A description of Student Rights and Responsibilities, as well as behavior and student discipline policies, can be found in the Northwest Florida State College Catalog.