

Classroom Etiquette*

- ★ Please arrive one or two minutes before the scheduled class time.
- ★ If you need to arrive late please take a seat near the door so that distraction to the class is minimized. If you have a commitment which may cause you to be late from time to time please choose a seat near the door and let the instructor know about your situation.
- ★ If you need to leave early for an appointment please let the instructor know before class and sit near the door so the class is not disrupted when you leave.
- ★ If you need to use the restroom during class feel free to do so.
- ★ During the time you are in the classroom (including the few minutes before and after class) profanity is not appropriate.
- ★ Please turn off cell phones during class. If you need to be “on-call” for some kind of emergency situation please inform the instructor before class.
- ★ Bringing drinks to class is OK as long as they are not a distraction and any trash/spills are cleaned up after class.
- ★ Please do not bring food into the classroom unless it is something left over from lunch or breakfast that you can finish up quickly.
- ★ Things not to do during class:
 - throwing objects at, or to, other students
 - climbing over desks
 - taking a nap
 - reading newspapers, magazines, yearbooks, etc.
 - having ongoing side conversations with other students
- ★ Please do not lay your head down in class for extended periods of time. If you are not feeling well or are too tired to participate it would be best to take a nap (elsewhere) so you can be refreshed for your next class.
- ★ Hats are OK as long as they do not interrupt eye contact between the instructor and the student or block the view of other students.

(*) *“Etiquette” is an old-fashioned word for having good manners and being considerate of others. The instructor considers these to be “common sense” guidelines reasonable in any classroom setting. Obviously different instructors may have somewhat differing standards.*

Test-Taking Etiquette

- ★ Arrive about two or three minutes early so test papers can be passed out promptly at the class starting time.
- ★ Bring a calculator, a good eraser, and several pens or pencils. If needed, sharpen your pencils before the test begins.
- ★ If you have a runny/stuffy nose bring tissues with you (or ask the instructor for one).
- ★ Place all papers, books, and coats under the desk. Turn off cell phones (and other communication devices) and place them under the desk.
- ★ You should only have your calculator on top of the desk. (Calculators cannot be shared between students.)
- ★ Remove (or turn around) any hats that hide your eyes.
- ★ Keep your eyes on your paper. If not, you will be warned once and subsequently your test paper will be taken away.
- ★ Avoid nervous habits that distract other students (e.g., tapping on desks, clicking pens, popping gum, cracking knuckles).
- ★ Don't let any frustration you may have with the test become a distraction for others.
- ★ If you need clarification on a question please come up to the instructor and ask quietly.
- ★ If you need to use the restroom please ask the instructor first.
- ★ When you are finished, please be considerate of your classmates by avoiding unneeded noises such as snapping or zipping of coats, rustling through backpacks, or throwing things in the trash. These things can all be done after you leave the classroom.