



The best way to connect with an instructor is to become a "Distinctive Student" (Sanrock). A "Distinctive Student" is a student who is serious about learning. "They come to class prepared, do assignments in a timely manner, call the instructor ahead of time if they have to miss a class, behave appropriately in the classroom, asks related questions, and seeks assistance in a timely manner" (Sanrock).

SOLVING PROBLEMS WITH AN INSTRUCTOR

Listed below are four problems that may prompt students to take self-protective action:

- 1 The course is taught at a higher level than anticipated.
- 2 Managing personal boundaries with instructors.
- 3 A disagreement concerning the completion or grading of assignments.
- 4 Problems concerning the instructor's conduct.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

The Student Academic Grievance Procedure can be found in the Student handbook located at www.gulfcoast.edu.



REFERENCES:

Lucier, Kelci Lynn. (n.d.). What to Do If You're Failing a Class: Learn 4 Simple Steps for Making a Bad Situation a Little Better. *About.com College Life*. collegelife.about.com/od/academiclife/a/failingAClass.htm

Your Guide to College Success: Strategies for Achieving Your Goals. (1999). Wadsworth Publishing Company - Sanrock and Halonen - pp. 30-45.

Gulf Coast State College's Student Handbook published by the Student Government Association

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Pathways to College Success



FRESHMAN SURVIVAL SKILLS

STUDENT CODE OF CONDUCT

The Student Code of Conduct is found in the GCSC Student handbook. The handbook is located at www.gulfcoast.edu under Current Students. Violation of any college rule, policy, regulation, or violation of any law on college premises, college sponsored or related activities, or activities which adversely affect the interests of the college community, including the standards listed in the GCSC Student Handbook subjects the student to disciplinary action according to published college disciplinary procedures.



INAPPROPRIATE CLASSROOM BEHAVIOR

- ◆ Talking during class
- ◆ Eating or drinking
- ◆ Being late or leaving early
- ◆ Creating disturbances
- ◆ Putting feet on desks
- ◆ Consistently complaining about assignments
- ◆ Wearing headphones and using electronic devices
- ◆ Sleeping in class
- ◆ Missing a lot of class
- ◆ Being unprepared for class
- ◆ Reading or doing other assignments in class
- ◆ Not paying attention
- ◆ Asking questions concerning issues that do not pertain to the class
- ◆ Making loud, unnecessary noises
- ◆ Using a lap top for reasons other than taking notes
- ◆ Constantly interrupting the instructor
- ◆ Using offensive language



START OUT ON THE RIGHT FOOT

- ◆ Have the correct materials for the class with you.
- ◆ **BE PREPARED FOR CLASS.** Always read over the material for the next class in advance. This will allow you to ask the right questions and get more out of the lecture.
- ◆ **DO ASSIGNMENTS IN A TIMELY MANNER.** Be aware of deadlines and begin assignments early.
- ◆ **READ AND USE THE SYLLABUS.** Each class is given a syllabus containing information about the class, assignment due dates, and testing information.
- ◆ **HAVE ACADEMIC INTEGRITY.** Information concerning Gulf Coast cheating and plagiarism policies is available in the Gulf Coast State College's Student Handbook located on the GCSC website.
- ◆ **BE RESPECTFUL IN CLASS.** Getting upset in class is never the best solution. Sharing concerns or asking questions can be done in a civil manner.
- ◆ **STAY FOCUSED.** Not paying attention in class can be costly since you will miss out on important information. Stay active by taking notes. Try to overcome distractions in class by sitting near the front, turning off electronic devices, and keeping an open mind to the discussion.
- ◆ Check CANVAS and your GCSC e-mail on a regular basis.

STRUGGLING A CLASS?

- ◆ **ASK FOR HELP AS SOON AS POSSIBLE** Talk with your instructor, meet with tutors, or talk with a counselor. For math courses the math lab is located on the second floor of Student Union East. For writing or foreign language assistance, contact the Writing and Reading lab located in the Rosenwald Building.
- ◆ **LEARN YOUR OPTIONS** Can you withdraw from the class? If so, what are the consequences?
- ◆ **TAKE ACTION** The earlier you seek help, the earlier your grades will improve.
- ◆ **DON'T BE TOO HARD ON YOURSELF** Although this is not what you wanted to happen, just remember you are not the only person who ever failed a class! Use this as a learning experience and grow from your challenges.

RELATING TO INSTRUCTORS

- ◆ Many students have a difficult time relating to their instructors. Students may feel that instructors are unrelatable or they try to fail as many students as possible.
- ◆ Many students are intimidated by instructors, feeling that the instructor will think the student is "dumb" for asking a question.
- ◆ In most cases this is **not true**. All instructors have posted office hours so that students may meet with them concerning problems with the class or to ask questions. Each instructor will also give students a syllabus with their name, phone number, office location, and e-mail address. **Connect with your instructor.**

