



## North Orange Continuing Education, NOCCCD STUDENT GUIDELINES

At North Orange Continuing Education (NOCE), the Disability Support Services (DSS) is committed to fostering a safe and respectful learning environment for all students. The guidelines below outline the expected standards of behavior and conduct that students are required to follow while enrolled at NOCE. These guidelines align with the [Standards of Student Conduct, Board Policies and Procedures](#) (BP/AP 5500).

### 1. Respect for Others: On Campus, Online, and through Social Media

- **Respectful Communication:** Communicate respectfully with fellow students, faculty, staff, and visitors. Avoid gossip.
- **Non-discrimination:** Treat everyone with fairness and respect, regardless of race, ethnicity, gender, religion, sexual orientation, disability, or any other characteristic.
- **Personal Boundaries:** Respect personal space and privacy of others. No physical violence.

### 2. Integrity

- **Honesty:** Uphold academic integrity by avoiding plagiarism, cheating, or any form of academic dishonesty. Do not engage in actions that give you or others an unfair advantage.

### 3. Attendance and Punctuality

- **Regular Attendance:** Attend classes regularly and notify instructors in cases of unavoidable absences. Schedule personal/medical appointments and vacations outside of class hours, whenever possible.
- **Timeliness:** Arrive on time for classes, meetings, and appointments.

### 4. Professionalism

- **Work Ethic:** Demonstrate a commitment to learning by actively participating in class activities and assignments and make positive progress in your classes.
- **Communication:** Use appropriate language and tone in all forms of communication, including written, verbal, and electronic (online/cell phone). Do not use profanity.
- **Behavior:** Demonstrate appropriate behavior in the classroom, campus, and/or online by avoiding disruptive, lewd, or obscene behavior.

### 5. Campus and Facility Guidelines

- **Responsible Use:** Use campus facilities, equipment, and resources responsibly and in accordance with NOCE policies.
- **Safety:** Follow safety protocols and procedures to ensure a safe environment for yourself and others.
- **Environmental Respect:** Maintain cleanliness and respect for the physical environment of NOCE campuses.

### 6. Compliance with Policies and Regulations

- **Follow the Rules:** Familiarize yourself with and follow all NOCE policies, rules, and regulations.
- **Legal Compliance:** Comply with local, state, and federal laws while on NOCE campuses or participating in NOCE activities.

### 7. Disciplinary Actions

- **Consequences:** Violations of the Standards of Student Code of Conduct may result in disciplinary actions, which could include warnings, probation, suspension, or expulsion.
- **Due Process:** Students have the right to due process during any disciplinary proceedings.

### 8. Reporting Violations

- **Reporting:** Report any violations of the Standards of Student Code of Conduct to the appropriate NOCE faculty/staff.

By following these guidelines, students contribute to a positive and productive learning environment at NOCE. These standards are designed to promote mutual respect, academic integrity, and personal responsibility among all members of the NOCE community.