Conduct Policy

In order to use the facilities and resources in Learning Support Services (LSS) at Haywood Community College, I understand that I must adhere to the following rules and guidelines:

1. I must maintain **ACADEMIC HONESTY** while in LSS.
   - I am responsible for placing all extraneous belongings and materials (book bags, notes, cell phone, etc…) in the space provided while I test.
   - I will use only the materials allowed by my instructor for testing.
   - I will not talk or attempt to communicate with other testers in the testing room during my testing session.
   - I understand that if I do not comply with all of the above bulleted statements, LSS staff will follow due process, notifying my instructor and the vice president for Student Support Services and Workforce Development.
   - I am aware that LSS maintains a surveillance system with cameras in the testing room.

2. **PERSONAL CONDUCT:** I will do nothing which impedes the positive learning and work environment in all areas of the LSS: testing room, tutoring room, classroom, offices, and hallways (e.g. loud talking in the tutoring room, misuse of equipment).

3. I must provide a **photo ID** in order to test. This applies both to HCC students and to students who are testing from other institutions or organizations.

4. I should make appointments in advance to test. If the LSS has space available, some limited testing on a first-come, first-serve basis is possible; however, appointments take first priority.

5. I understand unforeseen events may happen (power failure, computer failure, evacuation, etc…) that require the rescheduling of tests.

6. If I do not make an appointment and drop in at the LSS to take a test, I agree to the time limit for the computer or space for testing with-in the appointment-scheduling structure.

7. I understand that I must complete an application to receive tutoring services.

8. I will not present myself for tutoring services during a time in which I have a scheduled class meeting. I understand that the instructors and assistants in the lab may not tutor me during those times.

9. I understand that lab instructors and assistants may not provide assistance with homework.