**RULES FOR THE CLASS**

* **Be Punctual**  
  Arrive on time for all classes and be prepared to begin work as soon as the session starts. Late arrivals can disrupt the learning environment and may cause you to miss important content.
* **Respect the Instructor and Peers**  
  Show respect to the instructor and fellow students by listening attentively, engaging thoughtfully, and avoiding disruptive behavior. Mutual respect promotes a positive learning environment for everyone.
* **Participate Actively**  
  Engage in class discussions, ask questions, and contribute your thoughts when appropriate. Active participation not only enhances your learning but also benefits the entire class.
* **Keep Mobile Devices on Silent or Off**  
  To avoid distractions, keep your phone and other electronic devices on silent or off during class unless explicitly needed for the lesson. If you must use them for academic purposes, ask the instructor for permission.
* **Complete and Submit Assignments on Time**  
  Meet deadlines for all assignments, projects, and exams. Late submissions may incur penalties, and staying on top of your work is essential for academic success.
* **Avoid Plagiarism and Cheating**  
  Always ensure that your work is your own. Plagiarism and cheating are violations of academic integrity and can result in severe academic penalties.
* **Maintain a Professional Attitude**  
  Be respectful in your demeanor, attire, and communication. A professional attitude enhances your credibility and fosters a productive academic environment.
* **Stay Organized and Prepared**  
  Keep track of class materials, notes, and assignments. Being organized helps you stay on top of the coursework and makes it easier to participate effectively.
* **Follow Classroom Etiquette**  
  When asking questions or making comments, raise your hand and wait for the instructor’s acknowledgment. Avoid talking over others and always maintain a polite tone in discussions.
* **Stamps**

Stamps will be counted as part of your class participation. If you miss a class, you will lose the stamp and will not be able to recover it, even with a medical certificate."

* **Late assignments**

If you need to submit a late assignment or project, a medical certificate is required. Without it, your work will not be accepted, and you will receive a zero for that task.