Student Job Description

Becoming a successful student is very much like mastering a new job. In order to excel, it is necessary to know what is expected of you.

In a learning centered college, students are expected to:

1. Read and understand the college catalog
2. Read and use the college class schedule (paper or on-line) when registering each semester
3. Check with his or her major department for current information on requirements and curriculum
4. Talk to an advisor about the required courses needed for your major
5. Schedule classes so that the most effective learning can occur

“I had no idea how helpful and necessary understanding the catalog was to my success.”

-- PJC Student

1. Allow adequate study time per week for each course
2. Show satisfactory academic progress
3. Assume responsibility for his or her education
4. Make use of the college library (LRC)
5. Develop a plan for increasing listening skills and improving study habits
6. Take notes during classes
7. Work collaboratively with other students
8. Evaluate his or her own progress

“Learning to be a good student is preparing me to learn how to be a good employee.”

-- PJC Student

1. Attend all class sessions and be on time
2. Complete all work when absent from class
3. Read, understand, and follow the instructions in the course syllabi
4. Complete reading and writing assignments in all classes
5. Turn in assignments on time
6. Complete work without cheating or committing plagiarism
7. Actively participate in class
8. Make appointments with professors during assigned office hours
9. Exhibit respectful behavior at all times

Adapted from Pensacola Junior College 8/06