



REGISTRATION FORM for: _____
(COURSE NAME)

REGISTRATION FORM

Tuition and registration must be received prior to start of course.

Direct your questions to Lory Warren, Education Director.

Email msaclass@outlook.com

Student Code of Conduct & Scholastic Ethics

STUDENT RESPONSIBILITIES

A student assumes the obligation to be a responsible member of the MSA Education Program community. All students are responsible to:

1. Contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.
2. Adhere to course requirements as specified by instructor(s) in the course syllabus, and follow all written and/or verbal instructions given by instructors or designated MSA Education Program representatives.
3. Obey all duly established MSA Education Program, local, state, and federal policies, regulations, and laws.
4. Refrain from actions that deny other members of the MSA Education Program community their rights as described herein.
5. Refrain from acts of violence, intimidation, or degradation toward any person.
6. Cooperate with MSA Education Program administrators, faculty, and staff in the performance of their authorized duties.
7. Give and maintain accurate and complete information for all official records required by the MSA Education Program.
8. Meet all financial obligations to the MSA Education Program.
9. Carry personal picture identification at all times while on MSA Education Program property or at MSA Education Program functions.
10. Attend all judicial proceedings when issued notice to do so.
11. Maintain the highest ethical standards in academic achievement.

Students admitted to both PCC and UA through the Program for Joint Admissions and Enrollment will be subject to codes of academic integrity and codes of conduct at both institutions.

SCHOLASTIC ETHICS CODE

The purpose of the Scholastics Ethics Code is to:

- encourage and promote positive learning and ethical scholarly behavior,
- define behavior violating scholastic ethics,
- Specify procedures for the determination of the facts of the alleged violations, and to define penalties.

Guidelines for Scholastic Ethics

Students assume full responsibility for the content and integrity of the coursework they submit. The following is a guide to assist students in observing positive behavior in scholastic ethics:

1. Students must do their own work and submit only their own work on essays, examinations, reports, and projects, unless otherwise permitted by the instructor.
2. Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations or projects only if specifically authorized by the instructor in the class syllabus or at the time of the examination.

CODE OF ACADEMIC ETHICS: VIOLATIONS

Students enrolled in the MSA Education Program assume the obligation of conducting themselves in accordance with the highest scholarly ethics. Actions constituting violations of academic integrity will be considered a violation of the Student Code of Conduct and include, but are not limited to the following:

1. Cheating
Intentional deceit during the pursuit of academic coursework, tests, class assignments, activities in any testing area, learning center, clinical setting, tutoring session, or in the gathering of research materials is considered cheating. "Cheating" includes, but is not limited to, the following:
 - a) Copying from another student's test paper or knowingly allowing your test to be copied.
 - b) Using materials during a test that were not clearly authorized by the person giving the test.
 - c) Collaborating with another student during a test without permission.
 - d) Knowingly using, buying, selling, offering, transporting, or soliciting any of the contents of a test.
 - e) Taking a test for another student or permitting another student to take a test for you.
 - f) Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course.
 - g) Intentional misconstruing of facts or incidents relating to an evaluated exercise or assignment that would change the grade given.
2. Plagiarism
The representing of the work of other persons as one's own, including the use of term papers written by others and information downloaded from the Internet, is plagiarism. The use of another person's words, ideas, or information without proper acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.
3. Collusion
Obtaining from or giving to another student unauthorized assistance on material in any course work is collusion.
4. Compromising Instructional and Test Materials
Unauthorized acquisition of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructors' offices, tutoring labs, testing areas, assessment areas, secretarial offices, MSA Education Program offices, and/or other areas is compromising test materials.
5. Misrepresentation/Fraud
Using false records, false identification papers, unauthorized I.D. cards, or computer access to official MSA Education Program documents or to services such as testing areas, placement assessments, tutoring services, and/or tests or test banks of any type constitutes misrepresentation/fraud.

Acknowledgment of Receipt of Syllabus

Student Name _____

Home Phone # _____ Cell Phone # _____

E-mail _____

Please complete and return the following acknowledgment to your instructor in class.

I, (print name) _____, have received my **Public Works Specialist Certificate** syllabus (including course objectives, policies, requirements and schedule), and have read and understand all the enclosed materials, including the course/instructor expectations and deadlines.

Please read the following statements and check all that apply:

_____ I have no objection to receiving phone calls from the instructor at my home phone number.

_____ I have no objection to receiving phone calls from the instructor at my cell phone number.

_____ I have no objection to receiving email from the instructor.

_____ I give permission for my instructor to e-mail any grades and materials associated with my student record for this course during this semester to the email address listed above.

_____ I give permission for my instructor to share any grades and materials associated with my performance for this course during this semester with the supervisor authorizing payment, including self-payment, and/or the Executive Board and the Education Committee of the Maintenance Superintendents Association.

_____ I give permission to use my endorsements of the program, including name and MSA Chapter.

_____ I acknowledge and understand there are no refunds for this course.

Student Signature: _____

Date: _____