

Campus Etiquette

Campus Social and Administrative Etiquette

- SECRETARIES and Administrative Assistants are the Gatekeepers of most offices on campus. Treat them with respect equal to that which you would treat their bosses. Secretaries are critical in getting things done on university campuses, so treat them with respect
- SCHEDULING APPOINTMENTS underscores the importance of not only what you want to accomplish with a specific office or person, but shows that you understand how valuable their time and assistance is.
- BE ON TIME or you will be “disrespectful” as if you do not think the other person’s time is of any importance. The U.S runs very much on a timed-schedule. If something occurs over which you have no control and it causes you to be late for an appointment, call and let the person waiting for you know.



Academic and Classroom Etiquette

- GETTING TO YOUR CLASSES ON TIME is absolutely critical. Some faculty members take attendance at the beginning of the class; if you are marked “absent” because you were not present when attendance was taken, your grade may be lowered. Class attendance, participation in class, and turning in assignments on time is essential to your getting the grades you need.



- DO YOUR OWN RESEARCH whenever you are able. Do not go to an appointment, a meeting, or your class unprepared. If you use a source for your research, make sure you do the proper citation.
- ALWAYS BE TRUTHFUL. Honesty is highly valued in the United States in person-to-person interaction, especially in academia. If you fail to be honest and are caught, even once, in a situation where your dishonesty is recognized, your behavior will be suspect from then on in every situation
- DO NOT NEGOTIATE. Academic performance is your responsibility. You cannot “barter” for a better grade. If you are having problems with a course, Rutgers, Newark has various support programs in place for students

Local law enforcement and immigration

- Obey local, state, and federally mandated laws, as well as all immigration regulations affecting your status as an international student. Much as your friends mean well, please do not rely on them for immigration advice. Consult with OISS if you have any questions for the most current regulations that impact your specific case. The regulations are constantly changing, so it is in your best interest to remain in constant communication with OISS.

