

# **Administration of Justice**

## **Ten Rules to Success**

**Be On Time – Tardiness and absences affect your grade**

**Be Prepared – Have paper and pencil/the tools of the trade**

**Be On Task – Use your time wisely/listen to lecture/stay awake**

**Be Respectful – To classmates and instructor**

**Be Responsible – Complete your assignments and do your best**

**Be Honest – In all you say and do**

**Be Productive – Apply the most amount of effort to the best of your ability in the time you have to achieve your goal**

**Be Confident – Believe in yourself and have faith in your abilities**

**Be Passionate – Success is the ability to go from one failure to another with no loss of enthusiasm**

**Be Persistent – Many of life's failures are people who did not realize how close they were to success when they gave up**

**Today's Choices Shape Tomorrows Future.**