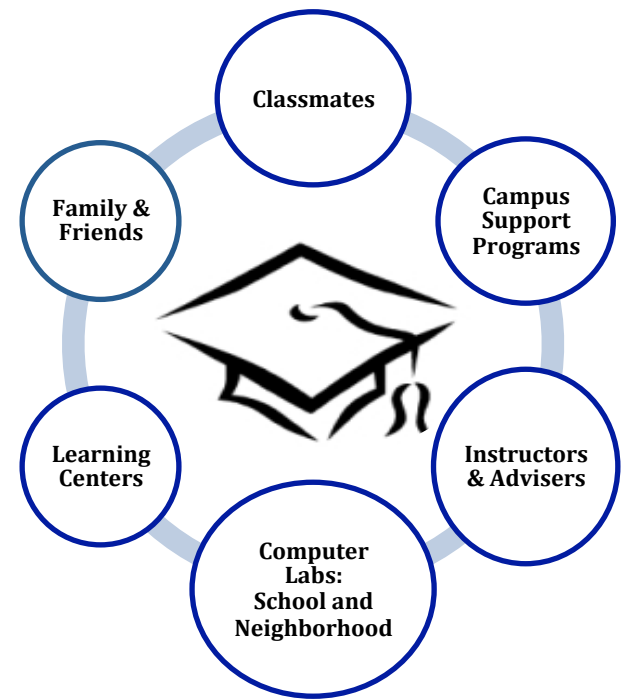


<p><b>If I need to be absent for any reason, I can...</b></p>	<ul style="list-style-type: none"> <li>• check my syllabus to see what the attendance rules are.</li> <li>• do my homework early and turn it in.</li> <li>• turn my homework in late, but I need to check the syllabus for the “late work” policies first.</li> <li>• let my instructors know. I can call or email them, or tell them if I know in advance.</li> </ul>
<p><b>If I have a conflict with my work schedule, I can...</b></p> <p><b>Or if my employment hours don't leave enough time for my homework, I can...</b></p>	<ul style="list-style-type: none"> <li>• discuss it with my instructors to figure out a good plan.</li> <li>• discuss my school schedule with my work supervisor to try to work out a good schedule.</li> <li>• be aware of the time it may take to get from work to school, or from school to work so I am not late to either.</li> <li>• meet with my adviser to discuss whether reducing my credit load is possible.</li> <li>• meet with my employer to discuss whether I can reduce my hours at work.</li> <li>• investigate other job opportunities, such as on campus “work study” to find a more flexible job.</li> </ul>
<p><b>If I have a transportation problem, I can...</b></p>	<ul style="list-style-type: none"> <li>• contact my instructors right away (I have the phone numbers in my Contacts in my phone).</li> <li>• see if the Resources office can help me.</li> <li>• seek other options, like carpooling or taking a bus/train to school.</li> <li>• consider timing: should I leave earlier or take an earlier bus so I can be on time?</li> </ul>

<p><b>If I have a family emergency that causes an extended absence, I can...</b></p>	<ul style="list-style-type: none"> <li>• let my instructors know right away (I have the phone numbers in my Contacts in my phone).</li> <li>• try to keep up with my reading and homework even if I cannot go to class.</li> <li>• check my syllabus to see the “late work” policies and attendance policies.</li> <li>• try to get someone to help me so I can go to school (a family friend or relative).</li> <li>• realize that absences will affect my grade, even if I have a good reason.</li> </ul>
<p><b>If family responsibilities do not leave me time for my homework, I can...</b></p>	<ul style="list-style-type: none"> <li>• seek help in the Resources Office for possible assistance.</li> <li>• make arrangements with family and friends for help.</li> <li>• meet with my adviser to possibly reduce the number of courses I am taking.</li> <li>• inform my instructor about my plans so s/he knows I'm working to solve the problem.</li> </ul>
<p><b>If I lose my school materials, I can...</b></p>	<ul style="list-style-type: none"> <li>• check D2L for copies of printed materials, like course schedules, handouts, and assignments.</li> <li>• check the college library to see if they have my textbook on reserve so I can read it there.</li> <li>• check the Resources office to see if they have any notebooks, pencils, etc.</li> <li>• let my instructors know, and they can advise me.</li> <li>• understand that I am still required to do my classwork.</li> </ul>

<p><b>If I have health issues, I can...</b></p>	<ul style="list-style-type: none"> <li>• visit Disability Services to see if my illness is a disability (and then I will have accommodations).</li> <li>• visit the on-campus Health Services.</li> <li>• let my instructors know if my health affects my attendance or my ability to do school work.</li> </ul>
<p><b>If I have a disability or a learning disability, I can...</b></p>	<ul style="list-style-type: none"> <li>• visit Disability Services and meet with an adviser, who can help me figure out how to get accommodations.</li> <li>• realize that in college, it is up to me to arrange for the disability accommodations, so I need to be pro-active.</li> <li>• let my instructors know how my disability affects my learning. I do not need to tell my instructors the nature of my disability (unless I want to).</li> </ul>
<p><b>If I have a childcare problem, I can...</b></p>	<ul style="list-style-type: none"> <li>• go to the Resources office to see if they have referrals to childcare.</li> <li>• make an appointment with my adviser to discuss it; he or she may be able to direct me to the right place.</li> <li>• let my instructors know what is going on.</li> <li>• try to keep up with my reading and homework, and send it by email or in D2L Dropbox.</li> <li>• use my family and friend resources to help with childcare temporarily.</li> </ul>

<p><b>If I think I will fail a class, I can...</b></p>	<ul style="list-style-type: none"> <li>• meet with my instructor in his/her office hours to discuss the matter. I might be able to work out a plan for success.</li> <li>• meet with my adviser to discuss options.</li> <li>• be prepared to repeat the course, but not before talking with the instructor and my adviser.</li> </ul>
<p><b>If I do not have access to a computer at home to do my homework, I can...</b></p>	<ul style="list-style-type: none"> <li>• make arrangements to stay at school and use the college's computer labs.</li> <li>• make arrangements to use my neighborhood library's computers.</li> <li>• make arrangements with family or friends to use one of their computers.</li> <li>• do as much of the assignments as I can on my smart phone and complete the rest on a public computer.</li> <li>• investigate the possibility of purchasing a "computer notebook," usually less than \$200.</li> <li>• investigate applying for or joining a student group on campus that has computers as a part of their services, such as Starting Point and SAAB.</li> </ul>
<p><b>If my living space is too noisy to concentrate on schoolwork, I can...</b></p>	<ul style="list-style-type: none"> <li>• make arrangements to stay at school in a quiet place to do my homework.</li> <li>• find a quiet space in my neighborhood library to do my homework.</li> <li>• find a quiet place in a local coffee shop to do my homework.</li> </ul>



## Succeed in College!

### Solving Common Problems and Working in a New System

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