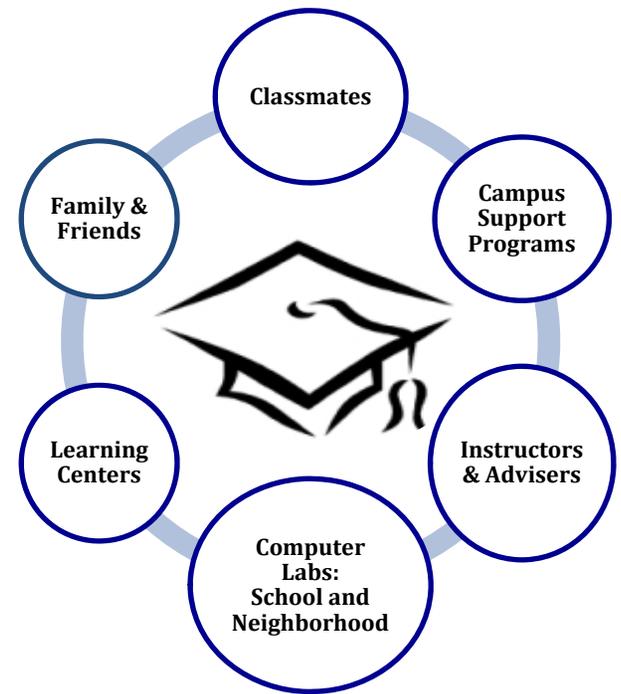


<p>If I need to be absent for any reason, I can...</p>	<ul style="list-style-type: none"> • check my syllabus to see what the attendance rules are. • do my homework early and turn it in. • turn my homework in late, but I need to check the syllabus for the “late work” policies first. • let my instructors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

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

<p>If I have health issues, I can...</p>	<ul style="list-style-type: none"> • visit Disability Services to see if my illness is a disability (and then I will have accommodations). • visit the on-campus Health Services. • let my instructors know if my health affects my attendance or my ability to do school work.
<p>If I have a disability or a learning disability, I can...</p>	<ul style="list-style-type: none"> • visit Disability Services and meet with an adviser, who can help me figure out how to get accommodations. • realize that in college, it is up to me to arrange for the disability accommodations, so I need to be pro-active. • 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).
<p>If I have a childcare problem, I can...</p>	<ul style="list-style-type: none"> • go to the Resources office to see if they have referrals to childcare. • make an appointment with my adviser to discuss it; he or she may be able to direct me to the right place. • let my instructors know what is going on. • try to keep up with my reading and homework, and send it by email or in D2L Dropbox. • use my family and friend resources to help with childcare temporarily.

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



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