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| **If I need to be absent for any reason, I can…** | • 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. |
| **If I have a conflict with my work schedule, I can…****Or if my employment hours don’t leave enough time for my homework, I can…** | • 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. |
| **If I have a** **transportation problem, I can…** | • 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?  |

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| **If I have a family emergency that causes an extended absence, I can…** | • 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. |
| **If family responsibilities do not leave me time for my homework, I can…** | • 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. |
| **If I lose my school materials, I can…** | • 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. |

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| **If I have health issues, I can…** | • 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.  |
| **If I have a disability or a learning disability, I can…** | • 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).  |
| **If I have a childcare problem, I can…** | • 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. |

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| **If I think I will fail a class, I can…** | • 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. |
| **If I do not have access to a computer at home to do my homework, I can…** | • 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. |
| **If my living space is too noisy to concentrate on schoolwork, I can…** | • 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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