TIPS FOR CATCHING UP:

Most students find that at least once during their college careers they are overwhelmed and falling behind. Here are some tips to help you catch up if this happens to you:

- **GET HELP**: Don't wait! Even a day or two can make the difference when an exam or assignment is looming. One of the keys to catching up is to recognize the problem. Start with the most difficult tasks first. If you need to reach out for assistance, you have options. Go to your instructor's office hours, get help at the Academic Success Center, ask your classmates for help, meet with the Retention Specialist to help you make a plan to get back on track. Help can take many different forms. Remember that getting help is a student *strength* NOT a weakness.

- **PRIORITIZE**: You are behind; make time to do the work. Time management is one of the primary reasons students aren't graduating, or aren't graduating on time. Find a better place to study. Don't check your email until after you finish your work each day. Unplug until you are caught up. Avoid the time traps – social networking sites, video games and other distractions altogether. Say "no" to things that really don't matter. Don't let your friends influence you in negative ways. It is either "pay now" or "pay later."

- **PAY ATTENTION TO YOUR SYLLABUS**: Understand the grading policy for the course. Know what deadlines are coming up.   Missing dates may mean penalties. Don't panic and assume that falling behind means you will fail the class. If you missed one or more critical assignments/exams, start by meeting with the Instructor so you know what your options are. Always communicate with the Instructor.

The worst thing you can do is realize you are failing a class and then do nothing. Pretending the problem doesn't exist makes the situation worse.

If you believe catching up is not possible and you are considering withdrawing from the class, talk with the instructor! Find out your options. Sometimes you and the instructor can work out a plan to complete the work.

Factors to consider before withdrawing:
1. Know when the withdrawal deadline is – is it too late in the semester to drop the class?
2. Know whether dropping the class will affect your financial aid (if you are an aid recipient)
3. Know that if you don't withdraw, your Instructor will give you the grade you earn
4. Know that you have to officially let the college know by submitting a withdrawal form to the Records office. You don't want your "withdrawal" to turn into a "fail".
5. What will appear on your transcript when you withdraw from the class
6. Know whether you will be required to take the course again and if so, find out when the course will be offered again, and what the consequences are for any required course sequence.