

# *Dual Enrollment Student Handbook*

For more information and contact information please visit [oaklandcollege.org](http://oaklandcollege.org)

*Created by Leslie Hsu, Fatima Ghatala, Sharim Hannegan-Martinez and  
Johanna Paraiso*

This is property and © of Leslie Hsu, Fatima Ghatala, Sharim Hannegan-Martinez and Johanna Paraiso and may only be reproduced for non-profit, educational purposes. Reproduction for profit or without credit is expressly prohibited.

# *Table of Contents*

[What is Dual Enrollment?](#)

[What is the difference between Dual and Concurrent Enrollment?](#)

[How do I get started as a Dual Enrollment student?](#)

[Where can I find my 8-digit Peralta ID#?](#)

[If I already have a Peralta ID# do I need to do another application?](#)

[How do I continue as a Dual Enrollment student?](#)

[Credits & Grading](#)

[Financial Aid Eligibility](#)

[Deadlines and Dropping a Class](#)

[Attendance](#)

[Peralta Academic Calendar and Dates](#)

[Student Resources](#)

[Student Technology](#)

[Supplies](#)

[Guide to Requesting Official Transcripts](#)

[How Do I Get an A?](#)

[What if I'm struggling?](#)

# *What is Dual Enrollment?*

Dual Enrollment allows students who are still in high school to take college-level courses and accelerate their educational achievement. Dual enrolled students earn credit towards high school graduation, while at the same time earning college credits (3 Peralta Units = 10 OUSD Credits). Most Dual Enrollment courses are conveniently offered on the high school campus (unless otherwise noted).

Registration fees, tuition and lab fees are waived for Dual Enrollment students. All services available to regular college students, such as use of the Library and Tutoring Center are also available to dual enrolled students. Textbooks are purchased by the participating public high schools.

Dual Enrollment is an accelerated path to and through college, saving time and money. Dual Enrollment expands Career Tech Education Pathways at high schools or provide more college readiness courses that are often transferable to four-year colleges. Students who complete even a single college class are more likely to graduate from high school, attend college, persist in college, and complete an Associate's degree or higher.

## *What is the difference between "Dual" and "Concurrent" Enrollment?*

Dual Enrollment	Concurrent Enrollment
<ul style="list-style-type: none"><li>- Embedded into students' school day</li><li>- Usually taught on the high school campus</li><li>- Students are provided with systematic supports to enroll and successfully complete the course</li><li>- College and high school credits systematically issued</li><li>- Transcripts are provided to high schools in bulk and credits are automatically issued by the high school</li><li>- Free to students (&lt;11 units), school buys books/materials</li></ul>	<ul style="list-style-type: none"><li>- Students are expected to enroll themselves into an existing college class</li><li>- At the college campus</li><li>- During a time that the student is available outside of their school schedule</li><li>- Students must manage the enrollment process on their own, including obtaining transcripts and ensuring credits get transferred onto their high school transcript</li><li>- Free to students (&lt;11 units) but must purchase books/materials</li></ul>

# *How do I get started as a Dual Enrollment student?*

**STEP #1:** Identify the Dual Enrollment course at your high school that you want to take. To learn more, talk to a counselor, teacher or Dual Enrollment Coordinator at your school.

**STEP #2:** Apply online at [peralta.edu](http://peralta.edu) using [this](#) step-by-step guide.

**STEP #3:** Within 24-48 hours of applying, check the email that you used on your application. You should've received an email entitled "Student Passport Information" where your 8-digit Peralta ID# is listed, which you will need to input into your Universal Dual Enrollment Form.

**STEP #4:** Complete all sections of [this](#) Universal Dual Enrollment Form and get it signed by a parent/guardian, counselor and principal. Turn this form into a high school counselor or Dual Enrollment Coordinator by the deadline.

**STEP #5:** Show up on the first day of class ready to learn!

## *Where can I find my 8-digit Peralta ID#?*

If you are NEW to Peralta: You need to log into the email you used on your Peralta application. You should've received an email from Peralta 24-48 hours after submitting your Peralta application. Once you are logged into your email, type in "Student Passport Information" or "Peralta Passport" in your search box to search for an email with the subject heading "Student Passport Information". This email contains your 8-digit Peralta ID#. If you cannot find it please contact the OUSD Dual Enrollment Office immediately with your full legal name and Date of Birth.

# *If I already have a Peralta ID# do I need to complete another Peralta app?*

A student's record is discontinued if they missed two primary terms (Spring and Fall = primary terms)

So, if you....

Took a Spring 2016 class then...NO you do not need to complete another application

Took a Fall 2015 class then....NO you do not need to complete another application

Took a Spring 2015 class or before and skipped Fall 2015 and Spring 2016 then...YES!

# *How do I continue as a Dual Enrollment Student?*

**STEP #1:** Find out if your school is offering any Dual Enrollment courses for the following semester and if so, make sure you have already turned in [this](#) Universal Dual Enrollment Form. If you did it once you do not need to complete it again. Inform your counselor or Dual Enrollment Coordinator that you wish to enroll in the class. They will let you know whether you qualify and any other steps necessary.

# *Credits & Grading*

You will receive a final course grade for each class in which you enroll. You will not receive Marking Period grades, unless otherwise noted.

Please be aware that the Dual Enrollment college classes are real college classes and therefore, students will receive only final semester grades and the grade received will appear on their official Peralta College transcript (and their high school transcript) and will count towards their financial aid eligibility should they decide to attend the Peralta's or any institution of higher education. There are some classes at Peralta that allow you to take a course Pass or No Pass where the P or NP grade will not be calculated in the GPA. For more information, please refer to the attached document entitled Peralta Grades and Financial Aid Eligibility and the Peralta Financial Aid Handbook at:

<http://web.peralta.edu/financial-aid/files/2014/10/2014-2015-Financial-Aid-Handbook-10.5.141.pdf>

Also, students must follow all Peralta deadlines and processes. Please refer to the Peralta Academic calendar for important dates.

# Financial Aid Eligibility

While Dual Enrollment courses offered to high school students are free (if the student is enrolled in 11 units or less), if the student decides to matriculate on to a Peralta community college (and other colleges), their financial aid eligibility will be impacted.

GPA and total units attempted during high school will count towards determination of financial aid eligibility. This guide was developed to help you understand how Dual Enrollment courses impact Peralta financial aid eligibility. For other colleges, please refer to their website to learn about their policies.

## Key Financial Aid Eligibility Rules:

1. **Academic Probation:** If the student has attempted 12 semester units and has a cumulative GPA of less than 2.0 in the Peralta Colleges, the student will be placed on academic probation.
2. **Pace of Progression:**
  - **66.6% Semester Unit Completion:** One of the requirements to qualify for Financial Aid is that a student must complete 66.6% of the total number of units attempted each semester at Peralta Community College District.
  - **90 Total Semester Units:** Students who matriculate to a Peralta College are expected to complete their educational objective within a maximum time frame of 150%, or 90 attempted semester units for a standard two-year program. A standard two year program typically takes 60 units but the student has up to 90 units until they are no longer eligible for financial aid.

Grade	Definition	Counts towards Peralta GPA? (Student with less than a 2.0 GPA is placed on academic probation)	Academic Probation at Peralta? (12 semester units and less than 2.0 GPA)	Counts towards Pace of Progression? (66.6% each semester/90 units/150% for 2 year program)	Can repeat the class?
F	Receiving an "F" grade means the student earns 0 units and 0 GPA for attempting the course.	Yes	Yes	Yes	A student who received an "F" can repeat the course twice. Once the course is repeated with a passing grade the failing grade will not be included in the GPA calculation. The actual grade will always remain on the transcript.
D	A "D" is considered a passing grade and a 1.0 GPA but it may not be accepted by some universities.	Yes	Yes	Yes	A student who received a "D" grade can repeat the course twice, unless otherwise noted. The actual

					grade will always remain on the transcript.
<b>W</b>	Students receive a “W” when the course is dropped by the last deadline to drop the course. A “W” appears on the transcript but is not calculated in the GPA.	No	Yes (counts towards units)	Yes	A student who received a “W” is able to repeat the course twice. The actual grade will always remain on the transcript.
<b>I</b>	An “I” is an Incomplete Grade that an instructor may give a student who did not complete the course work by the end of the term due to confirmed extenuating circumstances. The student has one year from the term the “I” was awarded to make up the work and receive a final grade. An Incomplete Grade Form must be completed by the student and the instructor. If the student successfully completes the work, s/he will earn a grade provided by the instructor. If the student does not complete the work, the student will receive the grade(s) specified on the Form.	Yes (when the grade changes into a letter grade)	Yes (when the grade changes into a letter grade)	Yes (when the grade changes into a letter grade)	A student who received an “I” will see and “I” until a letter grade is received. The “I” will not remain on the transcript once the letter grade replaces it.
<b>P/N P</b>	There are some classes at Peralta that allow you to take a course Pass or No Pass. If a class is eligible to be taken for P/NP and a student would prefer to take the class P/NP they must make the decision by the 4th week of instruction and must enter it on the online enrollment system. Once a student designates a class to be taken as P/NP, it may not be changed to a letter grade. All units of P will be considered a satisfactory completion and a student will earn course and unit credit, but the P/NP grade will not be calculated in the GPA. A student may not be able to repeat a course in which they received a “P”. In order to receive a Pass or “P” you must earn a grade of C or higher, if you earn a D or F you will receive a No Pass or NP. For students who intend to transfer to a University the institution you are applying to may or may not count a course in which you earned a P, and/or institutions, including Peralta, may limit the number of units you earned with a P towards a degree, so it is important to check with the individual institutions to find out their policies.	No	No	Yes	A student may not repeat a course for which they earned a grade of “P”. Once designated, a P/NP may not be changed to a letter grade. If the student received a “NP” they may repeat the course, unless otherwise noted.

For additional information on financial aid, please access the Peralta Financial Aid Handbook at: <http://web.peralta.edu/financial-aid/files/2014/10/2014-2015-Financial-Aid-Handbook-10.5.141.pdf>

## *Deadlines and Dropping a Class*

Dual enrollment students follow the same rules as regular Peralta College students. This means, if a student wishes to drop a class or change their schedule, they have to do so by the published Peralta deadlines. Please refer to [this](#) Peralta calendar. If they miss a deadline, the student will remain in the class and their grade becomes part of their college record.

To withdraw from a course, students must have permission from their high school counselor or other person in charge of the Dual Enrollment program and do so before the deadline. The high school counselor must submit the required paperwork including the full name and Peralta ID# to the Oakland Unified School District's Dual Enrollment Office before the published deadline.

## *Attendance*

If you are enrolled in a Peralta course, make sure to familiarize yourself with the Peralta schedule, which we have provided. Breaks and holidays might be different than at your high school, and each Peralta professor can establish their own attendance policy. The attendance policy might be different for different courses you take.

Instructors will provide you with a syllabus, which includes their attendance policy. The syllabus is the contract between the instructor and student, so make sure to adhere to it. If you must be absent, you should notify and get permission from your instructor prior to your absence.

# *Peralta Academic Calendar and Dates!*

## 2016 Fall Academic Calendar

Date	Day	Description
August 8	M	<b>Drop for Nonpayment of Tuition and Enrollment Fees</b>
August 22	M	Day and Evening Instruction Begins
August 27	S	Saturday Instruction Begins
September 4	Su	Last Day to Drop Regular Session Classes and Receive A Refund
<b>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund. &gt;&gt;&gt;2016 Fall Refund Drop Deadline Schedule.</b>		
September 4	Su	<b>Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts.</b>
September 4	Su	Last Day to Add Regular Session Classes
September 4	Su	Census Due – Instructors Verify Enrollment in Classes
September 5	M	Labor Day – Holiday Observance
September 9	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October 14	F	Last Day to File Petition for the Associate Degree for Transfer (ADT)
October 21	F	Last Day to File Petitions for AA or AS Degree/Certificate
November 11	F	Veteran's Day – Holiday Observance
November 18	F	<b>Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.</b>
November 18	F	Attendance Verification Day – Instructors Verify Enrollment
Nov. 24 – 27	Th-Su	Thanksgiving – Holiday Observance
December 10	S	Saturday Instruction Ends
Dec. 12-16	M-F	Final Examinations
December 16	F	Fall Semester Ends
January 3	T	Grade Roster/Rollbooks are Due

← CLASSES BEGIN!

← If you want to DROP (stop taking) the course, you MUST SUBMIT the DROP FORM to your Teacher of Record by Sept. 1st! Otherwise the class will show up on your high school AND college transcript!

← ← ← ← (Holiday-No School)

← ← ← ← (Holiday-No School)

← ← ← ← (Holiday-No School)

←FINAL EXAMS

←Last day of Fall Semester!

←(Professors submits grades by this date)

\*\*\*Dates are subject to change.



## Peralta Dual Enrollment 2017 Spring Academic Calendar Important Dates

September 26	M	Open CCCApply application is open for Spring 2017
October		Peralta confirms Dual Enrollment Course offerings
December 13	T	Submission of initial batch of Special Enrollment forms to A& R
January 6	F	Last day to submit completed Special Enrollment Forms to A& R
January 16	M	Martin Luther King Jr. Birthday – Holiday Observance
January 23	M	Day and Evening Instruction Begins
January 28	S	Saturday Instruction Begins
February 3	F	Last Day to Add Regular Session Classes at District Office
February 5	S	Last Day to Drop- <i>On-Line</i> Regular Session Classes Without a “W” - not appearing on Transcripts
February 10	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes- Form must be submitted to the A&R Office
February 17-20	F-M	President’s Birthday – Holiday Observance
March 31	F	Caesar Chavez- Holiday Observance
April 10-16	M-Su	Spring Recess
May 1	M	Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.
May 19	F	Malcolm X’s Birthday – Holiday Observance
May 20	S	Saturday Instruction Ends
May 22-26	M-F	Final Examinations
May 26	F	Spring Semester Ends
May 29	M	Memorial Day – Holiday Observance
June 5	M	Grade Rosters/Rollbooks are Due

\* High School Students may drop classes online using their PASSPORT account, however, they CANNOT add courses.

Dates include operational deadlines within the academic calendar dates

## *Student Resources*

- **PERALTA STUDENT ID#:** This is your 8-digit student ID and it begins with “109...” Please memorize this number, keep it in your phone, and write it in a safe, obvious place because you will need it *frequently* especially when you will request an official Peralta transcript.
- **TEXTBOOKS:** The school will provide you with your textbook(s) for the course. Please note this textbook is the school’s property so you must return it at the end of the semester. For this reason, try to refrain from writing (or damaging) the book. Use post-it notes and highlighters so you can “talk-to-the-text” in your book.
- **OFFICE HOURS:** Find out whether your professor is offering office hours at your high school. It might be before or after the class begins. Be sure to utilize office hours. This is the best time to ask questions and get to know your professor. If your professor is not hosting office hours then arrange a time that works for the both of you to meet by emailing your professor or approaching him/her before/after class.
- **SYLLABUS:** This is the golden paper for your course. Please hold onto your paper syllabus! It lists the professor’s email, name, contact, & office hours. Also s/he will list the textbook, readings, assignments, due dates, & sometimes even instructions. *They may not always remind you in person when something is due, but if it is written on the syllabus, it is due!*

## *Student Technology*

- **PASSPORT (Online Portal):** You have an online Peralta account (called PASSPORT) where you can check your grades, order an official transcript, receive official messages from the college, etc. Ask an adult for help if you need help with your first attempt at logging in. To log-in, you need your username & login from the Admissions Office which is included in an email sent to you by Peralta (go to your email and search “Admissions” or “Passport” to find it). (Save this email!)
- **MOODLE:** This is like Google Classroom, but at Peralta Colleges, their program is called MOODLE. Some professors use it, others do not. If you have any trouble creating your Moodle account, ask your professor or another adult for help!

# *Supplies*

- SYLLABUS
- NOTEBOOK & FOLDER/BINDER
- PENS
- NUMBER 2 PENCIL
- HIGHLIGHTER(s)
- PRINTER ACCESS
- FLASH CARDS (INDEX CARDS), POST-IT NOTES or TABS

# *Guide to Requesting Official Transcripts:*

If you are a senior in high school you will need to submit an official transcript to college(s)

## PERALTA TRANSCRIPT POLICIES:

1. The first two Peralta transcripts (lifetime) a student orders are **FREE**. After the two free transcripts, for Regular Delivery it is \$6.00, Rush Processing is \$12.00, and so forth.
2. For “Regular Delivery” transcripts are mailed within **7-10 business days**, for “Rush Processing” transcripts are mailed within 3-5 business days, and if you order online you have the option of “Domestic Federal Express to main 48 States” 1-2 day delivery, excluding weekends.
3. **Students are required to clear all financial obligations due to the college(s) and any other transcript “holds” before transcripts are mailed.** You can check to see if you have any financial obligations and/or holds on your Student Passport online account.
4. **Official transcripts will include all coursework** completed at the Peralta Colleges. Official transcripts will also include currently enrolled classes which will show as IP (In Progress). You will need to send another transcript once you have earned a grade for those courses.
5. **Picture I.D is required** to order and pick up transcripts, if you do so in person.

## TIPS:

1. If you pick up your transcripts or have them sent directly to you, do not open them, once the seal is broken the transcript is no longer considered an official transcript.
2. Once you request your transcripts you will be given an estimated time in which they should reach your institution. **It will be in your best interest to call the institutions that you sent transcripts to see if they have received them.** Transcripts are important for being admitted into an institution, so it is important to make sure they reach the specified office.
3. **Consider ordering a transcript for you to keep.** Do not open it, keep it sealed, that way if for any reason you need an official transcript, you have one. It will be your safety transcript.
4. **You can review your unofficial transcript in Passport.**
5. Once you apply for Colleges and Universities it is **IMPORTANT** to keep track of the deadlines. **It is possible that colleges and universities will have different deadlines regarding when to have your Official Transcripts in so be sure to check with your institution.**
6. Institutions can either inform you of updates via email or an online portal, but a good way to find out is to simply call the institutions to which you have applied and confirm the official transcript deadline. Be sure to give yourself enough time between the deadline and the number of days it will take to mail the official transcript.

## STEP-BY-STEP GUIDE TO REQUESTING AN OFFICIAL TRANSCRIPT:

### If you are ordering transcripts IN PERSON:

**Note:** Picture I.D is required to order and pick up transcripts, if you do so in person.

1. Go to: Peralta.edu
2. Click “Students”
3. Click “Transcript Information” the second link from the bottom

4. Click “Official Transcript Order Form” under Option 2
5. Read the information on the Official Transcript Order Form, before filling anything out
6. You can type on the form, so fill out all of the areas on the form.
7. You will need to print it out and turn it in to any of the Peralta Colleges Admissions & Records Offices
8. Payment must be made at the Cashier’s Office, note Payment with credit cards are accepted for online only.

**If you are ordering transcripts ONLINE:**

1. Go to: Peralta.edu
2. Click “Students”
3. Click “Transcript Information” the second link from the bottom
4. Click “Click here to go to TranscriptsPlus and order your transcript online” under Option 1
5. Read the Transcript Ordering Overview
6. Once you are done reading click “Start My Order” to the right of the page.
7. Fill out “Student information”. You **must** have your Student ID number or your Social Security Number. Once you have completed all of the areas of “Student Information” click next.
8. Fill out “Your Contact Information”. Once you have completed filling out “Your Contact Information” click next.
9. Choose what type of order for your transcript under “Basic Order Information”. The price is determined by how quickly you may need to have your transcripts sent to an institution. Fill out “Special Order Condition(s)” if it applies to you or an institution requires it. Lastly fill out “Other Information Required by Peralta Community College District then Click next.
10. “Select Recipient type”, most likely yours will be to a College or University, choose the state of the College or University and then click next.
11. Start typing the name of the College or University you intend to send the transcripts to. In the next box, names of Colleges and Universities will appear, choose your college. Once you click on your college the system will populate the addresses to the Undergraduate and Graduate school Admissions and Records. Choose the Undergraduate Admissions and Records. Select how many transcripts you want sent to this college. Click the box after you have read the statement then press next.
12. If the name of your school doesn’t appear choose “I do not see my school”, it will prompt you to type in all of the information for the school. Locate the address of your school’s Admissions and Records, once you have typed in the information click next.
13. Next you will choose your “Delivery Method for Recipient 1”. Your options are “1<sup>st</sup> Class Mail” or “Domestic Federal Express to main 48 States”, read the attention notice and decide which choice is best, note there is an additional \$18.00 charge for the second option. Once you choose click next.
14. If you have more recipients click the add recipients and you will repeat steps 10-13 until you have added all recipients
15. Once you are done adding all of your recipients, click next and review your “Order Summary”, if everything is correct click continue, otherwise edit what needs to be changed. Once everything is correct click continue.
16. Please review the Refund policy and Input your “Payment Card Information”.
17. Once you input the payment type information, “Read the Credentials Credit Card Transaction Agreement” and click I agree.
18. Lastly click “Submit My Order”.

# *How do I get an A?*

- 1. Go to every class.** In college, it can be tempting to skip a class because the professor may not collect assignments every day. *HOWEVER, skipping classes almost guarantees failing the class.* You miss out on notes and fall behind VERY quickly. If you know you're going to be absent ahead of time (i.e. family going on vacation), TELL THE PROFESSOR AHEAD OF TIME. Email or talk to them before/after class. Make arrangements for notes (for example, ask a classmate if you can get a copy of their notes when you get back), and make arrangements if there's any assignments due the day(s) you will be absent. **An unexcused absence on a day of a quiz or test means you can not make up that quiz or test, unless you have special pre-arranged permission from the professor.** This means, if you do not tell the professor ahead of time of your absence, you will receive a zero for that quiz/test. PLEASE NOTE YOUR TEACHER OF RECORD IS TAKING ATTENDANCE EVERY DAY.
- 2. Notes are your best friend.** Professors do *not* collect a lot of paperwork or handouts. Most classes will be 80% lecture. This means your notes are your guardian angel. It's how you study/review for a test, or prepare for an essay. For example, you can quote/cite your notes for an essay, or the professor may even let you use your notes on a test!
- 3. The syllabus is everything.** Go through the paper syllabus and highlight any DUE DATES. This will serve as a reminder to you about assignments, their deadlines and all the professor's policies. If you lose it, ask for another one from your peers or professor.
- 4. Keep a planner.** Write down due dates and homework. And/or USE YOUR PHONE calendar/alarm to set reminders.
- 5. Network!** Get to know and get contact info for at least one other person in your class. College courses are a great way to build a social network of friends and peers who also share in your desire to achieve your college dreams!
- 6. Form a study group!** The number one feedback from former OUSD students now in college is how helpful it is to study with peers! This means meeting up with 1 or 2 (or 4 or 10!) other people from your class. This can be at the library, at cafes, at coffeeshops; it can be on campus or off campus. It makes studying/reviewing/practicing/asking questions SO MUCH easier and fun. You can eat, & it's relaxed. What you know, you can teach. What you don't know, you can learn from each other. Again, it can be awkward & weird to talk to strangers in your class, but EVERYONE benefits from study groups. Please try it out!
- 7. Observe others.** Which specific strategies are your peers using that seem to help them (do they make flash cards? Does writing notes in a notebook work better than typing? Do they use their phone for calendar/date reminders, or use highlighters, or participate in class?)

8. **Ask for help!** Asking for help is part of being human. Many students struggle their first time in college because they hesitate to ask for help (or are too shy); unfortunately they learn the hard way that you **HAVE TO** seek help and tap into resources! Thankfully, you're getting to practice college early; please practice asking for help! For example, if the professor assigns an essay and you're not sure what to do, email the professor requesting a time when you can meet with her/him, or ask the Professor questions after class.
9. **FAST PACE:** College classes can be harder, because, well...they're college! Do not slack off, do not skip class, and do not procrastinate. If you do, you'll fall behind quickly, & you'll want to give up. The best plan is to get your **GAME FACE** on & be organized from the beginning. Do your reading, do your homework, go to all classes. **DO NOT PROCRASTINATE!**

## *What if I'm struggling?*

### **REACH OUT**

1. Self-advocate! College can be difficult! Life can be difficult! Don't suffer in silence.
2. Don't wait to ask for help. You are not expected to remember or understand new concepts right away; that's the point of being a student! The earlier you reach out, the better--don't be shy.
3. Which resources can you reach out to--whether a place or a person?
  - a. If you're not sure who to first ask, think of a friend in the class, the teacher of record, the professor, a student who took the class/professor before, or any other advocate you have on campus.
  - b. Does your school site have tutoring or after-school academic support? Try to attend and receive support.
4. Be prepared to ask your instructor plenty of questions but be sure to ask them when appropriate (not when they're in the middle of teaching or a meeting) and ask as early as you can (not on the day something is due) so they see you're being respectful of their time and capacity.

### **TRY STRATEGIES**

1. Review your notes. Highlight and use post-it notes (in your notebook and in the textbooks).
2. Talk-to-the-text. Next to paragraphs or sections in your reading, write a quick summary (one sentence or phrase) that summarizes that section (what is it about?)
3. Questions come up? Email them to your professor; CC your teacher of record.
4. Initiate or join a study group. Remember, even meeting up with at least one other person at a cafe or after class and *talking* about what you're learning, asking/answering questions, *sharing* ideas, reviewing notes, reading *together* can make a HUGE difference and be VERY HELPFUL. Two brains are better than one!
5. Make flash cards. Use them.