

If you are having Difficulties in a Class

If you find you are having difficulties in a particular class **do not** contact the chair of the department or your academic advisor **before** you communicate with your instructor of the class. In most instances you will be able to resolve all problems by simply communicating with your professor and figuring out what needs to be done between the two of you. If that is not helpful, *then* contact your academic advisor for assistance/guidance. She will know if you need to be in contact with the chair.