



If the full class **DOES** affect your graduation timeline:

1) Speak with your advisor immediately if this class affects your graduation timeline.

2) Speak directly to the professor of the course, clearly communicate that the class affects your graduation timeline. Professors are human beings and are most likely to make exceptions for students in need.

If the class does **NOT** affect your graduation timeline:

- 1) Email professors** to see if they will make an exception.
- 2) Come to class** on the first day and ask in person (this is the second best option)
- 3) Search classfinder** as soon as possible to see if there is another option. Successful students learn to have a registration plan-b whenever possible.

3) Email or speak to the head of the department: communicate clearly your need for the class, sometimes alternatives or exceptions can be made.

4) Look into taking the class elsewhere at nearby or online institutions.