














# Help Sheet

SITUATION		POTENTIAL SOLUTION
What if I need to contact my professor?		<ul style="list-style-type: none"> <li>I can e-mail him/her at _____@<a href="http://www.algonquincollege.com">algonquincollege.com</a> and expect a response within 24-48 hours.</li> </ul>
What if I don't understand course material or need help with an assignment?		<ul style="list-style-type: none"> <li>I can go to my professor's office hours, which are:               <ul style="list-style-type: none"> <li><b>Date:</b></li> <li><b>Time:</b></li> <li><b>Location:</b></li> </ul> </li> <li>I can ask a <b>classmate</b></li> <li>I can book a <b>peer tutor</b> through <a href="http://www.algonquincollege.com/peer-tutoring/">http://www.algonquincollege.com/peer-tutoring/</a></li> </ul>
What if I don't know an assignment's due date or the date of a test?		<ul style="list-style-type: none"> <li>I can look it up on Blackboard. Go to [INSERT COURSE] → <b>Course Information Tab</b> → <b>Course Section Information Document (CSI)</b></li> <li>If I have questions, I can ask my instructor</li> </ul>
What if I start feeling uncomfortable in class?		<ul style="list-style-type: none"> <li>I can speak with my instructor about it after class and come up with an exit strategy for future classes so that my professor is not worried and I do not disturb my classmates.</li> </ul>
What if my computer, Internet, or Algonquin Network ID are not working?		<ul style="list-style-type: none"> <li>I can contact <b>Algonquin's ITS</b>:               <ul style="list-style-type: none"> <li>Room: A143D-F</li> <li>Phone: (613) 727-4723 ext. 5555</li> <li>E-mail: <a href="mailto:5555@algonquincollege.com">5555@algonquincollege.com</a></li> <li>Online Help Centre: <a href="http://www.algonquincollege.com/itshelp/">http://www.algonquincollege.com/itshelp/</a></li> </ul> </li> </ul>
What if I know that I will not finish an assignment on time?		<ul style="list-style-type: none"> <li>I need to _____</li> </ul>
What if no one shows up for class?		<ul style="list-style-type: none"> <li>I can check <b>Blackboard</b> and my <b>Algonquin e-mail</b> for announcements and updates to see if:               <ul style="list-style-type: none"> <li>○ Class was cancelled</li> <li>○ Room was changed</li> </ul> </li> <li>I can e-mail my instructor for clarification</li> </ul>

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What if I get to class late and the <b>door is closed</b> ?		<ul style="list-style-type: none"> <li>• I can quietly open the door and take a seat</li> <li>• I will make sure to arrive on time for classes regularly</li> </ul>
What if I <b>miss a class</b> ?		<ul style="list-style-type: none"> <li>• I can <b>e-mail my instructor</b> before class to let him/her know that I will not be attending</li> <li>• I will <b>get copies of class notes or course materials</b> discussed during that class <b>from a fellow classmate</b></li> <li>• For prolonged absences, I may need to provide a documentation for my absence</li> </ul>
What if I have trouble with a fellow classmate?		<ul style="list-style-type: none"> <li>• I can speak with my instructor during his/her office hours</li> <li>• I can discuss the issue with my support people</li> </ul>
What if I do not <b>hand-in my assignment on time</b> ?		<ul style="list-style-type: none"> <li>• I might not be able to receive a grade for that assignment</li> <li>• I might be penalized for late submissions</li> <li>• I can speak to my instructors if I miss a deadline</li> </ul>
What if I <b>fail a test</b> ?		<ul style="list-style-type: none"> <li>• I can arrange a meeting with the instructor as soon as the test results are provided</li> <li>• I can meet with one of my support people (Learning Strategist, Peer Tutor, etc.)</li> </ul>
What if my <b>group members do not do their work</b> ?		<ul style="list-style-type: none"> <li>• I can speak to my instructor about my concerns ____ days before the assignment is due</li> </ul>