

## **Student Success Guidance for Klamath Community College Courses**

Dear Students,

Welcome to a new academic term! We understand that starting new classes can feel overwhelming, so we've put together this guidance to help you stay organized, reduce stress, and set yourself up for success. Please take a few minutes to read through the following tips and refer back to them throughout the term.

### **Week 1: Set Yourself up for Success**

- **Review your Syllabus**

Carefully read the syllabus for each of your course/s. It outlines expectations, grading policies, and key deadlines.

- **Use a Planner or Digital Calendar**

Record all important dates, including:

- Final presentations or major assignments
- The last day to drop a class without penalty
- The last day to drop with a "W" grade
- The final date to submit late work (if allowed)

- **Understand Late Work Policies**

Each instructor may have different rules. Knowing these in advance can help you avoid unnecessary stress.

### **Weeks 2-6: Stay Connected and Ask for Help Early**

- **Communicate with Your Instructor**

If you're facing challenges-academic or personal-reach out to your instructor as soon as possible. They are your primary resource for support and grading decisions.

- **Talk to Your Advisor**

Advisors can offer general guidance, but your instructor needs to be informed about anything affecting your performance in class.

- **Missed an Assignment? Don't Wait.**

Contact your instructor immediately. Explain the situation and how you plan to complete the work.

- **Not Ready to Talk?**

If you're going through a difficult time, send a brief message to let your instructor know you're dealing with something and will follow up when you're able.

### **Weeks 7 – 8: Plan Ahead for the End of Term**

- **Anticipate Challenges**

If you think you might miss a final assignment or deadline, contact your instructor early to discuss options.

- **Don't Wait Until It's Too Late**

Requests for extensions or support are much more likely to be considered if made before the due date.

We're here to support your success. Stay proactive, stay connected, and don't hesitate to ask for help when you need it.

Wish you a successful and rewarding term!

### **Accelerated Learning Department**

Adapted from guidance by Isadora Peres de Souza, Klamath Community College Instructor (2025).