

You Belong Here

Deal with Absences Effectively

- **Avoid absences:** Make sure you understand the absence policy in each class - - they may not all be the same!
- If you are absent:
 - Let your professors know in advance
 - Complete and submit assignments that are due
 - Don't ask "Did I miss anything?" Get notes from a reliable classmate . . . ask Professor "What did I miss?"
- If you will need to be out for an extended time, contact Sharon Madden in the Provost's Office (smadden@manor.edu or extension 1243)



Week 6 (10/7) & 14 (12/2)