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HOW TO

*ask for
asynchronous
class options*



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Time zone differences make it challenging for many to attend classes synchronously. Does your professor offer asynchronous options? If not, here are some ways to advocate for yourself:

First, reach out to the faculty and explain your situation. Ask if it's mandatory to attend class synchronously or if there are other ways to participate.

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Sample email:

Hello Prof. + their last name,
My name is your first & last name
and I'm taking your class title/course
number this semester. I'm an
international student and am
currently located outside of the U.S.
Unfortunately, I am not able to
attend your class synchronously due
to the time zone differences. Is there
a way I can do the class
asynchronously?

Thank you for your help.

Best,

Your first & last name



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*For more email tips and tricks,
check out our other*

"How-to Series" in Highlights!

If you do not receive a response or an accommodation, the next person to contact is the **Department Chair**. Their information will be available on the department website.

**Note: you have to contact the professor directly first. The Department Chair will ask if you have taken that step.*

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Lastly, if you are not successful with advocacy with the Department Chair, you can contact **John Moore**, Dean of Undergraduate Education, at due@ucsd.edu.

If you don't feel comfortable emailing your professor, a great way to communicate your concerns is by going to office hours!

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