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HOW TO

*navigate
time zone
differences*



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- 1. What time is it? Time to talk about time zone differences!**

- 2. This quarter, virtual classes have been presented in many different forms.** However, one thing remains the same – deadlines! Now more than ever, time management and understanding when the assignments are due are very important.

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3. Asynchronous v Synchronous Classes

a. *Asynchronous classes do not meet virtually at the time of the class. For example, you are taking a PHIL 101 class on Monday/Wednesday at 9 am. If the class sessions are asynchronous, then you don't have to "come" to class at that time. Most likely, in this case, your professor will record the lectures that you can watch at any time of the day.*

b. *Synchronous classes meet at the assigned time of the class. Make sure you are aware of the time difference and when the class will take place your local time and day of the week, and not just San Diego time.*

**Note: If you are unsure if the class is asynchronous or synchronous, or you are unable to attend the class, notify your professor as soon as you can! A great way to do this is by going to Office Hours or scheduling a meeting with your professor*

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4. Starting November 1, the time in California has moved back by 1 hour because of Standard Time-Daylight Savings. This may impact the time when your assignments are due or when you have to go to class.

Some platforms like WebAssign and Achieve automatically change times, so don't be surprised! Check your assignments to see if the deadlines are in Pacific Standard Time (PST) or in your local time. All websites do this differently, please check individual assignments to make sure to convert to your local time if necessary!

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- 5.** To make things easier, you can also add different time zones on your laptop through settings or use a Clock Widget (www.worldtimebuddy.com/clock-widget). You can also use a clock app on your phone!

- 6.** It's very important that you check your emails often for updates!

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7. As always, if you would like to learn more about navigating synchronous vs asynchronous classes, tips for success, or how to use different platforms check out our "Success in a Virtual Environment" course on UC San Diego Online!

tinyurl.com/studentsuccessvirtualenvt

link is also in [@ispo.ucsd](#) bio

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