HOW TO
ask for asynchronous class options
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.
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
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.
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!