

# HOW TO NAVIGATE RETAKING A COURSE

Hearing that you need to retake a course can be extremely stressful. Whether you anticipated this happening or you were completely taken by surprise, the UCLA WI+RE team is here to help you come back stronger! Below, you'll see some steps to follow on your journey of retaking a course. Additionally, there's an in-depth interactive tutorial on these steps on our website!

## STEP 1: Breathe

Take some time for yourself to work through your emotions and feelings towards what happened. You can't change anything immediately, no matter how much you may want to.

Try doing a relaxing activity that will bring you joy and allow you to clear your mind.

Some examples include:

- Taking a Nap
- Making your favorite food
- Doing exercise/yoga
- Taking a bath/shower
- Cleaning your space
- Watching your favorite movie
- Having a good cry

or just whatever feels right to you!



"I have the qualities I need to overcome this challenge."

"I forgive myself and set myself free."

"My mind is brilliant, and my ability to conquer my challenges is limitless."



## STEP 2: Affirm

As college students, so many of us tie our self-worth to our academic success. It takes a lot of active unlearning in order to release that mindset.

A great way to get out of a bad mood and shift your mindset is to practice saying affirmations.

## STEP 3: Research

Many institutions have specific guidelines on how many courses or units you're allowed to retake during your time there. Take some time to research your university's retake policies, and set up a meeting with your academic and/or department counselor because the retake policies and guidelines can get complicated.



If the course you're retaking is for your major, it is highly recommended that you meet with both an academic **AND** department counselor to discuss your options

## STEP 4: Identify

Now that you've taken some healthy time away from what just happened, it's time to identify the factors that lead to what happened. Make a list of everything that you believe lead you to need to retake the course.

To the right, you'll see some example questions to ask yourself:

### Questions to ask yourself (or go through with a counselor):

- Was my course load too heavy that quarter?
- Do I need to be better at scheduling specific times to study?
- Did I go to office hours whenever I could?
- Do I need to switch professors to try someone else's teaching style?
- Do I need to seek out a tutor?



A few suggestions on what to include in your plan:

- Attending every office hour you can (even if you don't have any questions)
- Letting your professor know upfront that you are retaking the course
- Setting aside a few hours a week to study for that class (independent of whether or not an exam is approaching)
- Creating a study group with friends
- Regularly checking Piazza or Campuswire

## STEP 5: Develop

Before you retake the course, I strongly advise you develop a 'plan of action' where you outline exactly what things you're going to do differently while you're retaking the course. This step is similar to the previous step, Identify, but with the added element of setting your intentions and what you hope to accomplish during this second time around.



## STEP 6: Act

Even with all of this preparation, it is possible that you may have new, or even recurring anxious feelings resurface. This is totally normal, especially if this is your first time retaking.

If you see yourself spiraling, we want you to know that it's okay, and actually **encouraged to ask for help.**



• **Being able to ask for help** is one of the most important, if not **THE** most important step, when retaking a course. For example: If you're still having trouble understanding a topic after exhausting your own resources, try asking your professor for a 1-on-1 office hour so you can get all your questions answered.

Once you master this, you'll be able to tackle anything in your academics and beyond.

Congratulations!! You've reached the end of the handout.

We hope you enjoyed and learned some new tips on how to prepare yourself to retake a course.

Be sure to check out the tutorial accompaniment on the UCLA WI+RE website!

<https://bit.ly/3i2AIRE>