

WHAT IS SELF-ADVOCACY IN COLLEGE?

This is when you need to take direct action to get something you need.

WHY IS IT IMPORTANT?

Because in college, you are solely responsible for making sure that you get what you need.

WHAT ARE SOME COMMON EXAMPLES?

- **Housing**
 - You've applied for housing, but haven't heard which dorm you've been assigned
 - You were assigned a dorm you didn't ask for
- **Financial Aid**
 - You applied for financial aid, but haven't received it yet
 - Your financial aid application is being verified and you don't understand what you need to do
- **Issues with a Class or Professor**
 - You need to add a class, but you're on the waiting list
 - You were dropped from a class and feel that you should not have been

HOW TO ADVOCATE EFFECTIVELY

- **Email**
 - Creates a written record of your request with a time and date
 - When emailing a department (like Financial Aid,) go to your college website's directory and look up the Director and Assistant Director and email them directly
 - Include your full name and Student ID# at the beginning
 - Give a clear and specific summary of your situation
 - DON'T FORGET THE ASK! This is the solution to the challenge that you are experiencing, the thing for which you are **ADVOCATING**
 - Thank them for their time and consideration
 - Always follow up with a phone call
- **Phone Calls**
 - Prepare before you call by reviewing the email you sent
 - During the call: take notes!
 - » Get the name and title of the person with whom you are speaking
 - » Again, **DON'T FORGET THE ASK!**

HOW LONG SHOULD YOU WAIT FOR A RESPONSE BEFORE FOLLOWING UP AGAIN?

If you've already emailed and called: 2 days

WHAT IF THE ISSUE STILL ISN'T RESOLVED?

Get a second opinion. Speak to someone else in the department and use your self-advocacy skills again!