



## **Making-up a Class or Attending a Different Class Time**

To maximize safety on Irene's campus during the pandemic maximum classroom capacities are enforced and students must make prior arrangements to make-up or attend a class time other than the one in which they are enrolled.

### **To Make-up a Class or Attend a Different Class Time**

**1 - Call, show up or email Student Records**

***Phone: 248-350-1400***

***Email: StudentRecords@irenes.edu***

**2 - Provide class name, date and time you want to attend**

**3 - Student Records will confirm if there is a seat in the class**

**4 - Attend the class and complete a gold form when signing in**