

Tips For Contacting Professors

More helpful than you might think!

- Get study tips
- Receive clarification on material
- Gain test-taking tips
- Stay connected with professor & class
- Obtain a potential letter of recommendation

Successful students will:

- Find out when professors have virtual office hours
- Meet instructors biweekly/monthly
- Stay on top of the material
- Set up an online appointment if they can't make designated virtual office hours

What You Should Know

- Most high-achieving students know their professors. Visiting during virtual office hours is the best way to establish a personal connection with your professor.
- It's an extra hour of instruction; one-on-one with an expert! Some professor will even tutor you in the course material.
- Most professors find virtual office hours very enjoyable and rewarding. Some of them prefer the more personal time with students over lecturing large groups.
- Expect possible technical difficulties and delays in connections; set aside extra time for the appointment.

How To Approach Your Professor

- The earlier you "e-meet" your professors the better. Introduce yourself via email to make a connection.
- Express why the class interests you and what you've enjoyed so far. Explain that you want to do well in the class.
- Ask specific questions: Does the instructor have study tips? What has worked well for other students?
- Make notes of what is confusing or what you are having trouble understanding.
- Gather questions and email the professor and/or request a virtual meeting.
- If there is a study guide, work through it as best you can. If you get stumped, be sure to email the professor or request to meet online. Some students get insight on what will be on the test.
- Professors may seem unapproachable in lectures, but many enjoy a one-on-one environment. They can explain material again and offer new examples to assist you in understanding class material more clearly.
- If you are having difficulty with the class, ask the instructor if the pass/no pass option would be beneficial.
- Faculty can be great mentors for you and provide letters of recommendation.