

COMMUNICATING WITH FACULTY

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USE THE CORRECT TERMS

If your professor has their doctorate, call them either Dr. or Professor. If your professor specifies what they like to be called, refer to them by that specific name or title.

EMAIL ETIQUETTE

Use your school email address to confirm you are a student. Always be professional in your emails and allow them a reasonable time to respond (48 business hours).

OFFICE HOURS - DO'S

Come to your appointment prepared and make the most of your time by asking any questions you have. Get clarification on something for class, ask about an upcoming assignment, or receive recommendations for additional resources.

Coming to office hours consistently will help you build a relationship with your professor, don't m

