Connecting with your professors is one of the best parts of being a student. It can also be one of the most intimidating! Here are some tips.

**HAS YOUR QUESTION ALREADY BEEN ANSWERED?**
Read the syllabus or assignment to see whether the answer to your question can be found there. If you have a TA, double check with them.

**EMAIL**
- use your university email address
- use a formal greeting: e.g., “Dear professor Khoury” (check spelling!)
- sign with your class, section #, and full name
- read it aloud and do a quick proofreading
- don’t expect an immediate response. Give it a day or two!

**OFFICE HOURS**
If your professor holds virtual office hours, you have a great opportunity to chat with them about course content or assignments! Be on time, and be prepared with questions.

**DURING CLASS**
Professors strive for their students to be engaged and participate. If you are uncomfortable speaking up during lectures, be active in online forums, boards, and group discussions. Ask questions!

Conversing with your professors, TAs, and classmates has enormous benefits! It will increase your engagement and interest in the course, and show that you are interested and want to do well. It can also lead to references and research opportunities.

Most importantly, you will become part of a community, making your university experience richer and more meaningful!