



Student Guide to Communication with Professors

This guide provides you with strategies for communicating your needs with your professors. Remember, you can reach out to the office of disability services for support with meeting with your professors. They are there to support you and help you be successful.

Discussion Topics

Some common discussion topics you may have with your professors are:

- Course requirements – the work you must do to receive credit for a course
- Options for tutoring or support
- Help on assignments
- Accommodation needs
- Questions about grades or the grading process
- Assignment extensions for illness or emergencies
- Specific questions or concerns

Scheduling a Meeting

There are different ways to meet with your professor. You can call, email, or arrange an in-person or virtual meeting.

- A professor's office hours are usually a set time each week when your professor is available to talk with students. Schedule meetings with your professors during their office hours when you know they are available.
- When writing an email to set up a meeting, put the course number or title in the subject line. Professors teach many students, so this will help them know which class you are in.
- If you call and your professor does not answer, leave a voicemail including your name, your phone number, the course you are enrolled in, and the reason of why you would like to meet.



Preparing to Meet

Preparing for your meeting will help you feel more confident and ready to talk with your professor.

- Identify your questions and concerns before the meeting. Use a notebook or phone to take notes of their answers or information you need.
- Bring any textbooks, class handouts, or notes with you.
- Arrive on time for your meeting and be aware of how much time you have.
- Use the professor's title. If you are unsure, you can call them "Professor [Last Name]".

Sharing Your Accommodations

Meet with your professors at the beginning of each semester about your accommodations.

- You are in control of what you share about your disability. You can simply tell your professor that you are eligible to receive accommodations.
- Describe your accommodation needs that have been approved by the office of disability services.
- Be prepared to answer any questions your professor may have about how you learn best.
- After the meeting, continue to check in with your professor throughout the semester.