

# Emailing your Professors

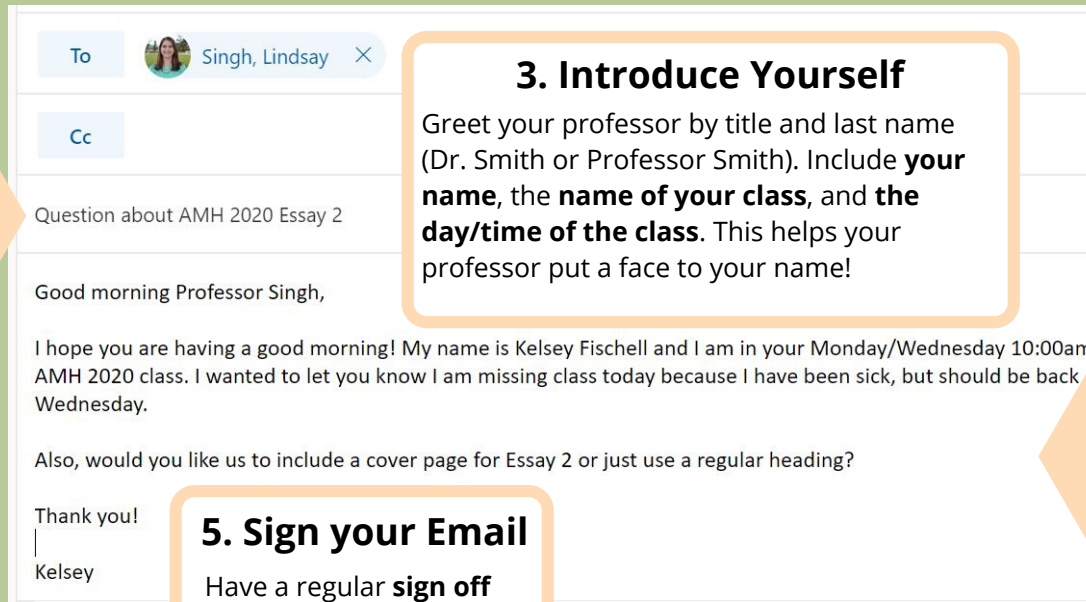
## A Guide from the Center for Academic Achievement

### 1. Use your @eagle.fgcu.edu email

Professors are more likely to read emails from a familiar address

### 2. Use clear subject lines

If your subject gives the **gist of your email**, your professor is more likely to read it sooner. Subject lines should just be **5 - 10 words long**.



### 3. Introduce Yourself

Greet your professor by title and last name (Dr. Smith or Professor Smith). Include **your name**, the **name of your class**, and the **day/time of the class**. This helps your professor put a face to your name!

### 5. Sign your Email

Have a regular **sign off** ("Thank you," "Best regards," etc) and then **write your name again**.

### 4. Be Polite and Precise

A **friendly greeting** followed by your **quick question** or **short info** is professional and efficient. For longer questions or concerns, request a meeting or let your professor know you will stop by during office hours.

## Emailing Tips:

- Let your professor know if you will miss class, especially if you'll miss more than one (they worry about you!)
- Don't call your professor by their first name (or "Prof") & check your syllabus for how to spell their name!
- Make sure not to write your whole message in the subject line
- Never use an email to argue a grade--set a meeting and discuss grades and assignments then
- Make sure you include any attachments before hitting send (and make sure they are the right attachment!)
- Give professors time to reply, and be polite when following up--professors may not be able to reply right away