How to: Speak with Your Professors
The Centre for Student Success

If you have questions or concerns regarding your academics, it is best to speak to your professors. Professors are experts in the classes they teach and are here to help students.

Some of the things that your professors can help you with include:

- Questions about assignments, tests, or grades
- Concerns about your performance in the course
- Requests for feedback on assignments or tests
- Seeking program-specific advice

Here are some tips on how to approach professors for help:

1. Choose the right time to approach your professor.
   - Some professors have office hours, which are time slots that professors have reserved for their students to drop-in and speak to them or make appointments to meet with them.
   - If your professor does not have office hours, email them on SLATE and through Sheridan email to ask if you could schedule a time to meet with them.
   - Some professors schedule a break during their class. This can be a good time for you to start a conversation with them. A break during class may not be long enough for your professor to answer all of your questions, so they may ask you to come in during office hours or schedule an appointment outside of class time.

2. Introduce yourself.
   - Here is an example of how to introduce yourself to your professor: “Hello, my name is (your name) and I am in the (semester/year of your program) of (name of your program).”
   - Ask your professor how they would like to be addressed, whether they would like to be addressed by their first name, or by their title (Dr., Professor, Mr., Ms., etc.).

3. Come prepared with questions to ask your professor.
   - Professors often have tight schedules, so it would help if you come prepared with questions that you need answered. Write them down and bring them with you.
   - Professors may not have answers to your questions right away. You can suggest sending them an email after you meet them with the questions that weren’t answered and anything further that you would like to ask.
How to: Email Your Professors
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In addition to speaking to your professors in person, you can also contact your professors by using your SLATE or Sheridan email account. Email is a good way to communicate with professors because:

- You can clearly plan out what you want to say and ask
- You receive their answers in writing for future reference
- You can email them when you are available
- You can let them know about expected or unexpected absences (e.g., doctor’s appointments)

Here are some tips on how to send an email to a professor:

1. **Do not use slang/text language.**
   - Professors will not take you seriously if you use slang or inappropriate language.
   - Sheridan is an academic environment where professionalism is expected from students, staff, and faculty.

2. **Address your professor appropriately.**
   - Address your professor by their appropriate title (Dr./Professor/Mr./Ms./etc.)

3. **Clearly state your questions, concerns, and/or requests.**
   - Professors will be able to help you better if you are clear and to the point.
   - Introduce yourself and which class you are in, briefly state the information the professor needs to know, then clearly ask your question/state your concern. Always end with a thank you.

4. **Do not expect a response immediately.**
   - Professors are busy so it may take a few days for them to respond to your email.

*Here is an example of what an email to a professor could look like:*

Dear Professor Kaur,

My name is Bob Brown and my student number is 991****. I am in your FINA11079 – Finance class on Wednesday’s at 2:00 PM. I have a doctor’s appointment this week during our class time and will miss the scheduled quiz. Would it be possible for me to write this quiz at another time? If not, would it be possible for me to make up for the missed quiz in any other way?

Thank you for taking the time to read my email and I look forward to your response.

Kind Regards,
Bob Brown