

Email

- **Include a heading in the subject line.** With the number of emails that populate inboxes, realize the significance of the subject line. A subject header is essential if you want someone to read your message. Make the subject line meaningful. A “Hi” or “Hello” will not work.
- **Personalize the message to your faculty advisor.** Although email is informal, it still requires a personal greeting. *Do not address faculty members by their first name unless they ask you to do so.* “Dear Dr. Smith,” or “Dear Professor Jones” are appropriate greetings.
- **Account for tone.** When you communicate in person, more than 90% of your message is non-verbal. Email does not allow you to use non-verbal communication as the reader cannot see your face nor hear the tone of your voice. Choose your words carefully and thoughtfully.
- **Don’t forget to check for spelling and grammar.** Poorly written messages may indicate poor caliber of work in other ways. Use proper capitalization, punctuation, usage, and always check your spelling.
- **Keep your message concise.** Email is intended to be a brief communication. Use only a few, brief paragraphs.
- **Do not follow-up with multiple emails/calls in a short period of time.** We understand that class registration can be stressful, but do not send multiples of the same email or call many times in a short span of time. Give your faculty advisor time to respond to your initial email or voicemail. If you haven’t received a response in a few days, it would then be appropriate to follow-up via phone or email.

Advising Meeting

- **Make an appointment to meet with your advisor well in advance of your registration date/time.** *Advising holds will not be lifted without a meeting with your advisor*, so it is essential to plan ahead and request a meeting before your registration date. This will ensure you are able to register and enroll in the courses of your choice.
- **Show up to your meeting on time and prepared.** While your faculty advisor is available as a resource, academic planning is ultimately your responsibility. Create a degree completion plan (DCP) and send to your faculty advisor *before* your advising meeting (see degree completion plan guidelines handout for additional information). Show up to your meeting on time and prepared to ask questions.

Ongoing Planning

- Communicate regularly with your advisor about any academic or non-academic issues that may affect your degree completion plan. In subsequent meetings, please bring or email an updated version of your degree completion plan if changes have occurred.