How to Talk to Your Professor

1. Establish your presence in class early.
   • Get to class early and sit near the front.
   • Ask questions, and answer questions or make comments about the lecture.
   • Show interest and involvement with the subject material.

2. Establish your credibility.
   • Be familiar with your syllabus, be aware of test dates, attendance policies, etc.
   • Attend all labs, study sessions or Supplemental Instruction programs.
   • Ask people in your class for their phone number.
   • Get to know fellow classmates and exchange contact information.

3. Make an appointment with your professor.
   • The end of class may not be the best time to meet with your professor.
   • Choose a time to talk when neither of you are in a rush, usually office hours are the best time.
   • If you're upset, wait until you've had time to calm down to discuss an issue.

4. Conferencing with your professor:
   • Be prepared! Bring relevant material and questions you would like to ask.
   • Be on time and knock on the office door before you enter.
   • Be courteous and respectful at all times, leave the meeting with a polite attitude.