asking for help:

# **Templates for asking for what you need to be successful**

## Email Templates:

### Schedule a meeting with a professor

Professor/Dr. \_\_\_\_\_ (Prof. Name) \_\_\_\_\_\_,

I am in your \_\_\_\_\_\_ (Class Name) \_\_\_\_\_\_\_ class that meets on \_\_\_\_ (Day(s)) \_\_\_\_ at\_\_\_\_(Time)\_\_\_\_ and I have a few questions about\_\_\_\_\_\_\_\_\_\_\_\_\_. Are you available on\_\_\_\_ (date and time you are available) \_\_\_\_\_\_or \_\_\_\_\_\_ (2nd date and time you are available) \_\_\_\_\_ to meet and discuss this topic?

Thank you for your time.

(Your Name)

### Inform professor of circumstances and ask for help

Professor/Dr. \_\_\_ (Prof. Name) \_\_\_\_\_\_\_,

I am in your \_\_\_\_\_\_ (Class Name) \_\_\_\_\_\_\_ class that meets on \_\_\_ (Day(s)) \_\_\_ at\_\_\_\_(Time)\_\_\_\_. I am emailing you because my current circumstances have made\_\_\_ (area effected by circumstances) \_\_\_\_ very hard for me. \_\_\_\_\_\_\_\_ (Summarize circumstances) \_\_\_\_\_\_\_\_.

Is there anything you can do to help me succeed despite my obstacles?

Thank you for your time.

(Your Name)

### Inform Financial Aid about circumstances and ask for help

Hello,

My name is \_\_\_\_\_\_\_\_\_, and I am a \_\_\_\_ (Level in school) \_\_\_\_ this year. I am emailing you because my current circumstances have made\_\_\_ (area effected by circumstances) \_\_\_\_ very hard for me. \_\_\_\_\_\_\_\_ (Summarize circumstances) \_\_\_\_\_\_\_\_.

Is there anything you can do to help me succeed despite my obstacles?

Thank you for your time.

(Your Name)

## In-Person Templates:

### Faculty Office Hours

Hi Professor\_\_\_\_\_ (Professor’s Name) \_\_\_\_:

My name is \_\_\_\_\_ (Your Name) \_\_\_\_\_ and I am in your \_\_\_\_ (Course Name) \_\_\_\_\_ class that meets on \_\_\_\_(Day)\_\_\_\_ at \_\_\_\_ (Time) \_\_\_\_.

Thank you for this time — I understand that we have \_\_ (Time) \_\_\_ minutes, correct? I have a few questions about \_\_\_\_\_ (Subject/Topic) \_\_\_\_\_. I \_\_\_\_ (Verb) \_\_\_\_ the \_\_\_\_ (Current subject/ Topic) \_\_\_, but was \_\_\_\_\_(Confused/Lost/Frustrated) \_\_\_\_\_ by \_\_\_\_\_(Idea/Theme/Concept) \_\_\_\_\_.

My first question is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1a. If immediate explanation is clear, follow up with:

“Thanks, that’s helpful.” Move on to next question with, “My next question is...”

1b. If immediate answer is not clear, use a follow-up probe such as:

“What does that mean?” or “Can you help me understand the main point?”

2. If second attempt at explanation is not clear, try:

“Can you say that differently?” or “Can you give an example?”

3. If alternative explanations are better but not decidedly clear:

“Is there a page in the textbook or reading (or point in the video, YouTube, lecture notes, etc.) that I can reference for further information?”

Once finished, thank the professor and remind them of your name.

# FAQ:

## Who should I contact?

Often you can find the best staff or faculty member by using the online directory on your school’s website, or you might be able to ask an advisor. The most important thing is to ask, so contact whoever is your best guess. Even if you guess wrong, they may know who to direct you to.

## Which is better, email or in person?

The answer to this question may depend heavily on the person you are trying to reach.