

STUDENT SUCCESS SKILL SHEET



Communicating with Professors



Send them an email.

Don't hesitate to send your professor an email if you miss class, have questions, or need assistance! You can find your professor's OCC email address on their syllabus, or you can message them directly in Canvas.



Ask questions in class.

If you have a question, someone else is probably thinking the same thing! Your professors *want* to know if you have questions and need further clarity on something.



Visit their office hours.

"Office hours" are designated times that your professor will be in their office and available to chat! If their scheduled office hours don't work for you, reach out to see if they can meet at a different time.