

Tips on Maximizing Communication with Your Adviser PennState World Campus

Always communicate via your Penn State student email account.

Tips	Examples
You want to set a good tone from the start. Always begin your email with a salutation Remain polite and respectful Be clear and concise. Use a descriptive subject line and update it as the topic changes State any solutions or efforts that you have tried to address the issue Ask directly for the assistance you are looking for Reach out to your adviser as soon as you are experiencing difficulties	"I hope you are well." "Good morning" "I hope you had a nice weekend." Email is public conversation. How you ask questions or send a request for assistance is key. Transfer credit question "I have a question about my pending credits. Could we find a time to schedule an appointment and review them?" Course difficulty—ABC 101 "I am struggling with my ABC 101 class and would like to schedule a time to discuss options with you." Spring scheduling assistance "Could you please review my course selections to see if they are appropriate?"
 Never respond to an email when you are angry. Take time to cool down Never use all capitals; it can be interpreted as yelling Once you've completed your email: Edit for grammar and punctuation Include a student signature with your 9-digit Penn State ID number Provide adequate time for a response 	Consider if you need additional information; take the time to go back and review any previous communications with your adviser. Anita Help PSU ID#: 999999999 (T) 012-345-6789

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