

How to Contact Your Professors

Your professors are some of the most important people in your life while in college. Being able to contact them and knowing how to properly contact them is important. Here are some tips for how to contact professors and what to say.

Difference Between Your Professors and Your Advisor

Your professors refers to the NMT faculty members that teach the specific courses you are taking each semester. At the start of your undergraduate degree it can be hard to keep track of your professors since you will be taking courses from different departments. Once you start taking a major specific course, your professors start to narrow down to the faculty in your department.

Your advisor refers to the NMT faculty from your department that is responsible for advising you. This is the person you will get your APIN from to register for classes and who you can go to for help during the semester. You can see who your advisor is by logging into Banweb and going to Student and Financial Aid → Student Records & Advisor Information → View Student Information & Advisor Information and select the current term.

How to Get Your Professor's Contact Information

All professors at NMT have an academic email address that most check at least a couple times a day. Please follow the following courtesies when emailing professors:

- Email professors knowing that they will often get back to you sometime in the next 24 hours (professors will generally tell you on the 1st day of class how often they check emails)
- If you email professors after hours (past 5pm) plan that they will not get back to you until the next morning
- If you email a professor on the weekend, they may wait till Monday to respond to you
- When emailing professors, please include the following information in the email
 - Course name and section in the subject line
 - A general statement in the subject line (homework help, exam question, etc.)
 - Start the email with your name and make sure you ask the question first (Professors get a lot of emails and necessity dictates they often only skim emails, so making sure it's quick and concise)

Contact information for your professors can be found under your detailed schedule. The Student Detail Schedule can be found by going to Banweb and going to Student and Financial Aid → Registration → Student Detail Schedule.

If you are having trouble finding your professor's email address remember, all NMT faculty email addresses are the faculty members first and last name followed by @nmt.edu (e.i. first.last@nmt.edu). As long as you know the professors first and last name, you can contact them using this method.

The first day of classes is known as "Syllabus Day" in college. Professors will typically handout the class syllabus and go over it. The syllabus will include contact information for the professor, so save that information somewhere so you can contact them later on in the semester.