

THE TRANSITION TO COLLEGE

You are (probably) a legal adult. It's time to start acting like one.

Note: FERPA does not give your parents permission to use your email account. In fact, this is a violation of state law. Students and students alone are responsible for:

- registering for classes
- checking and replying to university email every day

University Email Etiquette

- when corresponding with university employees, always use your official Tech email—this is a legal issue
- when emailing a faculty or staff member of the university, sign off using your full name and R number
- be specific about what you need help with
 - for example: when asking for help with a registration issue, include course numbers, CRNs where appropriate, and semester terms
- if you have not met the person you are emailing, use a neutral address like “Good morning!” or “Good afternoon!”
- do not address people who have doctoral degrees (PhD, DMA, DFA, EdD, etc) as Mr. / Ms. / Mrs. / Miss—actually, banish Mrs. and Miss from your professional vocabulary
- be succinct—professors in particular loathe long emails
 - for example: if you would like an extension on a paper, don't write your professor a long sad story about your dying grandma—just be respectful and ask politely
- (outside of course material) don't ask people questions that Google can answer
 - search [information you need] + TTU

The College Experience – Survival Techniques

- If you need help, ask for it. The earlier you ask for it, the more likely you are to get it.
- Attend your instructors' office hours! Time conflict? Email the instructor to make an appointment.
- Go. To. Class.
- Do. Your. Homework.
- Take responsibility for your actions.
- Practice for the professional world.
- Remember that one of the most important things you will learn in college is how to learn.