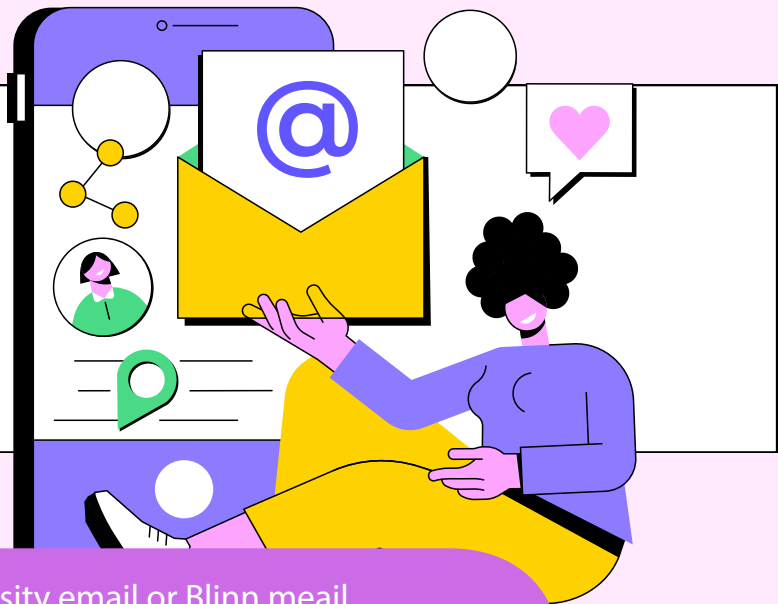


EMAIL ETIQUETTE



Use your university email or Blinn meail account when communicating with your advisor, faculty, or staff.

Use a clear subject line. Ex: Question about my schedule.

Include as much detail as possible.

Avoid being overly casual with advisors, faculty, or staff. Proofread and spellcheck!

Allow 48 business hours to reply.

When asking a follow-up question, reply to the same email string rather than starting a new email. Context helps!