

# Office of Student Success & Retention

## 2nd floor of Odum Library



# Poll

# Have you heard of the Office of Student Success & Retention?

Yes

No

# How do we support students?

Social  
Emotional  
Learning

Communication

Attendance

Goal  
Setting

Note-Taking

Procrastination

Time  
Management

Completing  
Assignments



Study  
Skills



# What's the difference?



# Communicating with your Instructor

It's your responsibility!



# Communicating with your Instructor

1. Double check your syllabus
2. Use your school e-mail
3. State who you are
4. Communicate respectfully
5. Use complete sentences
6. Proofread your e-mail

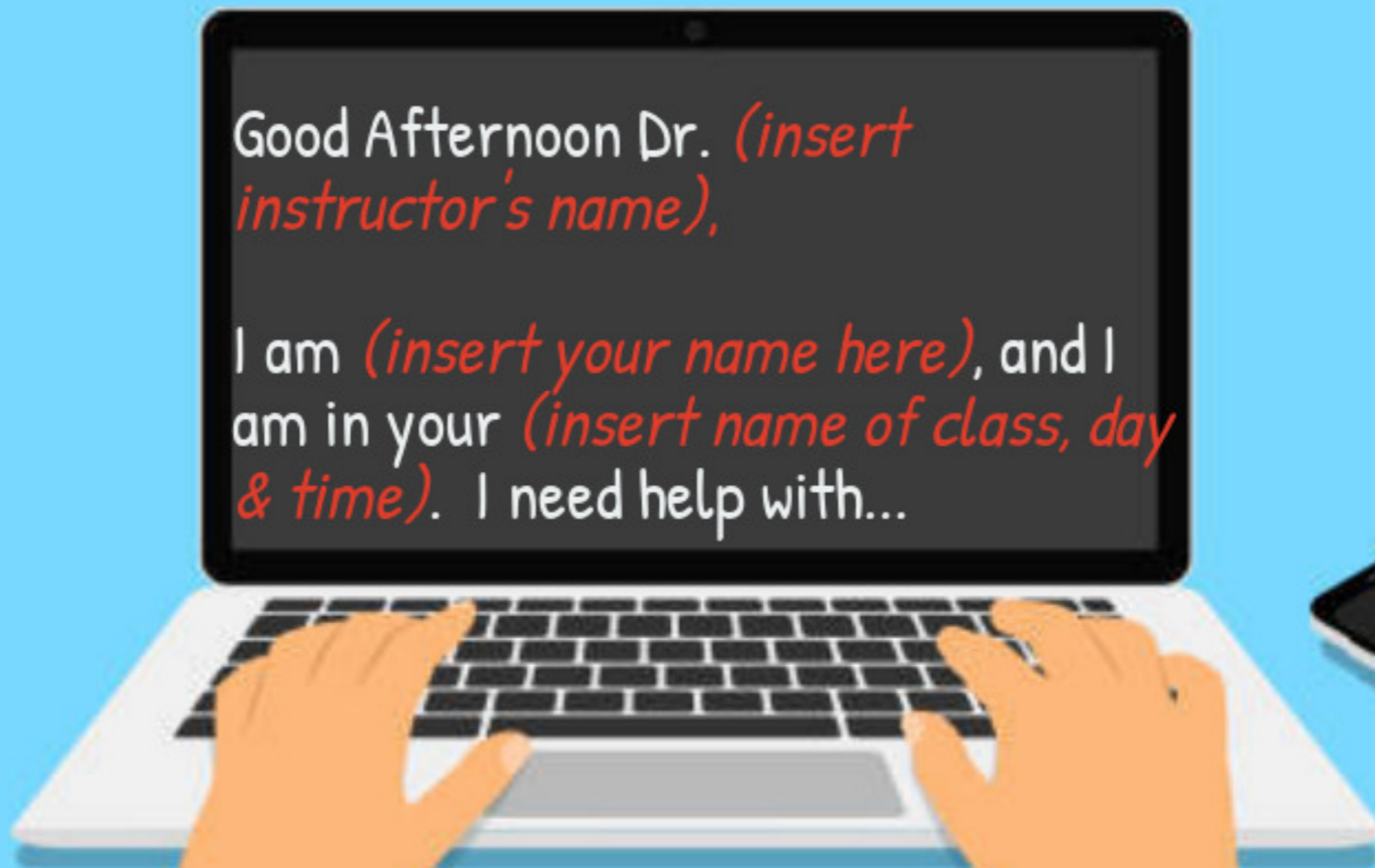


# Communicating with your instructor

## Example 1

Good Afternoon Dr. *(insert instructor's name),*

I am *(insert your name here)*, and I am in your *(insert name of class, day & time)*. I need help with...





# Communicating with your Instructor

Good Morning Dr. *(insert instructor's name)*,

I am *(insert your name here)*, and I am in your *(insert name of class, day & time)*. I would like to set up an appointment during your office Hours to discuss *(state concern)*. May I come *(insert weekday and date)* at *(insert time?)*

Example 2

# Communicating with your Instructor

## Example 3

Good Afternoon Dr. *(insert instructor's name)*,

I am *(insert your name here)*, and I am in your *(insert name of class, day & time)*.

Unfortunately due to *(state the reason,)* I missed submitting *(insert name of the assignment.)* It was not my intention to miss the deadline. Please allow me to submit the assignment.

# Fill in the Blanks

regards,

HIST

Wednesdays

grade

2:30

Afternoon

appointment

Brown,

Johnson,

9-9:30.

Good \_\_\_\_\_ Dr. \_\_\_\_\_

My name is Lexie \_\_\_\_\_ from \_\_\_\_\_ 2112  
M,W, & F \_\_\_\_\_ I was wondering if we could set up  
an \_\_\_\_\_ to discuss my \_\_\_\_\_ on the writing  
portion of Exam 2.

I read in the syllabus that your office hours are scheduled on  
\_\_\_\_\_ from 2 to 5 PM. May I come at \_\_\_\_\_  
next Wednesday?

I look forward to your reply.

Kind \_\_\_\_\_  
Lexie Brown

# Communicating with your professor

Are there any  
questions?



# Adding dates to Outlook Calendar

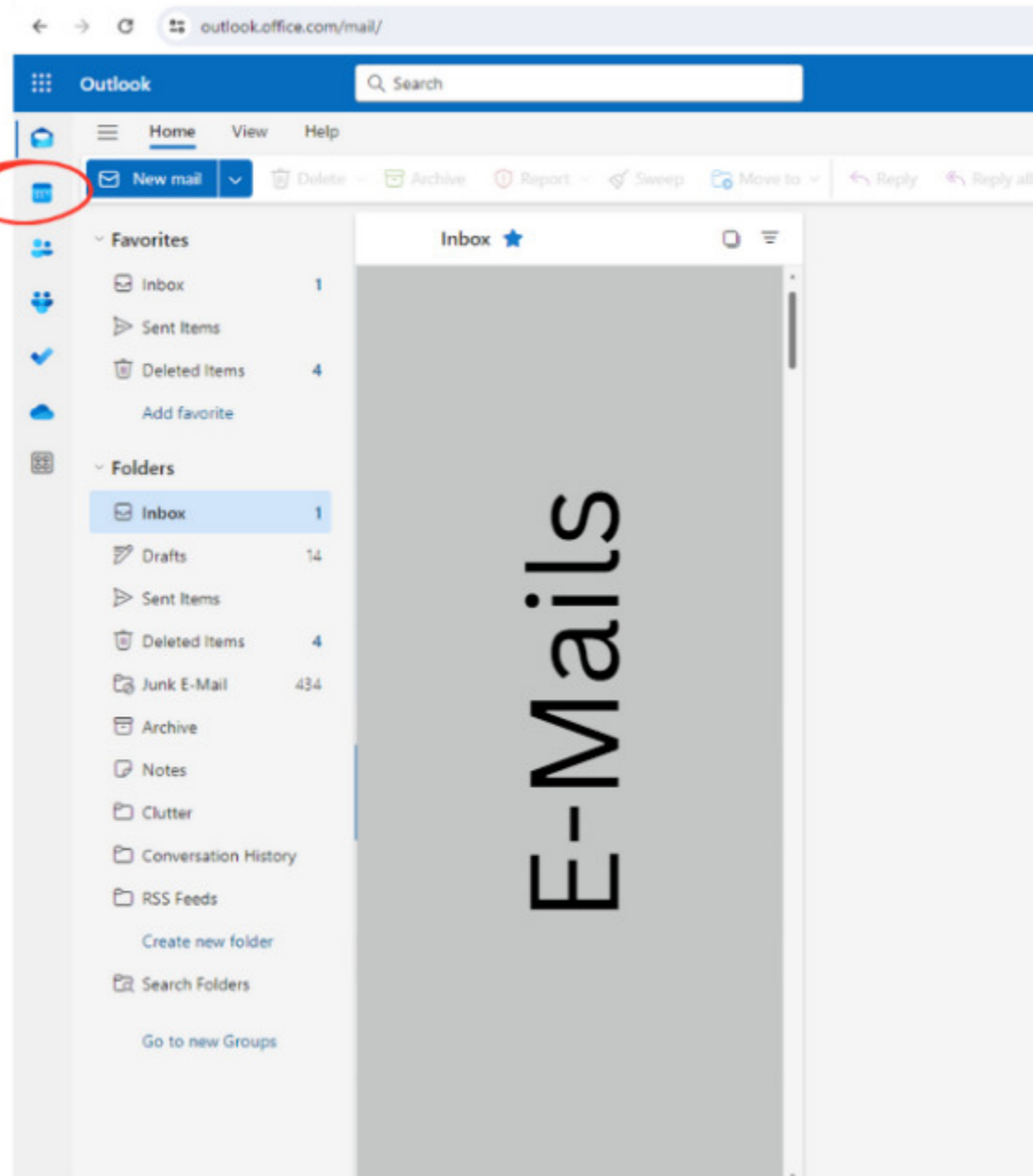


# Adding dates to Outlook Calendar

1. Sign into MyVSU

2. Open e-mail

3. On the left side, select the calendar icon





# Adding dates to Outlook Calendar

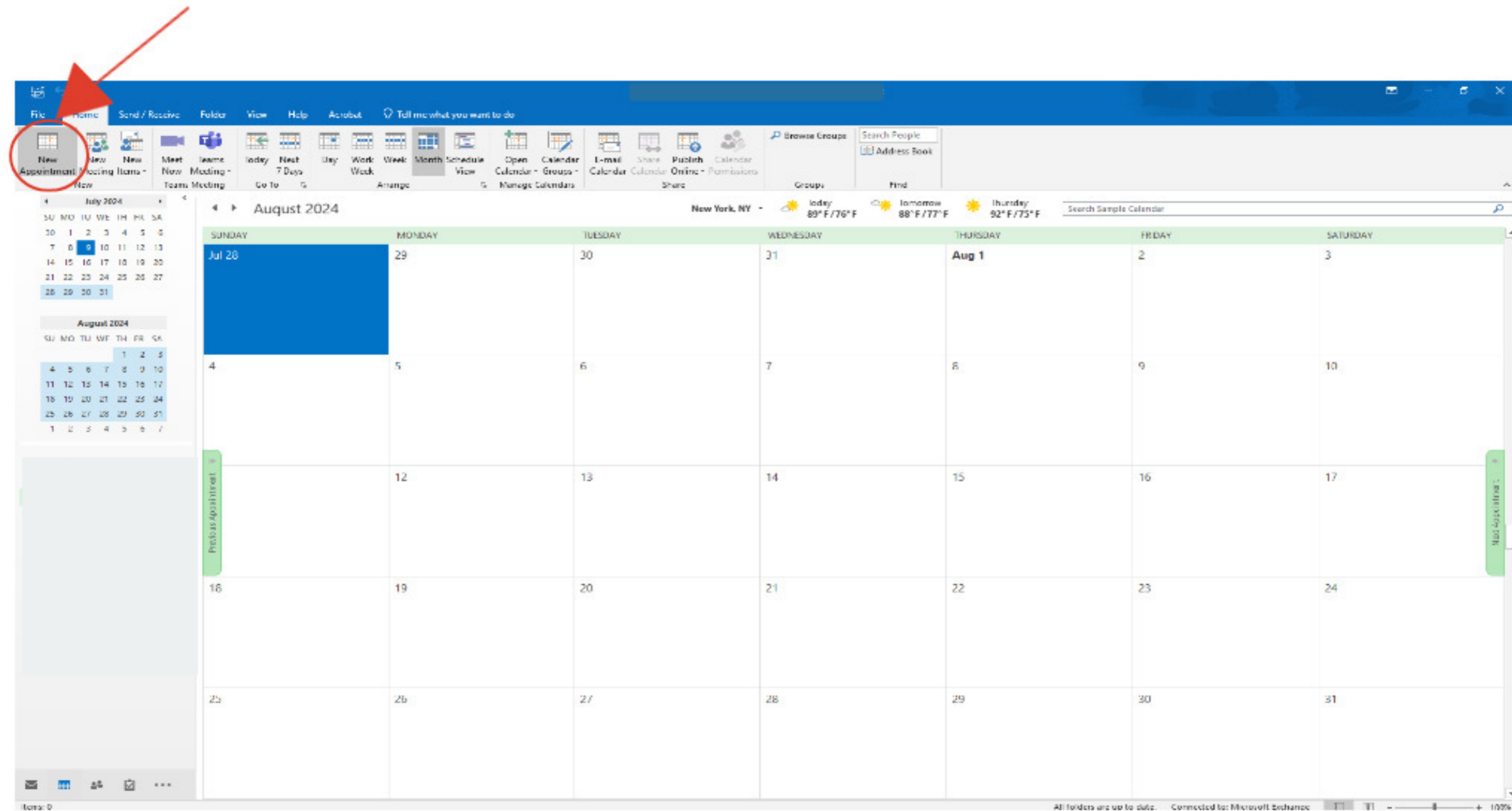
The screenshot displays the Microsoft Outlook calendar interface. The top ribbon includes tabs for File, Home, Send/Receive, Folder, View, Help, and Acrobat. The Home tab is active, showing various calendar-related options like 'New Appointment', 'New Meeting', 'Meet Now', 'Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', and 'Calendar Permissions'. A search bar for 'Search People' and 'Address Book' is also visible.

The main calendar view is set to 'Month' and shows the month of August 2024. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The dates are arranged in a grid. A blue highlight is visible on the date July 28, which is the last day of the previous month. The current date, August 1, is highlighted in a darker blue. The weather for New York, NY is shown at the top right: Today 89°F/76°F, Tomorrow 88°F/77°F, and Thursday 92°F/75°F. A search bar for 'Search Sample Calendar' is located at the top right of the calendar view.

On the left side, there are two small calendar views: one for July 2024 and one for August 2024. The August 2024 view shows the dates 1 through 7. At the bottom left, there is a status bar that says 'Rem: 0'. At the bottom right, there is a status bar that says 'All folders are up to date. Connected to Microsoft Exchange' and a zoom level of '100%'.

# Adding dates to Outlook Calendar

In the top left corner, select the tab labeled "New Appointment"



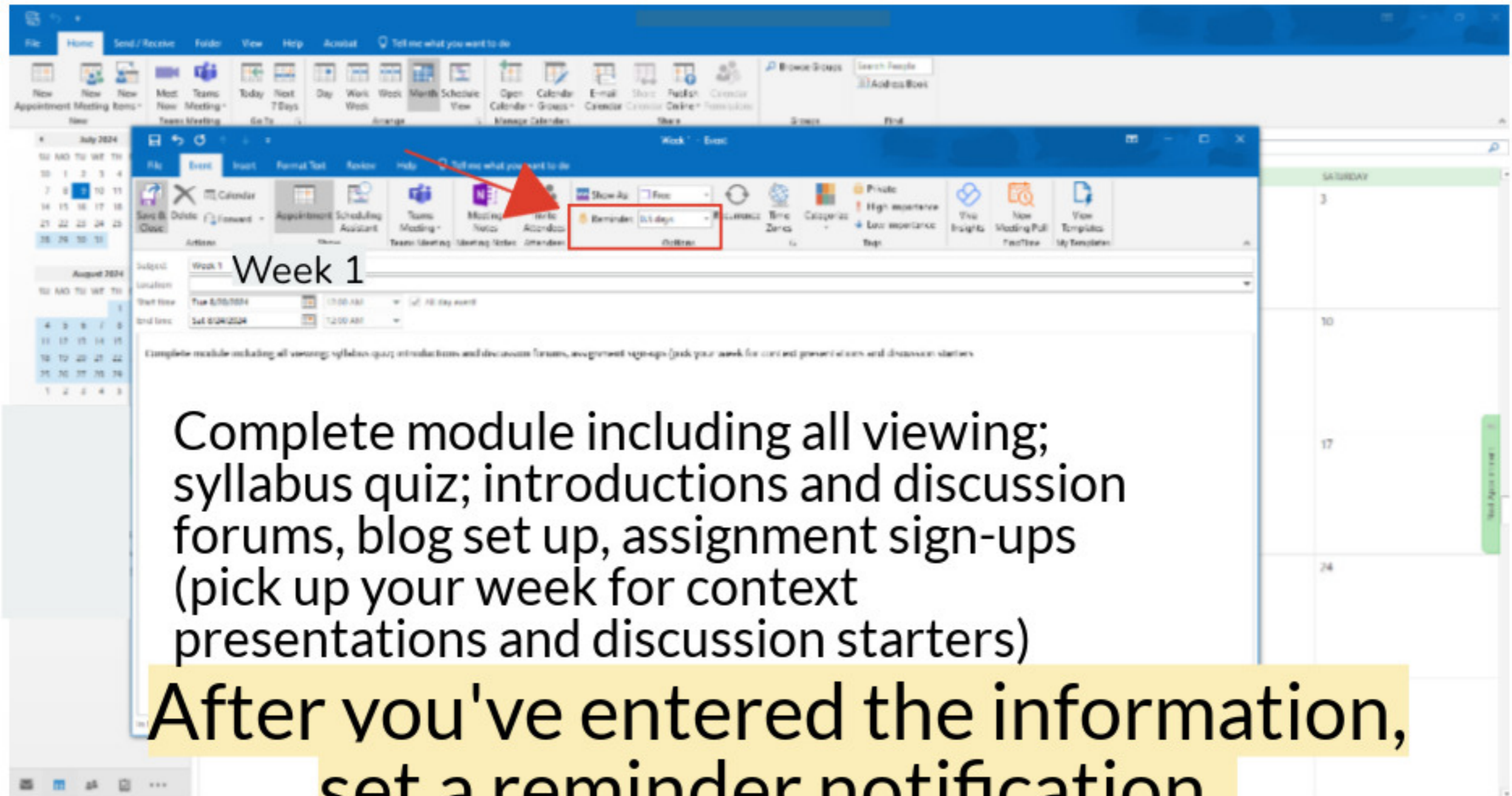
# Adding dates to Outlook Calendar

Type the information pertaining to the assignment from the syllabus in the area within the red rectangle

The screenshot displays the Microsoft Outlook interface. The main window is titled 'Untitled - Appointment' and is in the 'Appointment' tab. A red rectangle highlights the input fields for the appointment details. A red arrow points from the text above to the 'Subject' field. The appointment is currently set for Tuesday, August 20, 2024, from 8:00 AM to 8:30 AM. The 'Subject' field is empty, and the 'Location' field is also empty. The 'Start time' is 'Tue 8/20/2024 8:00 AM' and the 'End time' is 'Tue 8/20/2024 8:30 AM'. The 'All day event' checkbox is unchecked. The 'Subject' field is the largest and most prominent input area within the red rectangle.

# Adding dates to Outlook Calendar

Week	Dates	Topics, Readings, Assignments, Deadlines
1	Tues. Aug 20 - Sat Aug 24	<p>Introductions, Carmen Tour</p> <ul style="list-style-type: none"><li><u>Complete</u>: module including all viewing; syllabus quiz; introductions and discussion forums, blog set up, assignment sign-ups (pick your week for context presentations and discussion starters)</li></ul>



The screenshot shows the Outlook interface with an event being created. The event title is "Week 1" and the description is "Complete module including all viewing; syllabus quiz; introductions and discussion forums, assignment sign-ups (pick your week for context presentations and discussion starters)". The "Reminders" dropdown menu is open, showing "1 day" selected. A red arrow points to the "Reminders" dropdown menu.

Complete module including all viewing; syllabus quiz; introductions and discussion forums, assignment sign-ups (pick up your week for context presentations and discussion starters)

After you've entered the information, set a reminder notification.

# Adding dates to Outlook Calendar

Week	Dates	Topics, Readings, Assignments, Deadlines
1	Tues. Aug 20 - Sat Aug 24	Introductions, Carmen Tour <ul style="list-style-type: none"><li><u>Complete</u>: module including all viewing; syllabus quiz; introductions and discussion forums, blog set up, assignment sign-ups (pick your week for context presentations and discussion starters)</li></ul>

Complete module including all viewing; syllabus quiz; introductions and discussion forums, assignment sign-ups (pick your week for context presentations and discussion starters)

After you've entered the information, click "Save & Close"

# Adding dates to Outlook Calendar

The screenshot shows the Microsoft Outlook calendar interface. The main calendar view is set to August 2024, displaying a grid of days from Sunday to Saturday. A new appointment is being added, indicated by a blue bar spanning from Tuesday, August 20th, to Wednesday, August 21st. A red arrow points to the appointment bar. The interface includes a ribbon with various options like 'New Appointment', 'Meet Now', and 'Calendar'. The left sidebar shows a 'My Calendars' section. The top status bar displays the current location as 'New York, NY' and the weather for the current day and the following two days.

You created a new appointment!  
Adjust appointments based on your schedule -  
daily, weekly, twice a week, all day, 30 min etc

What can VSU Faculty/Staff do to better support you?

^ Instructions



## Collaborate Board

**What can VSU Faculty/Staff do to better support you?**



**REMINDER**

Office of Student Success & Retention

2nd Floor of Odum Library

229.333.7570

success@valdosta.edu

Mon-Thur: 8am - 5:30pm  
Fri: 8am - 3pm



# Please Review The Session

[Survey Link](#)