How to Use This Email Template

Need Help? No worries—you're taking the right step by reaching out!

Step 1: Find Your Instructor's Email

- You can find your instructor's contact information in your course on PG Campus under "current courses" 📚
- For Step-by-step instructions, click here!

Step 2: Copy & Paste the Email

- Highlight the template below and copy it.
- Open your email, click "New Email", and paste.

Step 3: Personalize & Send

- Fill in your name, class details, and situation.
- Adjust the late work question if needed.
- Add a subject line like "Catching Up on Assignments" and send!

Step 4: Wait for a Response

- Give your faculty member 24-48 hours to reply to your email.
- If you don't receive a response after this timeframe and would like additional support, please fill out our Student Success Connection Form and someone will be in touch with you shortly!

You've got this! 💪

Template 1:

Subject: *Assistance with Course Content*

Dear <Faculty Name>,

My name is <Student Name>, and I am in your <Class Name, seminar day and time>.

I have been having some trouble grasping certain concepts in the course, specifically:
<Describe the specific topic, chapter, or assignment you need help with>
<Explain any challenges you are facing with this content>

Would you be able to provide any additional resources or guidance on this topic? I want to make sure I fully understand it so I can apply it successfully in my assignments.

Please feel free to connect with me if you have any questions about this email.
<Enter your preferred method of contact here>

Thank you for your time and support,
<Student Name>

Template 2:
Subject: Following Up on Missed Work
Dear <Faculty Name>,

My name is <student name>, and I am in your <Class name, seminar day and time>.

I have been having some trouble staying caught up with my assignments due to what I have going on outside of school:
<Anything that you feel comfortable sharing>
<Other things that you want to add>

<Question about late work: "I know I may have some late work that is past the late deadline, would you be willing to accept any of this late work?">

Please feel free to connect with me if you have any questions about this email.
<Enter your preferred method of contact here>

Thank you for understanding,
<Student Name>