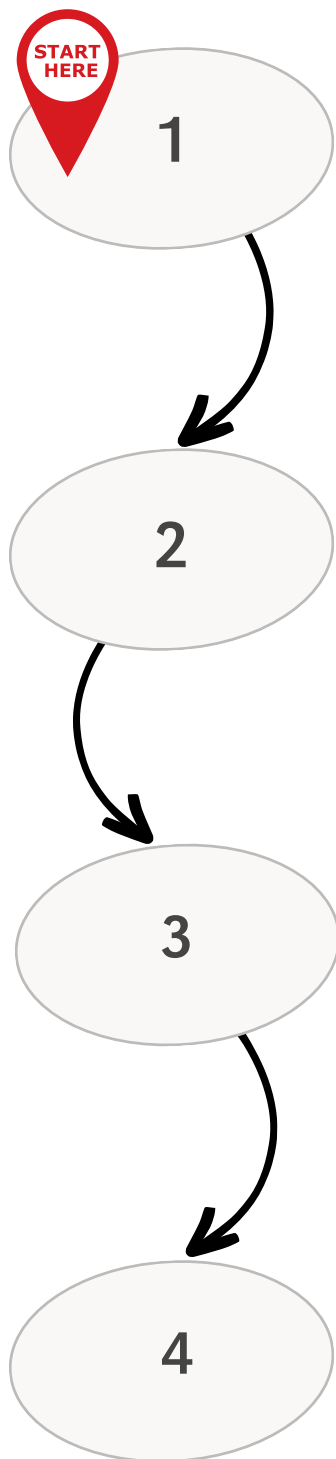


Communicating with Faculty: A Guide for Students

Consider this sequence of questions when you need information from a faculty member or have a concern about an assignment, class, or other matter.



Does the information already exist somewhere?

- Look in your syllabus.
- Ask a fellow classmate - consider using Canvas messaging to do so.
- Check your Canvas course content and announcements.
- Review your UNO emails - search for messages from your instructor.
- Utilize general campus resources: bit.ly/UNOresourceguide

Have you contacted your instructor?

- Reach out to your instructor via their preferred contact method (remember, instructors are human and may not reply immediately).
- Speak to them in person before or after class if time allows. Preface your questions with, "Is now a good time to ask about...?"
- Schedule a meeting or visit them during office hours to discuss coursework, assignments, your grade, or other concerns. They can also connect you to additional campus resources.

Should you reach out to your chair/director?

- Consider contacting the chair or director of your department/school if you are not able to resolve issues with the instructor. This person can assist with instructor/academic issues and program requirements.
- Find the contact information for this person at unomaha.edu; type your program name in the search bar; locate the faculty directory listed under the About Us tab, this will include the name and contact information for the chair/director.

Is it necessary to communicate with someone else?

If the above methods of communication have not resolved your concerns:

- Your college dean's office can assist with overall campus concerns and aid in identifying appropriate campus resources for your needs.
 - Find a listing of colleges at bit.ly/UNOcolleges
- The Title IX office can help with issues related to sexual misconduct.
 - Contact them at bit.ly/UNOTitleIX
- The ombuds team is a neutral resource designed to help resolve university-related problems and conflicts.
 - Schedule a confidential appointment at bit.ly/UNO-OMBUDS