Communicating with Instructors

Students are responsible for communicating with their instructors about accommodations, and communication is also encouraged as a good practice for establishing and maintaining relationships with instructors.

How to reach instructors

- Visit their office hours, which should be included on the course syllabus and/or posted outside the instructor’s office. The office location will also be listed in the syllabus and/or the UA Directory. If you need to discuss accommodations, office hours are the best times to do so.
- Schedule an appointment if the instructor’s office hours conflict with your class schedule.
- Email your instructor if you have a quick question to ask. The instructor’s email will be listed on the syllabus. Use professional language (don’t treat the email like you would a text message) and be sure to list the course and section you are in. Allow 1 to 2 business days for a response.
- Call your instructor using the phone number provided on the syllabus. If you leave a voicemail, be sure to include your name, course and section number, and the number where your call can be returned. Please be sure your own voicemail box is set up and can accept messages.
- Some instructors may also offer virtual meetings using Skype or Zoom.

Helpful tips

- If you have a question or concern, try to address it with your instructor prior to contacting ODS.
- Do not wait to discuss a problem. Promptly address problems with your instructor.
- Discussing a problem with your instructor right before or right after class is not always the best approach. Make use of office hours.
- If you call or email your instructor, allow time for a response. Do not expect a response outside of standard business hours.
- It is your responsibility to communicate with instructors and ODS. Don’t rely on others to do this for you.