

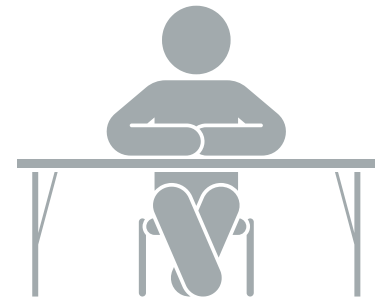
Etiquette 101

Quick Tips for College & Career Success

In the Classroom

Be the kind of student your future self will thank you for!

- ✓ Show up — Come to class regularly and on time.
- ✓ Ask questions — Raise your hand and join the convo.
- ✓ Let your prof know if you can't make it. Ask a classmate for notes.
- ✓ Take notes — Use paper or type, but turn off Wi-Fi to stay focused.
- ✓ Dress appropriately — No PJs, bare feet, or hats that block views.
- ✓ Keep your phone silent and tucked away.
- ✗ No web surfing, sleeping, or side convos.
- ✗ No loud snacks or food with strong smells.
- ✗ Don't text, pack up early, or interrupt your professor.
- ✗ Save off-topic/personal questions for after class or office hours.



Academic Advising Appointments

Come prepared with questions, a class schedule, and your goals.

- ✓ Be on time and silence your phone.
- ✓ Need to cancel or reschedule? Call or email your advisor.
- ✓ Take off hats and sunglasses when you come in.
- ✗ No headphones or personal calls during your appointment.

Tips for Success

The college glow-up checklist:

- Own your learning — be proactive and responsible.
- Show up on time and check your RIT email every day.
- Call faculty “Dr.” or “Professor” unless told otherwise.
- Keep your space clean — no one likes a messy neighbor.
- Don’t walk out mid-class unless it’s an emergency.
- Be prepared and turn in your work on time.
- Do a quick Google or check your syllabus before asking.
- Say hi to your professor and visit their office hours!
- Ask for help when you need it — no shame in that.



Email Etiquette

Look like a pro in your inbox:



- ✓ Use your RIT email (and a name you’d be proud to share).
- ✓ Include your name, UID#, and course info.
- ✓ Write like it’s a formal letter — greeting, message, closing.
- ✓ Keep your subject line short and clear (e.g. “Question about HW #3”).
- ✓ Proofread! Use correct grammar, punctuation, and spelling.
- ✓ Allow 1–2 days for a reply — don’t panic if it’s not instant.
- ✓ Keep it short. For big conversations, ask to meet instead.
- ✗ Avoid political or religious signatures that may offend..



Need Help

Office of Student Services

Liberal Arts Hall (Bldg. 6), Suite 2210

(585) 475-2444

Monday–Friday, 8:30 a.m. – 4 p.m.

RIT

College of Liberal Arts
**Office of
Student Services**