



## First Tiger Toolkit

Welcome to the start of something amazing, we're so excited you're here! As a first-generation college student, you are part of a proud and powerful group of trailblazers. You've taken a bold step toward your future, and we want you to know you *belong* here.

At Wittenberg, we created the **First Tigers** student organization just for students like you—those who are the first in their family to attend college. We know this journey may come with questions, new experiences, and maybe even some challenges. But you are not alone. You have a community behind you, cheering you on and walking alongside you every step of the way.

Inside this toolkit, you'll find information, resources, and tips to help you navigate your first year—from understanding campus support services to meeting other first-gen students, faculty, and staff who've been where you are. We believe in your ability to thrive, lead, and leave your own mark here. You've already made history by being the first. Now it's time to write the rest of your story—and we're honored to be part of it.

As a first-generation student, you are not only an important part of the Wittenberg community, but you are also part of a supportive, empowering network dedicated to your success through Wittenberg's membership in First Gen Forward – A National Organization Supporting First Gen Students.

- [Home | FirstGen Forward](#)

At Wittenberg, we understand that navigating college as a first-gen student can be both exciting and challenging. That is why we have created a wide range of resources designed specifically to help you thrive—academically, personally, and professionally.

# Resources and Tools Available to You

## 1. Tools:

- Self-Service: Self-Service is your one-stop hub for handling the business side of being a student at Wittenberg. You will use self-service to view your class schedule, register for courses, see your financial aid award, pay your tuition bill, and submit your student employment timecard.
  - [Wittenberg Self Service](#)
- Moodle: Moodle is Wittenberg's online learning platform where you will go for information related to your courses. Some faculty members will use Moodle to post your course syllabus, assignments, and grades. Think of it as your virtual classroom. If you have used platforms like Blackboard, Google Classroom, or Canvas before, Moodle works in a very similar way.
  - [Moodle Dashboard](#)
- Microsoft 365: Wittenberg uses the Microsoft Office Suite. Microsoft 365 provides cloud-based access to One Drive for saving documents and web-based versions of the Microsoft Office Suite (Word, Excel, and PowerPoint) and Outlook email.
  - [Home | Microsoft 365 Copilot](#)

## 2. COMPASS: Sweet Success Center (Located in the Library)

COMPASS provides academic and personal support for students such as assistance with time management and organizational skills, academic coaching, major/career exploration, and campus connection. COMPASS also houses the Success Advising program for incoming students. Whether you need help organizing your schedule or deciding on your academic path, the COMPASS: Sweet Success Center is here to guide you.

- [COMPASS: Sweet Success Center | Wittenberg University](#)

## 3. Your Success Advisor

Each first-year student is paired with a Success Advisor for personalized support. Your Success Advisor will assist you with connecting on campus, class selection, and major declaration once you are ready to do so. You will have the opportunity to discuss your academic goals, time management, and strategies for success in a private setting. Meetings with your Success Advisor are designed to help you stay on track and make the most of your college experience.

- [COMPASS: Meet Our Team | Wittenberg University](#)

## 4. Accessibility Services

Housed in COMPASS - The Accessibility Services office at Wittenberg University supports students with disabilities by providing living- and/or learning-related accommodations based on documentation (such as Section 504 plans, IEPs, or other formal information from a healthcare provider or high school counselor) and an individual, interactive process with each student.

- [Accessibility Services | Wittenberg University](#)

## 5. **First Gen Tigers Student Organization**

Connect with fellow first-gen students through the **First Tigers** student organization. This community provides a space to share experiences, offer support, and celebrate your successes.

- [First Tigers - First Generation College Students | Wittenberg University](#)

## 6. **National Honors First Gen Organization – Tri-Alpha**

Tri-Alpha is an honor society that recognizes the achievements of first-generation students. As a member, you will have access to additional support, networking opportunities, and a strong community of scholars. *(Must have 32 credits completed and a min of a 3.2GPA CUMULATIVE).*

- [Alpha Alpha Alpha](#)

## 7. **McClain Center for Diversity**

The McClain Center provides support, encouragement, and opportunities for engagement, ensuring that you feel a sense of belonging from day one. Whether you are looking to connect with others who share your experiences or exploring campus life, the McClain Center can help guide you.

- [William A. McClain Center for Diversity | Wittenberg University](#)

## 8. **Sr. Associate Director for Student Success and 1<sup>st</sup> Tiger Programming**

Drew oversees the **First Tiger Program** and works closely with students to provide tailored guidance. Whether you are looking to improve your academic skills, explore career options, or simply need a space to talk, Drew and the Student Success team are here for you.

- Drew Sawyer, MS. - 937-327-7819 - [sawyera@wittenberg.edu](mailto:sawyera@wittenberg.edu)

## **6. Career and Professional Development**

Start planning for your future early! The office of Career Engagement houses Student Employment and Career and Professional Development. Having an on-campus job provides students with valuable work experience that helps build their professional expertise and prepares them for life after Wittenberg. On-campus student employment is also uniquely positioned to help students adjust to college life and make campus connections by providing flexible schedules and an opportunity to get to know faculty, staff, and other students outside of the classroom. Through personalized guidance, workshops, and events, Career Engagement can also help you explore career paths, develop skills, and secure internships. You are not just preparing for college—you are preparing for your career.

- [Student Employment | Wittenberg University](#)
- [Career and Professional Development | Wittenberg University](#)

## **7. Tiger Counseling & Mercy Health Clinic**

Your mental wellbeing and physical health are a priority. Our on-campus Tiger Counseling Center and nearby health clinic are here to support you with everything from managing stress to health concerns. Tiger Counseling is free for students; students also receive 5 free sick visits and 1 free well check-up per academic year at the Health Center. Do not hesitate to reach out for assistance at any time.

- [Counseling Services | Wittenberg University](#)
- [Health & Wellness | Wittenberg University](#)

## **8. Math Workshop**

If you are taking any math-based course, the Math Workshop is an excellent resource to strengthen your skills. Whether you are looking for help with a challenging problem or need extra practice, you can drop in when tutors are available for your subject area. The Math Workshop can also assist you with arranging the ALEKS online program to raise your math placement score, if needed.

- [Math Workshop | Wittenberg University](#)

## **9. Writing Center**

Writing is an essential skill that will serve you throughout your college journey and beyond. The Writing Center provides one-on-one assistance with writing projects, ranging from essays to lab reports to research papers, and can help you refine your writing for clarity, structure, and style.

The Writing Center uses the motto “We’re not here because students can’t write, we’re here because they do.”

- [Writing Center | Wittenberg University](#)

## **10. Oral Communication Center (OCC)**

The OCC is a place where you can go to receive one-to-one or group assistance with any stage of preparation (from brainstorming, to organizing your ideas, to polishing your delivery) for any kind of speaking assignment (from presentations to debates to leading a class session) or any speaking-related skill (from speech anxiety to effective listening to developing a PowerPoint presentation). A trained student consultant will work with you, provide suggestions, feedback, and help guide your preparation in the right direction.

- [Oral Communication Center | Wittenberg University](#)

## **11. Thomas Library**

The library is a great resource for finding course materials and support in doing academic research. Reference Librarians provide one-on-one support for information literacy and identifying sources for research projects.

- [Thomas Library | Wittenberg University](#)
- [Make an Appointment - LibCal - Wittenberg University](#)

## **12. Professor Office Hours**

Office hours are specific times each week when professors are available to meet with students outside of class. Think of them as built-in time just for you—to ask questions, get help, or discuss anything related to the course or your academic journey. Professors usually list their office hours and where they are held in the course syllabus, and encourage students to schedule meetings outside of office hours in case of time conflicts.

- **Examples of what they can help with:**
  - Clarifying material from class or the readings
  - Getting help with an assignment or paper
  - Talking through feedback you received
  - Asking for academic or career advice
- **Tips:**
  - Do not wait until you are struggling. Office hours are for everyone—not just if you are falling behind. Get to know your professors, and let them get to know you!

- Be prepared. Jot down your questions or what you want to talk about beforehand.
- Be honest. It is okay to say, “I didn’t understand today’s lecture,” or “I’m feeling a little overwhelmed.”

## **Financial Aid and FAFSA**

At Wittenberg University, we understand that navigating financial aid can feel overwhelming, especially as a first-generation student. We are here to help you every step of the way to ensure that you have the resources you need to succeed. Financial aid is essential to making your education affordable, and we want to make sure you are aware of all the options available to you.

- [Financial Aid | Wittenberg University](#)
- [Financial Aid & Scholarships | Wittenberg University](#)
- [FAFSA | Wittenberg University](#)
- [Student Financial Services | Wittenberg University](#)

The **Free Application for Federal Student Aid (FAFSA)** is the first step to accessing financial aid. It is important to complete your FAFSA as early as possible to be considered for various financial aid opportunities, including federal grants, work-study, loans, and Wittenberg-specific scholarships. FAFSA must be completed every year.

### **Important Deadlines:**

- **FAFSA opens:** October 1st (For the 2026-2027 academic year, the FAFSA will be available starting October 1st, 2025)
  - **Priority FAFSA deadline for Wittenberg:** February 15th (to ensure you are considered for the maximum amount of financial aid)
  - **Federal FAFSA deadline:** June 30th (However, do not wait until the last minute to submit!)
- [FAFSA® Application | Federal Student Aid](#)

Completing your FAFSA early will help you meet these deadlines and maximize the amount of aid you are eligible for.

## **Grants, Scholarships & Additional Funding Opportunities**

**University Scholarships:** Wittenberg offers numerous scholarships to students based on various criteria. These can include merit-based scholarships, need-based scholarships, and special interest awards.

- [Scholarship Opportunities | Wittenberg University](#)

Some examples include:

- **Merit-Based Scholarships:** These scholarships are awarded based on academic achievement and do not require a separate application.
- **Need-Based Scholarships:** These are available based on the information provided in your FAFSA.

## **Local & External Scholarships**

In addition to the scholarships offered by Wittenberg, there are many opportunities to apply for external scholarships.

- **Local Community Scholarships:** Many local organizations, foundations, and businesses in Springfield and surrounding areas offer scholarships to local students. Be sure to check with local libraries, community centers, places of religious worship, and even your old high school guidance counselor for opportunities.
- **National Scholarships:** Websites like Fastweb, Scholarship.com, and Cappex provide access to thousands of scholarships. Be proactive and search for scholarships that match your background, interests, and field of study.

**Financial Aid & Literacy Workshops** Navigating finances is more than just filling out forms—it is about understanding how to manage your money while in college. At Wittenberg, we offer resources to help you develop financial literacy skills:

- **Financial Aid Workshops:** These workshops cover everything you need to know about applying for aid, understanding your financial aid package, and managing your student loans. Be sure to attend these workshops to ask questions and get one-on-one guidance from the Financial Aid Office.
- **Financial Literacy Workshops:** Financial Aid offers opportunities that help students learn essential money management skills, budgeting, and making informed decisions about loans, credit, and savings. These workshops are an excellent resource for first-gen students who may not have had exposure to personal finance topics before.
- **One-on-One Financial Counseling:** If you are unsure about managing your finances or have specific questions about your financial aid package, you can schedule a one-on-one meeting with a financial aid counselor who will provide personalized advice and guidance.

○ [Financial Aid Contact Information | Wittenberg University](#)

## Additional Resources for First-Gen Students

Being a first-gen student comes with unique challenges and opportunities, and we are committed to supporting you with everything you need to succeed at Wittenberg:

**Emergency Fund:** Wittenberg understands that unexpected financial situations can arise. We offer emergency funds to help students in need of urgent financial assistance.

- [Student Emergency Fund | Wittenberg University](#)

## IT and Tech Support

Wittenberg's Information Technology Services (ITS) Department is committed to ensuring students, faculty, and staff have a productive, enjoyable, and meaningful experience using university technology.

- IT Contact Information: [Information Technology Services | Wittenberg University](#)
- How to Print: [Printing and the uniFLOW Online Service | Wittenberg University](#)

## First-Gen Campus Life & Co-curricular Activities

Get involved and make the most of your Wittenberg experience. At Wittenberg University, we believe that learning happens both inside and outside the classroom. As a first-generation student, you have access to a variety of co-curricular opportunities that will enhance your academic, social, and personal development. These experiences allow you to build connections, explore your passions, and gain valuable skills for life after graduation.

## Clubs & Academic and Social Organizations

Wittenberg offers a wide range of **clubs** and **organizations** where you can meet new people, develop leadership skills, and deepen your involvement on campus. Whether you are interested in academics, hobbies, or making a difference in the community, there is something for you.

- **Academic Organizations:** These groups are designed for students who want to connect with peers in their field of study, network with professionals, and engage in learning outside the classroom. Examples include the Nursing Club, Mock trial, Pre-Health club, and The Business Network.
- **Social Organizations:** If you want to get involved socially and make lasting friendships, Wittenberg offers various social clubs and organizations, such as Student Senate, Campus Activities Board, and Honors Groups.
- **Special Interest Clubs:** From arts and culture clubs to gaming or environmental groups, you can join organizations that align with your passions and interests. Some examples are CBS



(Concerned Black Students), NAMI (Mental Health Awareness), and the Get Witt Crew (Athletics Fan Group).

- o [Student Involvement | Wittenberg University](#)

## **Greek Life**

Greek Life at Wittenberg provides an opportunity to form lifelong friendships and develop leadership skills through various fraternities and sororities. Being part of Greek life allows you to engage in community service, networking events, and leadership opportunities that help shape you as an individual. It is a supportive and welcoming environment that encourages personal growth and development.

- [Fraternity & Sorority Life | Wittenberg University](#)

## **Varsity Athletics & Club Sports**

For those who enjoy sports, **Wittenberg's varsity athletic programs** offer a chance to compete at a high level while maintaining a strong academic focus. With over 20 NCAA Division III teams, you can be part of a team that builds school spirit, promotes health, and develops team-building skills.

- [WittenbergTigers.com - Wittenberg](#)

If you're not pursuing a varsity sport but still want to stay active, we also have club sports that allow you to engage in a variety of recreational activities such as intramural sports and fitness classes, providing a fun and relaxed way to stay healthy and meet new people.

- [Club Sports & Recreation | Wittenberg University](#)

## **Study Abroad and Study Away Opportunities**

Study abroad is a truly transformative experience that allows you to immerse yourself in a different culture, gain global perspectives, and expand your horizons. At Wittenberg, we emphasize that **study abroad is attainable and encouraged for first-gen students**. You can participate in programs across the globe, from Europe to Asia, Africa, and beyond. You can choose from short-term faculty-led programs, semester-long experiences, or even year-long exchanges with partner institutions. Many students also access **study away** opportunities, which allow you to experience the unique cultural and academic offerings in the **United States**. Whether you are interested in exploring a new subject interest, understanding international business, or working with community organizations abroad, the possibilities are endless!

- [International Education & Study Abroad | Wittenberg University](#)

## Experiential Learning

At Wittenberg, we believe in learning by doing. That means giving you the opportunity to apply what you have learned in the classroom to real-world experiences. Here are just a few of the ways you can gain valuable hands-on experience.

**FIRE Week:** Experiential learning opportunities offered both locally and abroad. The program is designed to immerse students in hands-on, collaborative learning. During FIRE Week, you will engage in activities designed to help you get to know your peers, faculty and staff, and the university mission, while developing practical skills and gaining lifelong perspective.

- [FIRE Week | Wittenberg University](#)

**Hagen Center for Community Service:** The Hagen Center provides a wide variety of service-learning opportunities that allow you to make a difference in the Springfield community. Whether you are tutoring local students, volunteering with social justice initiatives, or contributing to community-based projects, this is your chance to give back while gaining invaluable experience in leadership and social responsibility.

- [Hagen Center for Civic & Urban Engagement | Wittenberg University](#)

**Research with Faculty:** Many students at Wittenberg have the chance to collaborate with faculty on research projects in areas such as the sciences, humanities, and social sciences. Working closely with faculty mentors allows you to build critical thinking skills, explore your field of interest in depth, and even present your research at national conferences or publish in academic journals.

- [Student-Faculty Research | Wittenberg University](#)

**Internships:** Internships provide real-world experience in a professional setting. They are an excellent way to build your resume, explore different careers, and network with professionals in your field. Wittenberg's Office of Career and Professional Development, in partnership with departmental faculty, connects you with internships in a variety of industries, and many students gain valuable experience through internships locally, nationally, or even internationally.

- [Internships | Wittenberg University](#)

## Get Involved, Gain Experience, and Grow!

Whether you are seeking to join a club, compete in athletics, study abroad, or gain hands-on experience in your field, Wittenberg University offers an abundance of opportunities for personal and professional growth. As a first-generation student, these co-curricular activities are vital in building connections, gaining practical skills, and enhancing your overall college experience.

The most important thing is to get involved! Every experience you pursue will help you grow as a student, a leader, and an individual. Take advantage of these opportunities, build your network, and make your time at Wittenberg unforgettable.

## **First-Gen Survival Guide**

### **Things Every First-Gen Student Should Know**

Starting college as a first-generation student can be an exciting, yet challenging experience. This First-Gen Tips & Survival Guide is packed with practical advice to help you navigate college life with confidence. Here are the Top 10 things every first-gen student should know.

#### **Understand Office Hours and Syllabus**

Every course will have a syllabus that is provided to you on the first day of class – read through it to understand the timeline for the course, grading policy, attendance policy, and more. Your professors and instructors are here to help you succeed, and office hours are the perfect time to connect with them. These hours are specifically designated for students to ask questions, seek clarification, and build a relationship with their professors. Do not hesitate to drop by with any questions—whether it is about class material or career advice. Make a habit of visiting your professors early and often; They want to chat with you!

#### **Register for Classes on Time**

Class registration can be overwhelming, but registering on time can increase your chances of getting into the classes you want. Keep an eye on registration dates and set reminders! Also, be sure to meet with your Success Advisor or faculty advisor ahead of time to discuss your course schedule, get cleared to register, and ensure you are on track with your degree requirements.

#### **Take Advantage of Academic Support Resources**

Wittenberg offers a wealth of academic support to help you thrive:

- The COMPASS: Sweet Success Center offers personalized advising and academic coaching.
- The Writing Center can help with papers, essays, and brainstorming ideas.
- The Math Workshop provides help for any of your math and science courses.

#### **Get to Know the Financial Aid Process**

Navigating financial aid can be confusing, but understanding your FAFSA and scholarship opportunities is crucial. Be sure to meet with the Financial Aid Office to go over your financial aid package, learn about work-study options, and ask about additional scholarships you can apply for. Attending financial aid workshops to understand the ins and outs of managing your finances.

#### **Stay Organized**

Staying organized is key to managing your academic and personal life. Whether it is a planner, a digital calendar, or a scheduling app, find a method that works for you. If you're not sure what that looks like,

ask! Staff in COMPASS can assist with this. Be sure to record important deadlines, such as exam dates, assignment deadlines, and registration dates. Use the course syllabus to enter course deadlines and dates.

### **Build a Support Network**

Being a first-gen student can sometimes feel isolating, but you do not have to do it alone. Build a support network with peers, professors, and staff. Join organizations like **First Gen Tigers** to connect with other first-gen students. Seek out mentors among faculty or staff who can provide guidance. Creating these connections will make your college experience feel more supportive and rewarding.

### **Find Balance Between Academics and Self-Care**

College can be demanding, and balancing academic work with your personal well-being is essential. Make sure to take breaks, get enough sleep, exercise, and take time for activities you enjoy. Your mental and physical health is just as important as your academic success, so do not neglect self-care.

### **Attend Campus Events and Get Involved**

Wittenberg offers many clubs, organizations, and events where you can meet new people and develop leadership skills. Whether it is a club related to your major, a social organization, or intramural sports, getting involved on campus is a fantastic way to find your community and make lasting friendships.

- [Events at Wittenberg | Wittenberg University](#)

### **Be Proactive with Career Development**

The earlier you start planning your career path, the better. Take advantage of career services and internship opportunities offered by Wittenberg. Attend career fairs, schedule meetings with career advisors, and explore internships and research opportunities. These experiences are essential for building your resume and gaining real-world experience.

- [Career and Professional Development | Wittenberg University](#)

### **Do not Be Afraid to Ask Questions and Communicate**

Remember, no question is too small or insignificant. Whether it is about class, your schedule, or navigating campus resources and opportunities, there are plenty of people who want to help you succeed. You are not expected to know everything right away—reach out to your advisors, professors, peers, and staff for support when you need it. Email is the official mode of campus communication – check and respond to email often, and don’t hesitate to utilize email, Teams, or phone calls to reach out for assistance.

# Wittenberg's Academic Calendar

## Key Dates, 2025-2026

### Fall Semester 2025

- August 21-24: Welcome Week
- August 25: Classes Start
- September 1: Labor Day
- October 13-14: Fall Break
- November 26-28: Thanksgiving Break
- December 5: Classes End
- December 6: Reading Day
- December 8-12: Final Exams

### Spring Semester 2026

- January 12: Classes Start
- January 19: Martin Luther King Jr. Day
- March 2-6: F.I.R.E. Week
- March 9-13 Spring Break
- April 3: Good Friday
- May 4: Classes End
- May 5-6: Reading Day
- May 7-8, 11-13: Final Exams
- May 16: Commencement

### Summer Session 2026

- Term 1 (Maymester): May 18 - June 5
- Term 1 (6 week): May 18 - June 26
- Term 2: July 6 – August 7
- Term 3: May 18 – August 7

- [Academic Calendar](#)
- [Future Academic Calendars | Wittenberg University](#)

## Wittenberg's Student Handbook

The Student Handbook is an official document provided by the university that outlines the policies, rules, and expectations that all students are expected to follow during their time at the institution. It serves as a guide to help students navigate campus life, ensuring they understand their rights, responsibilities, and the diverse services and resources available to them.

- [Student Handbook | Wittenberg University](#)

At Wittenberg University, the Student Handbook includes valuable information about:

- **Academic Policies:** Guidelines for registering for classes, grading, academic integrity, and conduct in the classroom.
- **Code of Conduct:** Rules and expectations about student behavior, including guidelines for resolving conflicts, maintaining respect for others, and acting responsibly within the campus community.
- **Campus Resources:** Information about support services available to students, including counseling, health services, academic advising, and more.
- **Housing & Residential Life:** Policies related to living on campus, including roommate agreements, safety, and housing regulations.
- **Student Rights & Responsibilities:** Outlines students' rights (such as freedom of expression) and the responsibilities you have to the community.
- **Student Organizations:** Guidelines for starting or joining clubs, organizations, and activities on campus.
- **Health & Safety:** Includes rules regarding alcohol, drugs, campus safety, emergency procedures, and other wellness-related topics.

The Student Handbook is an essential resource for all students to help them understand how to succeed academically, engage responsibly in campus life, and ensure a safe and respectful community for everyone. It is a promising idea to familiarize yourself and your student with the handbook early on, as it will provide clarity on expectations and help prevent misunderstandings.

## **Example Emails to Faculty and Staff**

### **Subject: Absence Due to Illness**

Dear Professor [Last Name],

I hope this message finds you well. I wanted to inform you that I am currently feeling unwell and will be unable to attend class on [date]. I am committed to staying up to date with the course material and will make sure to catch up on any missed content as soon as I am able.

Could you kindly let me know if there are any important announcements, assignments, or materials I need to review to stay on track? I appreciate your understanding and support. Thank you for your time, and I look forward to returning to class as soon as I'm able.

Kind regards,

### **Subject: Absence Due to Athletic Competition/Travel**

Dear Professor [Last Name],

I hope you're doing well. I'm writing to inform you that I will be unable to attend class on [date] due to an athletic competition/travel that requires my absence. I understand the importance of staying on top of course material and will make every effort to catch up on any missed work.

Could you please let me know what assignments and key topics I should focus on to stay current with the class? I genuinely appreciate your understanding, and I look forward to returning to class as scheduled. Thank you for your time and support.

Best regards,

### **Subject: Absence Due to Weather Conditions (Commuters)**

Dear Professor [Last Name],

I hope you are doing well. I am writing to inform you that, unfortunately, I am unable to attend class on [date] due to severe weather conditions making it unsafe for me to commute. As a commuter student, I rely on traveling to campus, and the current weather has made it difficult to do so safely.

I will catch up on any missed material and would appreciate it if you could tell me which assignments and important information I should review. Thank you for your understanding, and I look forward to returning to class as soon as conditions improve.

Best regards,

**Subject: Unable to Attend Work Today**

Dear [Supervisor's Name],

I hope you are doing well. I wanted to let you know that I am unable to make it to my shift today, [insert date], due to [brief reason], and I wanted to give you as much notice as possible. I apologize for the short notice and any inconvenience this may cause. Please tell me if I can do anything to make up the time or help cover responsibilities in the coming days. Thank you for your understanding.

Best,

**Subject: Absence Due to Bereavement**

Dear Professor [Last Name],

I hope you're doing well. I am writing to inform you that I will be unable to attend class on [date(s)] due to a recent death in my family. This is a difficult time, and I need to take some time to attend to family matters.

I will make every effort to catch up on any missed material. Please let me know which assignments and/or important updates I should be aware of. Thank you for your understanding during this time.

Sincerely,

**Subject: Planning to Attend Office Hours**

Dear Professor [Last Name],

I hope you are doing well. I wanted to let you know that I'd attend your office hours on [date(s)] to discuss [briefly mention the topic, assignment, or concept you want to address]. I would appreciate the chance to get clarification and further guidance.

Best regards,

**Subject: Request to Schedule a Meeting**

Dear Professor [Last Name],

I hope you are doing well. I would like to schedule a meeting to discuss [briefly mention the topic, assignment, or concept you want to address], as I have another class during your scheduled office hours. I am available [provide at least 3 dates/times that you have available]. Please let me know if any of those times work for you, or if there is another time you would recommend. I look forward to your response and appreciate your time.

Best regards,