

# Keeping up with e-mails



## University Survival Series

As a university student, it is very important that you develop the habit of checking your university email account frequently (both Kean emails and WKU emails).

Here are some reasons:

*The university uses e-mail to transmit important information.* The university colleges and departments send information via e-mail – notices, deadlines, names of advisor, etc., and we expect you to have the information and be responsible for it. If you do not check your e-mail, you may miss key information and/or deadlines.

*Besides, in many classes, your professors will communicate vital information to you via email.* The types of communication include: class time or location change, information on assignments and test, appointment schedules, etc. **Remember, you won't have any excuse for missing the information.** An email has the same force as if the teacher notified you of the information in class.

**You need to get into the habit of reviewing your email at least 3 times/ day.**

- When you get up in the morning – especially important for class cancellations
- When you begin your homework – especially to get any pointers or extra information you need.
- Before you go to bed – especially to check on anything you need for the next day

**At most colleges, you will be inundated with emails and at times it will seem impossible to keep up. Here's some advice for managing these.**

- ◇ Carefully delete any announcements or other information that doesn't pertain to you
- ◇ Keep all class announcements. You may need these later on in case there is a misunderstanding over a grade.

Adapted from: <https://www.universitysurvival.com/student-topics/keeping-up-with-email-2/>



Student Academic Support Service Center

Wenzhou-Kean University