

Contacting Faculty Student Guide

It's vital to know how to get in touch with your professor, especially for online classes. This guide will show you three ways to find your instructors' contact information. If classes have begun and you do not know how to start the course, it is VITAL to contact your professor as soon as possible!

You can also check Blackboard and your student email for an announcement from your professor about how to access each of your classes.

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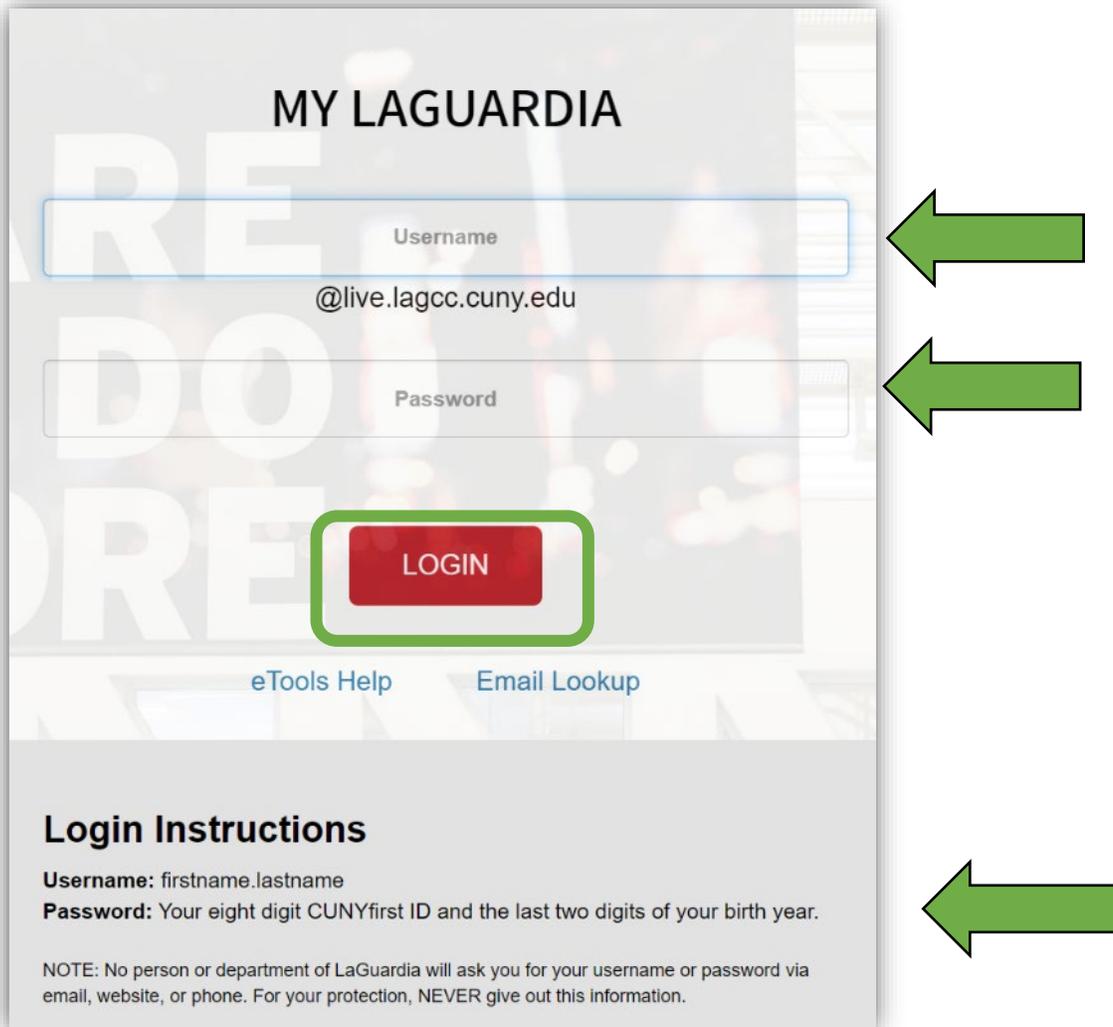
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1. Reach out to Professors through My LaGuardia

Login to My LaGuardia using your LaGuardia login information:

- **Username:** Firstname.Lastname
- **Password:** your EMPL ID plus the last two digits of birth year (e.g. for year 2012, use 12)

Then, click Login.



Scroll down to Advising and click on SEND A MESSAGE TO MY PROFESSOR. (You will be able to see the name of the course for which you are sending a message.)

My LaGuardia
Welcome [redacted] - Log out

Alert Messages

Status Message

- Calling high-achieving LaGuardians! Check your email for a special invitation to join the Honors Program this spring. Be part of a strong, friendly community, and bolster your transfer profile!
- View LaGuardia's Annual Security Report or call Public Safety at 718-482-5558 to request a copy.
- President Adams response to the Capitol Attack. [Click here](#) to learn more.
- The Early Childhood Learning Center (ECLC) wants to learn about your child care needs! Please complete our [survey](#).
- The New York State Excelsior Scholarship application is open for the Spring 2021 semester. **Apply now through February 11.**
- Have a question or need some advice?** You can send an email to healthsci@lagcc.cuny.edu.

Advising

My advisor

 [MAKE APPOINTMENT](#)

RAISE YOUR HAND - Talk to my professor today!
BTA – Principles of Accounting

[SEND A MESSAGE TO MY PROFESSOR](#)

Fill out the form (shown below) with your name, email, subject and question. Then, click Send Email.

The image shows a contact form for LaGuardia Community College. At the top left is the LaGuardia logo, a red square with a white sunburst and the text "LaGuardia Community College". Below the logo is the heading "Please leave a message." followed by the text "Your professor is not available at this time. Please leave a message. Thank you." The form contains four input fields: "Name" (with a blue bar), "Email" (with a blue bar and "@LIV" text), "Subject" (empty), and "Question" (empty). At the bottom is a "Send Email" button, which is highlighted with a green rounded rectangle. Green arrows point to the Name, Email, Subject, Question, and Send Email button fields.

2. Locate your Professor's Contact Info on your Syllabus

Check your syllabus, which may have been emailed to you or available in Blackboard. The syllabus will include information such as your professor's email address and office hours.

SCB 265

LaGuardia Community College, The City University of New York- Spring I Semester, 2014

COURSE SYLLABUS- SCB 265, Fundamentals of Ecology

Lecture Discussion Meetings: Tuesday, 9:15-11:30am and Thursday, 10:30-11:30am (Room E-502)

Laboratory Meetings: Thursday, 11:45am-3:15pm (Room E-329)

Lecture Notes and other Materials: On Blackboard

Office: M221D

Office Hours: Tuesday 2:00am-4:30pm and Thursday 3:30pm-4:30pm, or by appointment.

Email: [REDACTED]

Course Materials:

1. **Textbook:** *Elements of Ecology* 8th edition (2012) by Smith and Smith; Pearson Benjamin Cummings, San Francisco, CA. ISBN: 978-0321736079
2. **Laboratory Manual:** *Ecology on Campus* (2006) by Kingsolver, Pearson Benjamin Cummings Custom Publishing, Boston, MA. You must bring the lab manual to every lab session. ISBN: 978-0805382143
3. **Safety Goggles:** All students are required to bring safety goggles (available in the Bookstore) to every laboratory session. You will not be permitted to remain in the lab and perform experiments without them and will be marked absent.

Course Description:

This course is a comprehensive introduction to ecology. Students will be introduced to the types of questions asked by ecologists, the principal concepts and theories that guide ecological inquiry, and the methods that are used to answer ecological questions. Particular emphasis will be paid to population, community, and ecosystem level processes. Both terrestrial and aquatic systems will be considered. The practical component of the course will include laboratory exercises, as well as field trips.

Grading

The total grade is determined as follows:

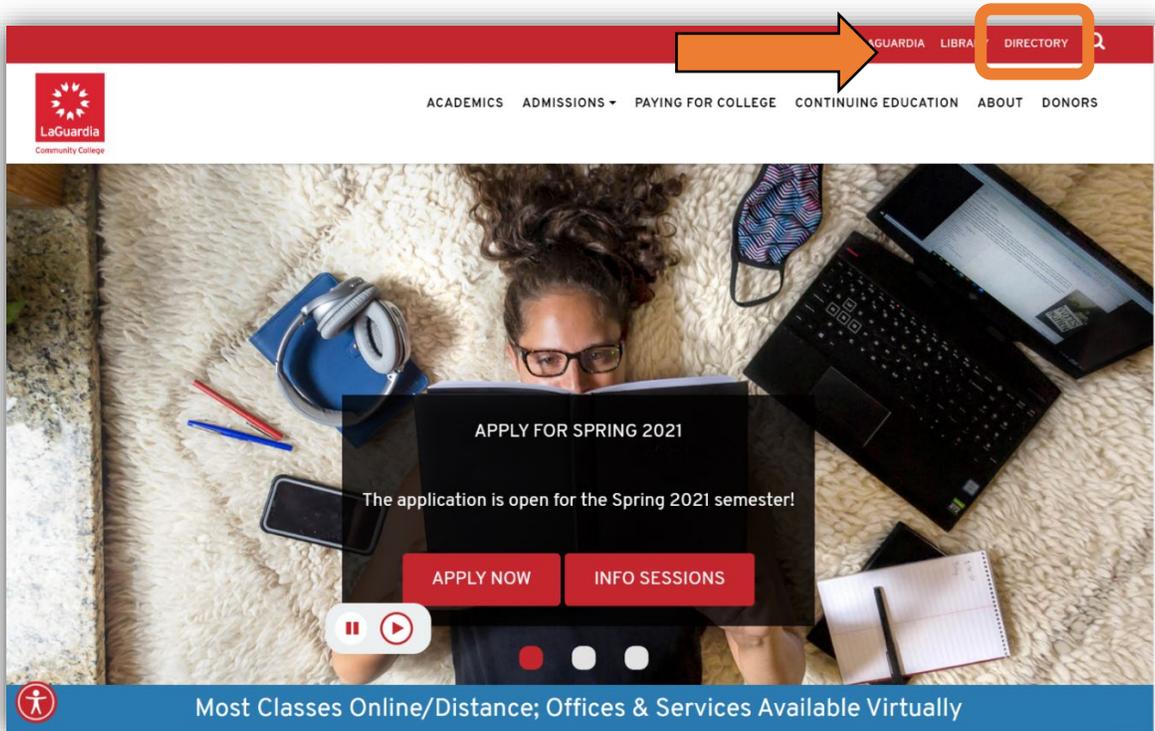
5 Lecture Exams at 9% each	45%
Weekly Homework	15%
Lab Book/Lab Reports/Lab Homework	30%
Lab Final	<u>10%</u>
	100%

Exams:

Exams will be taken on the date they are listed on the lecture schedule. Any student who is more than more than 15 minutes late will **NOT** be able to take the exam and will receive a **zero** for that exam.

3. Using the LaGuardia Directory

Go to the LaGuardia website at laguardia.edu, and click on **DIRECTORY** in the top right.



Find a person you wish to contact or locate by typing in their first and last name. Then, click on Search.

FIND A PERSON

First Name:

Last Name:

Divisions:

Departments:

Phone Ext. (e.g. 6134)

Room (e.g. B333A)

[Search](#) [Clear](#) [*Request A Change](#)

"If you feel the information contained on this page is inaccurate, please click the 'Request a Change' button and submit your request."

Online Telephone & Mail Directory
To look up a LaGuardia faculty or staff member, fill in one or more of the fields below and click Search. (Search by any combination of first name, last name, department, division OR by phone extension and room.)

Key Services Directory
Use the Find a Key Service directory to look up departments, offices and program contact information.

[Find A Key Service](#)

An example of results is shown here:

FIND A PERSON

First Name:

Last Name:

Divisions:

Departments:

Phone Ext. (e.g. 6134)

Room (e.g. B333A)

[Search](#) [Clear](#) [*Request A Change](#)

First Name	Last Name	Department	Division	Office	Telephone	eMail
		Center For Teaching & Learning	Division Of Academic Affairs	M		

"If you feel the information contained on this page is inaccurate, please click the 'Request a Change' button and submit your request."

Now you have your professor's email address. **Send them an email from your student account, and provide your name and the course you're enrolled in.**