

Dear students,

For me to provide prompt assistance, please ensure that any email you send contains the following information:

Full Name: Please include your full name at the beginning or end of your email. This helps me identify and address you correctly.

Course Details: Mention the course you are enrolled in and the section you belong to. This helps me understand the context of your email and provide you with course-specific guidance if needed.

Additionally, I would like to bring to your attention that **I do not answer assignment-related questions via email**. If you have any questions or need clarification regarding your assignments, I encourage you to come to my office during my office hours.

I understand that there may be instances where you are unable to meet me on campus physically. In such cases, feel free to send me an email to connect remotely during my office hours.

Thank you for your attention

Azadeh