

From: BCOE Advising — ELEN <saelen@engr.ucr.edu>
Sent: Monday, March 6, 2023 8:15 AM
To: BCOE Advising — ELEN <saelen@engr.ucr.edu>
Subject: ELEN - Weekly Email (Week #9, 2023 Winter Quarter)

Just a quick email to check in and hope that you are well.

HOW TO SEND AN EMAIL

<https://student.engr.ucr.edu/contact-my-advisor>

All BCOE students are asked to follow this requested protocol when sending an email:

Be sure to send an email from your UCR Student Email account to: saelen@engr.ucr.edu

List in the subject line: [ELEN and your Full Name](#).

Please be sure to include your Student ID# (86*****) in the body of your email.

This process allows our office to monitor, help and respond as quickly as possible to your requests and needs; by following the protocol we are able to filter your email correctly.

Please be mindful of how you communicate. This is a simple task, but one that is important.

ADVISOR AVAILABILITY

<https://student.engr.ucr.edu/contact-my-advisor>

Here is the link to find an open [Appointment](#) time: https://calendly.com/bcoe_advising-elen.

Appointments are open for in-person meetings, or via Zoom (you can pick).

Appointment time slots are for 15 minutes.

[Drop-ins](#) are now called 'Quick Check-ins', and you can connect with me (via Zoom) using this link:

<https://calendly.com/bcoe-advising-cen>.

Here is my schedule for the week:

Mondays	10-11am
Tuesdays	130-330pm
Wednesdays	130-330pm
Thursdays	830-11am
Fridays	830-11am

Find your focus, look ahead and stay on your game!

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*Thomas McGraw*

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