List of Frequently Asked Questions

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Should I email Schaefer with a question similar to one of these?

No. You should find the answer here and apply it to your situation.

When can I meet with Schaefer?

You can meet with me during office hours. When are your office hours?

When are Schaefer’s office hours?

Check your syllabus or my webpage: http://www.uncg.edu/~aaschaef What if I’m busy then?

What if I can’t meet during Schaefer’s office hours?

You can schedule an alternate time by following these simple steps:

1. Identify your availability
2. Identify how much time you think you will need to meet with me
3. Choose 2-3 times that you are available for the length of time you will need
4. Send me an email with those times
5. Wait for my response

How do I send an email to Schaefer?

Do the following:

1. Send to my uncg email: aaschaef@uncg.edu
2. Prepend your subject line with: CSC###$&& (where ### is the appropriate class number, $ is the appropriate semester identifier (F, S, or U), and && is the last 2 digits of the year, so if you were taking CSC 330 during the Spring of 2014 this should be CSC330S14)
3. Make sure your email has the pertinent information, and is clear in what you are asking of me.

Did Schaefer get my email?

Did you send it? Did you follow the correct format? But did you get my email? https://support.google.com/mail/answer/1385059?hl=en

Why did I get grade X on item Y?
Look at the item in question, read the comments. Do you know what you were expected to do? Do you know what you did? Do you know how those two answers differ? If you can’t answer these three questions, asking me is not going to help. If you can answer them and have specific questions ask me. This is typically best done in person. You haven’t given it back yet!

**I see my grade, when will Schaefer give back the graded item?**

I typically enter grades as soon as I have all submissions graded. I will then hand items back in the following class meeting. But I want to know now, and ask you why I did so poorly!

**Should I ask Schaefer why I did so poorly before he has handed the work back?**

No. Do not do this.