

**Lauren Leo**

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**From:** Joseph Chapman  
**Sent:** Thursday, February 05, 2015 1:53 PM  
**To:** Joseph Chapman  
**Subject:** Course Rec/Registration Confirmation Emails

### Course Recommendations

Hello (Student),

Great news! Your first course recommendations have been received. We are showing that your first two courses should be:

[ABC 123 and XYZ 456].

**In order to secure your place in these classes and allow you time to order your books, I would be happy to go ahead and register you today! Please respond to this email and clearly signify how it is that you would like for me to proceed using one of the following formats: "Yes, please register me for all classes mentioned above" or "Please only enroll me in (list specific course)." You can also give me a call at my number, listed below, if you would like me to proceed with registration.**

These recommendations do not take the place of your academic advising appointment, but rather allow you to register without having to wait until after your appointment.

Please be advised that students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled in accordance with ASU's Tuition Refund Policy. Please review at <https://students.asu.edu/tuitionrefundpolicy>.

Once you are registered you will be able to locate your book list on your MyASU page.

For more information about registering, please visit: <http://online-student-welcome.asu.edu/preparing-for-classes/registration-and-schedule-basics>

Please let me know if you have any questions or concerns.

### Registration Confirmation

Hello,

As discussed, I have registered you for the classes below:

[ABC 123 and XYZ 456]

As a reminder you will still want to meet with your academic advisor and can expect to hear from other support services at ASU, who will assist you in your academic career. Before your classes begin, you will be contacted by your Student Success Coach. It will be important to check your voice mails and emails daily, from now on, and reach out to them. Making use of these resources will be essential to your success as an online student.

Please be advised that students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled in accordance with ASU's Tuition Refund Policy. Please review at <https://students.asu.edu/tuitionrefundpolicy>

Now that you are registered, please begin book shopping and ordering your books. I will send you an email with information you can use, that will assist you in this process.

Please let me know if you have any questions or concerns.