**Sample Email Message**

**Subject:** Message from \_\_\_\_\_\_\_\_\_\_ about your Fall Registration

Hi, We hope you are doing well and staying healthy.

I am reaching out to you today regarding your fall registration. I have noticed you have not yet registered for fall 2020 and wanted to know how I might help.

I understand these are uncertain times and it could be you are holding off on registering for fall because you are not yet sure what fall courses will look like. I want to encourage you, if this is the case, to still register for fall to hold your seat in courses you would need to continue progress toward your degree.

We also understand that you may not have registered because of a registration hold; or maybe you don’t have your registration access code; or maybe you just don’t know which classes you should be enrolling into. Regardless I want to know how I might be able to help and assist you. I may not have all the answers but am happy to support and assist you while we seek out the answers to your questions regarding your plan for fall semester.

I am so thankful you are part of the BSU community and I look forward to your continuation at BSU.

I look forward to hearing from you.

We are on the final stretch of Spring Term and we hope you have a strong finish. Stay healthy.

Sincerely,

NAME and CONTACT INFO