**Email Template for Transfer Students - Initial Outreach to Faculty Advisor - Registration Prep**

Use this email template to reach out to your new transfer faculty advisor. Modify as needed.

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**Send Email To:**

Your assigned faculty advisor (see your faculty advisor assignment email from advising@linfield.edu).

**Subject of Email:**

Hello and Registration Plans for Fall 2021

**Message in Email:**

Hello Professor *[Name],*

I am a new transfer student beginning at Linfield in Fall 2021. I received notification from Academic Advising that you were assigned as my faculty advisor. I am reaching out to see if we can set up a time to discuss my plans and course schedule options for the fall.

I am planning to pursue the following academic programs: *[major/minor info]*

Thank you for your time. I look forward to hearing from you.

Sincerely,

*[Your name]*