

READ ONLY Email Template

Exchange students may use the email template below if you are not sure how to request registration permission in a clear and respectful email. Substitute the appropriate words with your information.

Email title: COMM 3245 request – spring 2026 exchange student

Dear Professor _____,

I am an international exchange student and I want to register for your spring semester COMM 3245. I've attached my home university transcript which shows that I have taken the equivalent prerequisites at my home university, and that I am Communications major (explain that you satisfy the restrictions). Can you enter the necessary registration permissions so that I can register online for the class once my registration opens?

My Info:

- **Name:** My Name
- **Student ID:** 80XXXXXXX

Course Requested:

- **Class:** COMM 3245-001: Public Relations Writing
- **Restrictions:** Communication Studies Major
- **Prerequisites:**
 - JOUR 2100 - Writing Foundations in Communication Studies
 - COMM 2145 - Principles of Public Relations
 - JOUR 2160 - Intro to Journalism

My home university background – **see attached transcript**

- Name of writing intensive module that is equal to “Intro to Journalism”
- Names of 2 Public Relations Modules

Thanks for your help!

Joe Exchange