

## Faculty Approval Email Template

Below is an email template that you may use to correspond with the instructor of the course(s) to obtain faculty approval.

Instructions:

1. Copy/Paste template below.
2. Replace Items in parentheses “( )” with the specified.
3. Be sure to include the link to the Faculty Approval Form, here: <https://go.hawaii.edu/rcJ>

See template below:

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Hello Professor (INSTRUCTOR LAST NAME),

My name is (YOUR FIRST & LAST NAME) and I am a participant with the UH Mānoa Nā Kūpuna Program/Senior Citizen Visitor Program. Nā Kūpuna/Senior Citizen Visitor Program is a long-standing program that allows Hawai'i residents at least 60 years of age to join the University of Hawai'i at Mānoa regular credit courses without paying tuition and without receiving credit.

This Fall 2025, participants may audit and participate with online, in-person, and hybrid courses. To complete my registration, I must receive Faculty/Instructor approval and permission to participate. Below is the course information I am interested in:

CRN: (CRN)

Course/Section: (COURSE NAME/SECTION)

Course Title: (COURSE TITLE)

I am very grateful and honored by the opportunity to continue to learn in a positive learning environment as well as remain connected to my University of Hawai'i at Mānoa community.

At your earliest convenience, may you please complete the Faculty Approval Form: <https://go.hawaii.edu/rcJ>. With this form, you may approve or not approve my participation in your class. This form will go directly to the program for further processing of my registration.

Once completed, please let me know if I have been approved or not approved. If approved, please be sure to add me to your course roster on Laulima and any other course related programs.

Thank you,  
(YOUR NAME)

See example below:

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Hello Professor Pan,

My name is Racquel Raneses and I am a participant with the UH Mānoa Nā Kūpuna Program/Senior Citizen Visitor Program. Nā Kūpuna/Senior Citizen Visitor Program is a long-standing program that allows Hawai'i residents at least 60 years of age to join the University of Hawai'i at Mānoa regular credit courses without paying tuition and without receiving credit.

This Fall 2025, participants may audit and participate with online, in-person, and hybrid courses. To complete my registration, I must receive Faculty/Instructor approval and permission to participate. Below is the course information I am interested in:

CRN:79891

Course/Section: GEO 352/001

Course Title: Geography of Japan

I am very grateful and honored by the opportunity to continue to learn in a positive learning environment as well as remain connected to my University of Hawai'i at Mānoa community.

At your earliest convenience, may you please complete the Faculty Approval Form: <https://go.hawaii.edu/rcJ>. With this form, you may approve or not approve my participation in your class. This form will go directly to the program for further processing of my registration.

Once completed, please let me know if I have been approved or not approved. If approved, please be sure to add me to your course roster on Laulima and any other course related programs.

Thank you,  
Racquel Raneses