

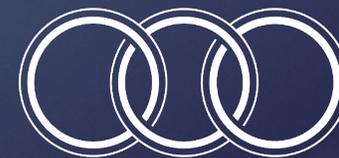
Student Success Link (SSL) Marketing Cloud Messages for Domestic Students

Cañada College



Sample Emails

MAY 2022



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Welcome Letter
Cañada College

Welcome Letter (First Time Students)

- Welcome Letter Email with Instructions for SSO
- Sent from Salesforce, but SSO is provisioned by a different team in ITS
- There are 4 versions of Welcome Letter for different student types, international students, K-12, etc.
- This email is for CSM, but they are all identical across campuses except for the college, mascot, and registrar listed

Goes out within 4 hours of application



Dear %%PreferredFirstName%%,

Congratulations, you have been admitted to Cañada College!

Welcome to our college community. This is your Official Letter of Admission, so keep this email for your records as it contains important information. You'll need to set up a few things before you begin the steps to enrolling in classes.

Your Student Identification Information

The following information should be kept secure and not shared with others as it contains your personal information:

Your Student ID Number: %%GID%%

Your User Name: %%UserName%%

Set Up Your mySMCCD Account

Your next step is to set up a password for logging into your mySMCCD Student Portal.

[Set Up Your mySMCCD Account](#)

Follow the steps to activate your account (see [tutorial](#) for assistance). Once you have your mySMCCD Student Portal set up, you'll be able to log in to your Student Success Link, meet your Success Team, find out about your Next Steps to Enrollment, and explore all of the tools and support available to you at Cañada College.

DON'T FORGET to check your personal email frequently as you'll receive notifications from your Success Team members who are here to answer your questions and guide you through the next steps.

Additional Information

Log In Support

For a variety of technical support resources visit the [student tutorial website](#). Still having trouble accessing your mySMCCD Student Portal? Please [connect with our support team](#).

Receive Text Messages from Cañada College

With your mySMCCD Student Portal set up, you'll be able to receive text messages about important information. To opt in, [log in to your mySMCCD Student Portal](#), access the Student Success Link, then click on "My Forms," and then on "Communication Preferences."

Again, welcome to Cañada College!

Go Colts!

Maria Lara
Registrar



Welcome Letter (K12)

- Welcome Letter Email with Instructions for SSO
- Sent from Salesforce, but SSO is provisioned by a different team in ITS
- There are 4 versions of Welcome Letter for different student types, international students, K-12, etc.
- This email is for CSM, but they are all identical across campuses except for the college, mascot, and registrar listed

Goes out within 4 hours of application



Dear %%PreferredFirstName%%,

Congratulations, you have been admitted to Cañada College!

Welcome to our college community. This is your Official Letter of Admission, so keep this email for your records as it contains important information. You'll need to set up a few things before you begin the steps to enrolling in classes.

Your Student Identification Information

The following information should be kept secure and not shared with others as it contains your personal information:

Your Student ID Number: %%GID%%

Your User Name: %%UserName%%

Set Up Your mySMCCD Account

Your next step is to set up a password for logging into your mySMCCD Student Portal.

[Set Up Your mySMCCD Account](#)

Follow the steps to activate your account (see [tutorial](#) for assistance). Once you have your mySMCCD Student Portal set up, you'll be able to submit a College Connection Form, the first step in signing up for classes.

Submit a College Connection Form

After you set up your mySMCCD Account, follow these steps to submit a College Connection Form. Completing this form will bring you closer to signing up for classes at Skyline College.

1. In your mySMCCD Student Portal, **click on "Student Success Link"**
2. **Under the "My Forms" tab, click on "College Connection Form."** In order to complete the College Connection Form you will need the following information:
 1. The **Course Number (CRN)** for the classes you plan to take. Please [review the current course schedule](#) to identify your designed courses.
 2. Your **parent/guardian's email address**. We'll send them a separate email to approve your ability to take college classes while you're still in high school.
 3. Your **high school counselor's email address**. We'll send them a separate email to provide your school's approval to take college courses while you're still in high school.

Once you submit the College Connection Form and we receive approvals from your parent/guardian and your high school counselor, you will receive another email with instructions on how to register for classes.

DON'T FORGET to check your personal email frequently as you'll receive notifications from the college about your enrollment.

Additional Information

Log In Support

For a variety of technical support resources visit the [student tutorial website](#). Still having trouble accessing your mySMCCD Student Portal? Please [connect with our support team](#).

Receive Text Messages from Cañada College

Welcome Letter (All Others Domestic)

- Welcome Letter Email with Instructions for SSO
- Sent from Salesforce, but SSO is provisioned by a different team in ITS
- There are 4 versions of Welcome Letter for different student types, international students, K-12, etc.
- This email is for CSM, but they are all identical across campuses except for the college, mascot, and registrar listed

Goes out within 4 hours of application



Dear %%PreferredFirstName%%,

Congratulations, you have been admitted to Cañada College!

Welcome to our college community. This is your Official Letter of Admission, so keep this email for your records as it contains important information. You'll need to set up a few things before you begin the steps to enrolling in classes.

Your Student Identification Information

The following information should be kept secure and not shared with others as it contains your personal information:

Your Student ID Number: %%GID%%

Your User Name: %%UserName%%

Set Up Your mySMCCD Account

Your next step is to set up a password for logging into your mySMCCD Student Portal.

[Set Up Your mySMCCD Account](#)

Follow the steps to activate your account (see [tutorial](#) for assistance). Once you have your mySMCCD Student Portal set up, you'll be able to log in to your Student Success Link and explore all of the tools and support available to you at Cañada College.

DON'T FORGET to check your personal email frequently as you'll receive notifications from your Success Team members who are here to answer your questions and guide you through the next steps.

Additional Information

Log In Support

For a variety of technical support resources visit the [student tutorial website](#). Still having trouble accessing your mySMCCD Student Portal? Please [connect with our support team](#).

Receive Text Messages from Cañada College

With your mySMCCD Student Portal set up, you'll be able to receive text messages about important information. To opt in, [log in to your mySMCCD Student Portal](#), access the Student Success Link, then click on "My Forms," and then on "Communication Preferences."

Again, welcome to Cañada College!

Go Colts!

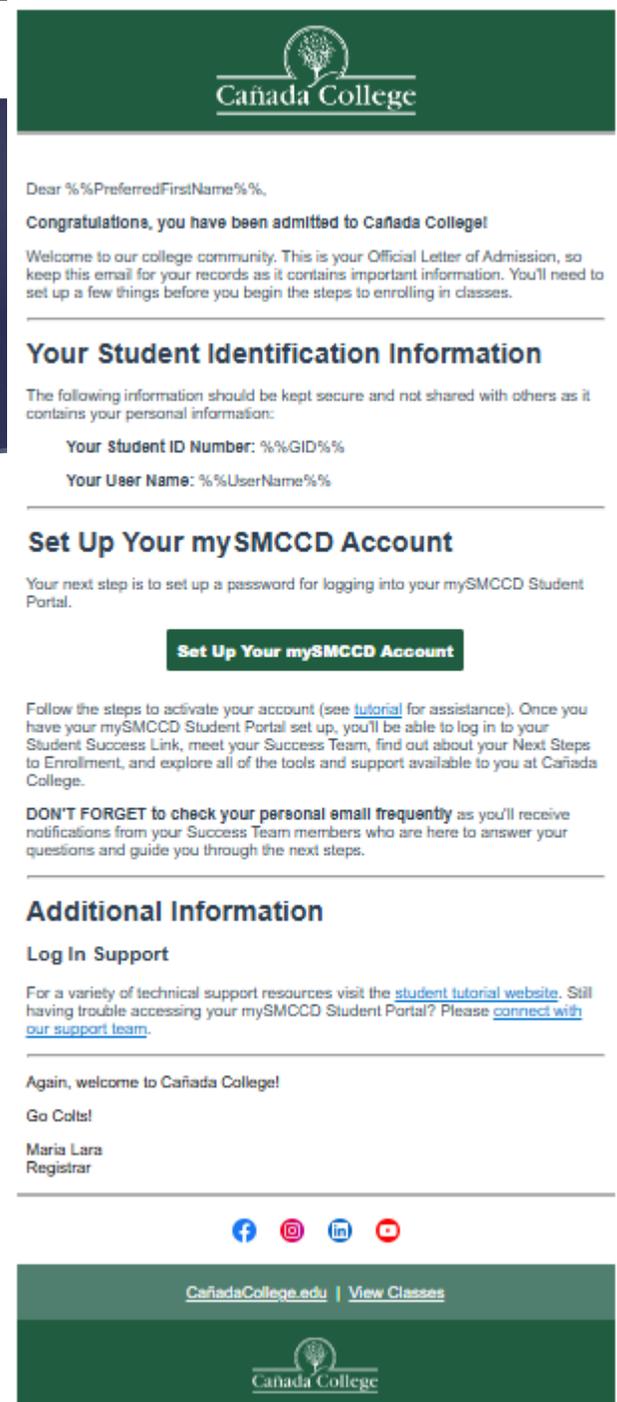
Maria Lara
Registrar



Welcome Letter (International)

- Welcome Letter Email with Instructions for SSO
- Sent from Salesforce, but SSO is provisioned by a different team in ITS
- There are 4 versions of Welcome Letter for different student types, international students, K-12, etc.
- This email is for CSM, but they are all identical across campuses except for the college, mascot, and registrar listed

Goes out within 4 hours of application



The screenshot shows an email from Cañada College. At the top is the college's logo and name. The email body includes a personalized greeting, a congratulatory message, and a section titled "Your Student Identification Information" which contains placeholders for the student's ID number and user name. Below this is a section for "Set Up Your mySMCCD Account" with a button and instructions. The "Additional Information" section provides links for technical support. The email concludes with a signature from Maria Lara, the Registrar, and social media icons for Facebook, Instagram, LinkedIn, and YouTube. The footer contains the college's website URL and a link to view classes.


Cañada College

Dear %%PreferredFirstName%%,

Congratulations, you have been admitted to Cañada College!

Welcome to our college community. This is your Official Letter of Admission, so keep this email for your records as it contains important information. You'll need to set up a few things before you begin the steps to enrolling in classes.

Your Student Identification Information

The following information should be kept secure and not shared with others as it contains your personal information:

Your Student ID Number: %%GID%%

Your User Name: %%UserName%%

Set Up Your mySMCCD Account

Your next step is to set up a password for logging into your mySMCCD Student Portal.

[Set Up Your mySMCCD Account](#)

Follow the steps to activate your account (see [tutorial](#) for assistance). Once you have your mySMCCD Student Portal set up, you'll be able to log in to your Student Success Link, meet your Success Team, find out about your Next Steps to Enrollment, and explore all of the tools and support available to you at Cañada College.

DON'T FORGET to check your personal email frequently as you'll receive notifications from your Success Team members who are here to answer your questions and guide you through the next steps.

Additional Information

Log In Support

For a variety of technical support resources visit the [student tutorial website](#). Still having trouble accessing your mySMCCD Student Portal? Please [connect with our support team](#).

Again, welcome to Cañada College!

Go Colts!

Maria Lara
Registrar



[CañadaCollege.edu](#) | [View Classes](#)


Cañada College

**Matriculation Marketing
Cloud Messages for Non-
Exempt Students**

Cañada College



Success Navigator

Success Navigator Introduction Email

Within 1 day of
application

Subject: Finding
success at Cañada
College

Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

Thank you for choosing Cañada College! We are happy to have you here.

My name is %%SNFirstName%% and I work in our Welcome Center. I am your Success Navigator at Cañada College.

I'm here to help you complete the necessary steps or answer your questions to get you registered for your classes at Cañada College.

YOUR NEXT STEPS:

- Complete "My Tasks" in your Student Success Link by:
 - Clicking here: [mySMCCD Student Portal](#) and
 - Referring to these instructions. [\[link to instruction page with screenshots\]](#)
- ****Start your Tasks as soon as possible, so you can register for classes.****
- When you complete each item, you will get a follow up email to guide you through the next step.

If you have any questions in the meantime, please email or call me. I'm happy to help!

If you have any questions along the way, please let me know! I am available through email and phone.

I look forward to working with you!

%%SNFirstName%% %%SNLastName%%

%%SNPhone%%

%%SNEmail%%

Hola %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

¡Gracias por elegir Cañada College! Estamos felices de tenerte aquí.

Mi nombre es %% SNFirstName %% y trabajo en el Centro de Bienvenida. Soy tu Navegador de Éxito (Success Navigator) en Cañada College.

Estoy aquí para ayudarte a completar los pasos necesarios o responder tus preguntas para que puedas registrarte en tus clases en Cañada College.

TUS SIGUIENTES PASOS:

- Completa "Mis Tareas" en tu Conexión de Éxito Estudiantil:
 - Haz clic aquí: [mySMCCD Student Portal](#) y

Residency

Residency Email 1

Within 1 day of
application

Subject: Out-of-
State Student
Notification



Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))],

Welcome to Cañada College! My name is %%RSFirstName%% and I am your Residency Specialist here at the College. It looks like you have been classified as an "Out-of-State Student" based on the answers to questions in your admissions application and I wanted to make sure this classification is correct.

Students classified as "Out-of-State" are assessed fees that can be SIGNIFICANTLY HIGHER than students classified as "In-State", so if there's a chance that you shouldn't be classified as an Out-of-State student, I want to help you make that change!

Take a look at the [Residency Reclassification Questionnaire](#).

If after reviewing the *Residency Reclassification Questionnaire*, you think you may qualify as an In-State student, fill it out and send me any supporting documentation so I can see if you qualify.

You may also qualify under the [AB540 Nonresident Tuition Exemption](#). Check out both forms and let me know if you have any questions along the way!

I look forward to working with you!

Go Colts!

Best,

%%RSFirstName%% %%RSLastName%%

%%RSPhone%%

%%RSEmail%%



Financial Aid



Web Version

Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

Thank you for choosing Cañada College to start your educational journey! As you begin your initial steps to becoming enrolled at the College, we want to provide you with some important resources in paying for your education.

1. Apply for the FAFSA (Free Application for Federal Student Aid), or California Dream Act (CADAA). This is needed to see if you qualify for Grants, Work Study and other forms of financial assistance from the federal and state government. NOTE: Start this now so it is ready to go when you register for classes!
2. NEED HELP? Attend a Financial Aid Workshop. (<https://canadacollege.edu/financialaid/index.php>)
3. Apply for Scholarships early and often. Deadlines vary, so check out the webpage <https://canadacollege.edu/financialaid/scholarship.php> and get started now with your applications.
4. Not using the FAFSA, CADAA or Scholarship? Check out other [ways to pay for school](#), like signing up for a Payment Plan.

If you have questions about filling out the FAFSA, CADAA, applying for Scholarships or paying for school, feel free to contact me at %%
[Output(Lookup("ApplicantWithTeamAndAppointments","FAPhone","StudentContactId",StudentContactId))]]%% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments","FAEmail","StudentContactId",StudentContactId))]]%%.

You can always monitor your enrollment steps in your Student Success Link, found on your [mySMCCD Student Portal](#). We look forward to being a part of your educational journey!

Best,

%%
[Output(Lookup("ApplicantWithTeamAndAppointments","FAFirstName","StudentContactId",StudentContactId))]]%% %%
[Output(Lookup("ApplicantWithTeamAndAppointments","FALastName","StudentContactId",StudentContactId))]]%%

Cañada College Financial Aid Department

%%[Output(Lookup("ApplicantWithTeamAndAppointments","FAPhone","StudentContactId",StudentContactId))]]%%

%%[Output(Lookup("ApplicantWithTeamAndAppointments","FAEmail","StudentContactId",StudentContactId))]]%%



CanadaCollege.edu | Accessibility



Web Version

Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

I wanted to check in and see how things are going with filling out the FAFSA (Free Application for Federal Student Aid) or the California Dream Act Application (CADAA)?

If you have questions about filling it out, please let me know! Trust me, it's one of the most important documents you can fill out at the College, especially if you can qualify for Pell Grants to pay for your schooling.

I'm here to help! Send me an email or give me a call.

%%
[Output(Lookup("ApplicantWithTeamAndAppointments","FAFirstName","StudentContactId",StudentContactId))]]%% %%
[Output(Lookup("ApplicantWithTeamAndAppointments","FALastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","FAPhone","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","FAEmail","StudentContactId",StudentContactId))]]%%



CanadaCollege.edu | Accessibility

Financial
Aid
Email 1

2 days after
application

Subject:
Learn about
FAFSA at
Cañada
College

Financial Aid Email 2

7 days after
previous email

Subject: Following up on your FAFSA application

Attend Online Orientation

Orientation Sign Up Email 1 Sent 2 days after they apply

Subject: It's time for your New Student Orientation at Cañada College!



Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%.

Your next step in enrollment is to attend a New Student Orientation where you will learn about the tools and services available for students.

The New Student Orientation can be completed online by following the steps below:

Complete the online orientation via the [mySMCCD Student Portal](#) WebSMART link:

- Login to WebSMART
- Click on "Student Services"
- Click on "Online Orientation"

Remember, you can always monitor your enrollment steps in your Student Success Link found on the [mySMCCD Student Portal](#).

Contact us here ([link](#)) with questions. Thank you!

Best,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%

Hola %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%.

El próximo paso en la inscripción es asistir a una orientación para nuevos estudiantes donde aprenderás sobre los recursos y los servicios disponibles para los estudiantes.

La orientación para nuevos estudiantes se puede completar en línea siguiendo los pasos a continuación:

Completa la orientación en línea a través del enlace WebSMART del [Portal Estudiantil mySMCCD](#):

- Iniciar sesión en WebSMART
- Haz clic en "Servicios para estudiantes"
- Haz clic en "Orientación en línea"

Recuerda, siempre es posible monitorear tus pasos de inscripción en tu Student Success Link que se encuentra en el [Portal Estudiantil mySMCCD](#).

Cualquier pregunta que tengas, nos puedes contactar [aquí](#) ([link](#)). ¡Gracias!

Saludos,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%

Attend Online Orientation

Orientation Email Sign Up 2

Sent 3 days after previous email

Subject: Begin your journey at Cañada, complete your New Student Orientation



Hello, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%.

How's it going?

We noticed you haven't completed your New Student Orientation. This is the first step that **must be done** to complete the registration process.

Please complete your New Student Orientation online. To begin, click on the [mySMCCD Student Portal](#) WebSMART link (make the link for the whole phrase so it's clear) and follow these steps:

- Login to WebSMART
- Click on "Student Services"
- Click on "Online Orientation"

If you have any questions please don't hesitate to reach out! My contact information is below.

Best,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%

Hola, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%.

¿Cómo estás?

Nos dimos cuenta de que no has completado tu Orientación para nuevos estudiantes. Este es el primer paso que se debe realizar para completar el proceso de registro.

Completa tu orientación para nuevos estudiantes en línea. Para comenzar, haz clic en el enlace WebSMART del [Portal Estudiantil mySMCCD](#) (make the link for the whole phrase so it's clear) y sigue estos pasos:

- Iniciar sesión en WebSMART
- Haz clic en "Servicios para estudiantes"
- Haz clic en "Orientación en línea"

Si tienes alguna pregunta, no dudes en comunicarte. Mi información de contacto está enseguida.

Saludos,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%

Online Orientation Reminder

Online Incomplete Email 1

1 day after starting online orientation

Subject: Online Orientation Incomplete



Hi again, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%.

It looks like you started your Online Orientation but did not complete it.

If you have any questions or concerns please do not hesitate to contact me directly.

Thank you,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%

Hola de nuevo, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%.

Parece que comenzaste tu orientación en línea pero no la completaste.

Si tienes alguna pregunta o inquietud, no dudes en ponerte en contacto conmigo directamente. Estamos para servirte.

Gracias,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%





Online Orientation Reminder

Online Incomplete Email 2

5 days after previous email

Subject: Online Orientation Incomplete

Hello again, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%!

It looks like you started your Online Orientation but did not complete it.

Please log back into WebSMART via the [mySMCCD Student Portal](#) and complete your Orientation.

If you have any questions or concerns please do not hesitate to contact me directly.

Thank you,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%

Hola de nuevo, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%!

Parece que comenzaste tu orientación en línea pero no la completaste.

Vuelve a iniciar sesión en WebSMART a través del [Portal Estudiantil mySMCCD](#) y podras completar tu orientación.

Si tienes alguna pregunta o inquietud, no dudes en ponerte en contacto conmigo directamente.
Con gusto te atenderé.

Gracias,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%





Attend Counseling

Counseling Email 1

Sent 2 days after completing
Orientation

Subject: Time to Meet with a Counselor

Hi there, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%

It looks like you haven't scheduled an appointment with a counselor yet. This is necessary to complete your registration.

There are several ways to make an appointment. Schedule an appointment with a counselor today by either:

1. Logging in to the Student Success Link, found on my [mySMCCD Student Portal](#), or
2. Coming to see us in person at the Welcome Center (Building 9 First floor), or
3. Calling us at (850) 306-3452, or (850) 381-3596, or
4. Emailing us at canadawelcomecenter@smccd.edu.

If you need help, please see our [Student Success Link Tutorial](#), or let me know what questions you have because I'm here to help you!

Sincerely,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%

Hola, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%.

Parece que aún no has programado una cita con un consejero. Esta cita es necesaria para completar tu registro.

Hay varias formas de hacer una cita. Programa una cita con un consejero hoy por medio de una de las siguientes opciones:

1. Iniciar sesión en Student Success Link, que se encuentra en el [Portal Estudiantil mySMCCD](#), o
2. Venir a vernos en persona al Centro de Bienvenida (Edificio 9 Primer piso), o
3. Llamándonos al (850) 306-3452, o (850) 381-3596, o
4. Enviándonos un correo electrónico a canadawelcomecenter@smccd.edu.

Si tienes alguna pregunta, puedes consultar nuestro [Tutorial de Student Success Link](#).

También puedes comunicarte conmigo directamente si tienes alguna pregunta, ¡estoy aquí para ayudarte!

Atentamente,
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%



Attend Counseling

Counseling Email 2

Subject: Time to Meet with a Counselor

Hi there, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%

It looks like you haven't scheduled an appointment with a counselor yet. This is necessary to complete your registration.

There are several ways to make an appointment. Schedule an appointment with a counselor today by either:

1. Logging in to the Student Success Link, found on my [mySMCCD Student Portal](#), or
2. Coming to see us in person at the Welcome Center (Building 9 First floor), or
3. Calling us at (650) 306-3452, or (650) 381-3596, or
4. Emailing us at canadawelcomecenter@smccd.edu.

If you need help, please see our [Student Success Link Tutorial](#), or let me know what questions you have because I'm here to help you!

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%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]%%

Hola, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%

Parece que aún no has programado una cita con un consejero. Esta cita es necesaria para completar tu registro.

Hay varias formas de hacer una cita. Programa una cita con un consejero hoy por medio de una de las siguientes opciones:

1. Iniciar sesión en Student Success Link, que se encuentra en el [Portal Estudiantil mySMCCD](#), o
2. Venir a vernos en persona al Centro de Bienvenida (Edificio 9 Primer piso), o
3. Llamándonos al (650) 306-3452, o (650) 381-3596, o
4. Enviándonos un correo electrónico a canadawelcomecenter@smccd.edu.

Si tienes alguna pregunta, puedes consultar nuestro [Tutorial de Student Success Link](#).

También puedes comunicarte con nuestros departamentos si tienes alguna pregunta. ¡Contáctanos con confianza!



Attend Counseling

Reminder Counseling Appointment Email 1

Subject: Reminder: Upcoming counseling appointment



Congratulations, %%[Output[Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", "StudentContactId")]]%%, you officially have an upcoming counseling appointment!

Great work!

Here are the details:

Counselor: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptFirstName", "StudentContactId", "StudentContactId")]]%% %%
[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptLastName", "StudentContactId", "StudentContactId")]]%%
Date and Time: %%
[Output[Format[SystemDateToLocalDate[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptDateTime", "StudentContactId", "StudentContactId")], "F"]]]%%
Location: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptLocation", "StudentContactId", "StudentContactId")]]%%
Additional Details: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingAdditionalDetails", "StudentContactId", "StudentContactId")]]%%

ACTION NEEDED:

Please bring the following documents to the appointment:

- High School Transcripts (if you have them)
- Other College/University Transcripts, if applicable

If you are taking a course for a program at another college or university, and you need to be cleared for the prerequisite requirements, please complete one of the following forms below and bring them to the appointment. You may download the forms online at <https://canadacollege.edu/forms>

- Prerequisite Equivalency Form
- Prerequisite Challenge Form
- Please note that a Guided Self Placement questionnaire may be used to determine your level of English and Mathematics.

If you can't keep this appointment, please reschedule it by using [your Student Success Link here on the mySMCCD Student Portal](#).

Do you have questions? Please contact me: I'm happy to help!

Thank you,

%%[Output[Lookup("ApplicantWithTeamAndAppointments", "SNFirstName", "StudentContactId", "StudentContactId")]]%% %%
[Output[Lookup("ApplicantWithTeamAndAppointments", "SNLastName", "StudentContactId", "StudentContactId")]]%%
%%[Output[Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", "StudentContactId")]]%%
%%[Output[Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", "StudentContactId")]]%%

¡Felicidades!

%%[Output[Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", "StudentContactId")]]%%, Ya es oficial - ya tienes una cita con tu consejero!

¡Buen trabajo!

Aquí están los detalles de tu cita:

Consejero: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptFirstName", "StudentContactId", "StudentContactId")]]%% %%
[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptLastName", "StudentContactId", "StudentContactId")]]%%
Date and Time: %%
[Output[Format[SystemDateToLocalDate[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptDateTime", "StudentContactId", "StudentContactId")], "F"]]]%%
Location: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingApptLocation", "StudentContactId", "StudentContactId")]]%%
Additional Details: %%[Output[Lookup("ApplicantWithTeamAndAppointments", "CounselingAdditionalDetails", "StudentContactId", "StudentContactId")]]%%

ACCION NECESARIA:

Favor de traer los siguientes documentos a la cita:

- Reporte de calificaciones de la escuela secundaria (si lo tienes)
- Otros reportes de calificaciones de colegios/universidades, si corresponde

Si estás tomando un curso para un programa en otro colegio o universidad, y necesitas estar autorizado para cumplir con los requisitos previos, completa uno de los siguientes formularios a continuación y tráelos a la cita. Puedes descargar los formularios en línea en <https://canadacollege.edu/forms>

- Formulario de equivalencia de requisitos previos
- Formulario de desafío de requisitos previos
- Toma en cuenta que se puede utilizar un cuestionario de autoubicación guiada para determinar tu nivel de inglés y matemáticas.

Si no puedes asistir a esta cita, vuelve a programarla [utilizando tu Student Success Link aquí en el Portal Estudiantil mySMCCD](#).



Attend Counseling

Missed Counseling Appointment

Subject: We missed you at your counseling appointment



Hey there, %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", "StudentContactId"))]%%

It looks like you missed your counseling appointment!

Meeting with a counselor is required because you must develop a Student Educational Plan (SEP) and identify your class schedule for the upcoming semester.

Please reschedule your counseling appointment by using your Student Success Link found on the [mySMCCD Student Portal](#).

However, if you have any questions, please call me at %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", "StudentContactId"))]%%.

I look forward to seeing you and helping you achieve your academic and career goals!

Best,
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNFirstName", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNLastName", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", "StudentContactId"))]%%

Hola, %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", "StudentContactId"))]%%.

¡Parece que perdiste tu cita de consejería!

La reunión con un consejero es obligatoria porque debes desarrollar un Plan Educativo Estudiantil (SEP) e identificar tu horario de clases para el próximo semestre.

Haz tu cita de consejería de nuevo utilizando tu Student Success Link que se encuentra en el [Portal Estudiantil mySMCCD](#).

Si aun tienes alguna pregunta, llámame al %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", "StudentContactId"))]%%.

¡Espero verte y ayudarte a alcanzar tus metas académicas y profesionales!

Saludos,
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNFirstName", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNLastName", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", "StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", "StudentContactId"))]%%



Attend Counseling

Reschedule Counseling Appointment

Subject: You counseling appointment is coming up soon!

Hi %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%,

Thank you for rescheduling your counseling appointment!

Here are your appointment details:

Counselor: %%[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptFirstName","StudentContactId","StudentContactId"))]%% %%

[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptLastName","StudentContactId","StudentContactId"))]%%

Date and Time: %%

[Output(Format[SystemDateToLocalDate(Lookup("ApplicantWithTeamAndAppointments","CounselingApptDateTime","StudentContactId","StudentContactId")),"f"])]%%

Location: %%[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptLocation","StudentContactId","StudentContactId"))]%%

ACTION NEEDED:

Please bring the following documents to the appointment:

- High School Transcripts (if you have them)
- Other College/University Transcripts, if applicable

If you are taking a course for a program at another college or university, and you need to be cleared for the prerequisite requirements, please complete one of the following forms below and bring them to the appointment. You may download the forms online at <https://canadacollege.edu/forms>

- Prerequisite Equivalency Form
- Prerequisite Challenge Form
- Please note that a Guided Self Placement questionnaire may be used to determine your level of English and Mathematics.

If you can't keep this appointment, please reschedule it by using your Student Success Link on the [mySMCCD Student Portal](#).

Please let me know if you have questions: I'm here to help!

Best,

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%% %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%

Hola %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%,

¡Gracias por confirmar tu cita con un consejero!

Aquí están los detalles de tu cita:

Consejero: %%[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptFirstName","StudentContactId","StudentContactId"))]%% %%

[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptLastName","StudentContactId","StudentContactId"))]%%

Date and Time: %%

[Output(Format[SystemDateToLocalDate(Lookup("ApplicantWithTeamAndAppointments","CounselingApptDateTime","StudentContactId","StudentContactId")),"f"])]%%

Location: %%[Output(Lookup("ApplicantWithTeamAndAppointments","CounselingApptLocation","StudentContactId","StudentContactId"))]%%

ACCION NECESARIA:

Favor de traer los siguientes documentos a la cita:

- Reporte de calificaciones de la escuela secundaria (si lo tienes)
- Otros reportes de calificaciones de colegios/universidades, si corresponde

Si estás tomando un curso para un programa en otro colegio o universidad, y necesitas estar autorizado para cumplir con los requisitos previos, completa uno de los siguientes formularios a continuación y tráelos a la cita. Puedes descargar los formularios en línea en <https://canadacollege.edu/forms>

- Formulario de equivalencia de requisitos previos
- Formulario de desafío de requisitos previos
- Toma en cuenta que se puede utilizar un cuestionario de autoevaluación guiada para determinar tu nivel de inglés y matemáticas.

Si no puedes asistir a esta cita, vuelve a programarla utilizando tu Student Success Link en el [Portal Estudiantil mySMCCD](#).

Por favor hazme saber si tienes preguntas: ¡Estoy aquí para ayudarte!



Register for Classes

Registration Email 1 - Date Available
 When Reg Date is Available
 Subject: Registration Date Available

Hi %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

Congratulations! You've been issued a registration date of %%
 [Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId",StudentContactId),"dddd, MMMM d, yyyy"))]%%.

ACTIONS TO TAKE:

1. Please log in to DegreeWorks to review your Student Educational Plan, which will help you identify which classes to register for.
2. Browse for open classes using Web Schedule. Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

For questions, please feel free to reach me at %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]%% or %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]%%

Best,
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]% % %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]% %
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]% %
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]% %

Hola %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

¡Felicidades! A partir de la siguiente fecha de registro podrás registrarte para tus clases: %%
 [Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId",StudentContactId),"dddd, MMMM d, yyyy"))]%%.

ACCIONES A TOMAR:

1. Inicia sesión en DegreeWorks para revisar tu plan educativo para estudiantes, que te ayudará a identificar en qué clases registrarte.
2. Busca clases disponibles usando Web Schedule. Tanto DegreeWorks como WebSchedule están disponibles en el [Portal Estudiantil mySMCCD](#).

En caso de preguntas me puedes contactar a %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]%% or %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]%%

Saludos,
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]% % %%
 [Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]% %
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]% %
 %%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]% %



Register for Classes

Registration Email 2 - 2 Weeks Prior

Sent 14 days before Reg Date

Subject: 2 weeks till registration is open at Cañada College



Hi %[%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

Congratulations! You've been issued a registration date of %%

[Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId",StudentContactId),"dddd, MMMM d, yyyy"))]]%.

ACTIONS TO TAKE:

1. Please log in to DegreeWorks to review your Student Educational Plan, which will help you identify which classes to register for.
2. Browse for open classes using WebSchedule. Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

For questions, please feel free to reach me at %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%.

Best,

%[%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]% %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%.

%[%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%.

%[%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%.

Hola %[%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

¡Felicidades! A partir de la siguiente fecha de registro podrás registrarte para tus clases: %%

[Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId",StudentContactId),"dddd, MMMM d, yyyy"))]]%.

ACCIONES A TOMAR:

1. Inicia sesión en DegreeWorks para revisar tu plan educativo para estudiantes, que te ayudará a identificar en qué clases registrarte.
2. Busca clases disponibles usando WebSchedule. Tanto DegreeWorks como WebSchedule están disponibles en el [Portal Estudiantil mySMCCD](#).

En caso de preguntas me puedes contactar a %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%.

Saludos,

%[%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]% %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%.

%[%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%.

Register for Classes

Registration Email 3 – 1 week prior

Sent 7 days before Reg Date

Subject: One week till registration opens at Cañada College



Hello, %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%.

You are one week away from registering for classes on %%
[Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId","StudentContactId"),"dddd,MMMM d, yyyy"))]%%.

If you haven't already, please take these actions:

1. Please log in to DegreeWorks to review your Student Educational Plan, which will help you identify which classes to register for.
2. Browse for open classes using WebSchedule. Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

For questions feel free to reach me at %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%

Best,

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%% %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%

Hola, %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId","StudentContactId"))]%%.

Estás a una semana de registrarte para las clases. Tu fecha de registro es: %%
[Output(Format(Lookup("ApplicantWithTeamAndAppointments","AppointmentRegistrationDate","StudentContactId","StudentContactId"),"dddd,MMMM d, yyyy"))]%%.

Si aún no lo has hecho, realiza estas acciones:

1. Inicia sesión en DegreeWorks para revisar tu plan educativo para estudiantes, que te ayudará a identificar en qué clases registrarte.
2. Busca clases disponibles usando WebSchedule. Tanto DegreeWorks como WebSchedule están disponibles en el [Portal Estudiantil mySMCCD](#).

En caso de preguntas me puedes contactar a %%

[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%

Saludos,

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId","StudentContactId"))]%% %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId","StudentContactId"))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId","StudentContactId"))]%%





Register for Classes

Registration Email 4 – Day of
Day of Reg (sent early in the morning)
Subject: Class registration is now OPEN!

Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

Today's the day! You are now able to register for classes for the upcoming semester.

TO REGISTER:

Log into the [mySMCCD Student Portal](#) for everything you'll need for registration including:

- DegreeWorks, where you'll find your Student Education Plan
- WebSchedule, which lists the courses being offered and when for the semester; and
- WebSMART, which is where you'll actually register for classes

Please contact me with questions.

Best,

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%

Hola %%

[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]]%%,

¡Hoy es el día! Ahora puedes registrarte para las clases del próximo semestre.

PARA REGISTRARSE:

Inicia sesión en el [Portal Estudiantil mySMCCD](#) para obtener todo lo que necesitarás para el registro, incluyendo:

- DegreeWorks, donde encontrarás tu Plan de Educación Estudiantil
- WebSchedule, que enumera los cursos disponibles y el horario de las clases para el semestre; y
- WebSMART, que es donde te registrarás para las clases

Por favor, contáctame en caso de tener preguntas. Estoy aquí para apoyarte con cualquier duda.

Saludos,

%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]]%%

Register for Classes

Registration Email 5 – Missed
Registration

Sent 3 days after Reg Date

Subject: You missed your date
to register for classes



Hello, %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", StudentContactId))]%%

We noticed that you missed your registration date.

Classes are filling up and we want to make sure you are registered for the classes you need to complete your educational goal.

WHAT TO DO:

Register now via WebSMART found on your [mySMCCD Student Portal](#).

For questions, please contact me at %%

[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", StudentContactId))]%% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", StudentContactId))]%%

Best,

%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNFirstName", "StudentContactId", StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNLastName", "StudentContactId", StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", StudentContactId))]%%

Hola, %%

[Output(Lookup("ApplicantWithTeamAndAppointments", "PreferredFirstName", "StudentContactId", StudentContactId))]%%

Nos dimos cuenta de que se pasó la fecha de registro y no pudiste registrarte para tus clases.

Las clases se están llenando y queremos asegurarnos de que estés registrado en las clases que necesitas para completar tus metas educativas.

QUÉ HACER:

Regístrate ahora a través de WebSMART que se encuentra en tu [Portal Estudiantil mySMCCD](#).

En caso de preguntas me puedes contactar a %%

[Output(Lookup("ApplicantWithTeamAndAppointments", "SNPhone", "StudentContactId", StudentContactId))]%% or %%
[Output(Lookup("ApplicantWithTeamAndAppointments", "SNEmail", "StudentContactId", StudentContactId))]%%

Saludos,

%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNFirstName", "StudentContactId", StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments", "SNLastName", "StudentContactId", StudentContactId))]%%

Counseling Appointment Messages

Cañada College



Appointment Confirmed

Subject: Reminder: Upcoming Appointment



Hello %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

We are scheduled to meet soon!

You are meeting with %%[Output(Lookup("NextAppointmentAnyTopic","OrganizerFirstName","StudentContactId",StudentContactId))]% %
[Output(Lookup("NextAppointmentAnyTopic","OrganizerLastName","StudentContactId",StudentContactId))]% %

Date and Time: %%

[Output(Format(SystemDateToLocalDate(Lookup("NextAppointmentAnyTopic","StartDateTime","StudentContactId",StudentContactId)),"P"))]% %
(PST)

Location: %%[Output(Lookup("NextAppointmentAnyTopic","Location","StudentContactId",StudentContactId))]% %

Additional Details: %%[Output(Lookup("NextAppointmentAnyTopic","AdditionalDetails","StudentContactId",StudentContactId))]% %

If this date and time no longer work for you, please reschedule your appointment using the Student Success Link, found on the [mySMCCD Student Portal](#).

I look forward to speaking with you soon!

%%[Output(Lookup("NextAppointmentAnyTopic","OrganizerFirstName","StudentContactId",StudentContactId))]% % %
[Output(Lookup("NextAppointmentAnyTopic","OrganizerLastName","StudentContactId",StudentContactId))]% %
%%[Output(Lookup("NextAppointmentAnyTopic","OrganizerEmail","StudentContactId",StudentContactId))]% %
%%[Output(Lookup("NextAppointmentAnyTopic","OrganizerPhone","StudentContactId",StudentContactId))]% %

Hola %%[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

¡ Nuestra cita esta confirmada y nos veremos muy pronto!

Te reunirás con %%[Output(Lookup("NextAppointmentAnyTopic","OrganizerFirstName","StudentContactId",StudentContactId))]% % %
[Output(Lookup("NextAppointmentAnyTopic","OrganizerLastName","StudentContactId",StudentContactId))]% %

Fecha y hora: %%

[Output(Format(SystemDateToLocalDate(Lookup("NextAppointmentAnyTopic","StartDateTime","StudentContactId",StudentContactId)),"P"))]% %
(PST)

Ubicación: %%[Output(Lookup("NextAppointmentAnyTopic","Location","StudentContactId",StudentContactId))]% %

Detalles adicionales: %%[Output(Lookup("NextAppointmentAnyTopic","AdditionalDetails","StudentContactId",StudentContactId))]% %

Si esta fecha y horario ya no son convenientes, te invitamos a que vuelvas a programar tu cita utilizando el Student Success Link, que se encuentra en el [Portal Estudiantil mySMCCD](#).

¡Espero hablar contigo pronto!

%%[Output(Lookup("NextAppointmentAnyTopic","OrganizerFirstName","StudentContactId",StudentContactId))]% % %
[Output(Lookup("NextAppointmentAnyTopic","OrganizerLastName","StudentContactId",StudentContactId))]% %
%%[Output(Lookup("NextAppointmentAnyTopic","OrganizerEmail","StudentContactId",StudentContactId))]% %

Appointment Updated

Subject: Appointment Updated



Hi %%PreferredFirstName%%,

Your appointment has been updated! Please see your updated appointment information below.

Date and Time: %%StartDateTime%% (PST)

Location: %%Location%%

Additional Details: %%AdditionalDetails%%

IMPORTANT: If this date and time no longer work for you, please reschedule your appointment using the Student Success Link, found on the [mySMCCD Student Portal](#).

Please contact me with questions.

I look forward to speaking with you soon!

%%OrganizerFirstName%% %%OrganizerLastName%%

%%OrganizerEmail%%

%%OrganizerPhone%%

Hola %%PreferredFirstName%%,

¡Tu cita ha sido actualizada! Consulte la información de tu cita a continuación.

Fecha y hora: %%StartDateTime%% (PST)

Ubicación: %%Location%%

Detalles adicionales: %%AdditionalDetails%%

IMPORTANTE: Si esta fecha y horario ya no son convenientes, te invitamos a que vuelvas a programar tu cita utilizando el Student Success Link, que se encuentra en el [Portal Estudiantil mySMCCD](#).



Appointment Canceled

Hello %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))],%%,

Your appointment below has been canceled.

IMPORTANT: Please reschedule your appointment using the Student Success Link, found on the [mySMCCD Student Portal](#).

Date and Time: %%[Output(Format(SystemDateToLocalDate(StartDateTime),"r"))]%% (PST)
Location: %%Location%%

Please contact me with questions.

I look forward to rescheduling and speaking soon!

%%OrganizerFirstName%% %%OrganizerLastName%%
%%OrganizerEmail%%
%%OrganizerPhone%%

Hola %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))],%%,

Tu cita ha sido cancelada.

IMPORTANTE: Te invitamos a que vuelvas a programar tu cita usando el Student Success Link, que se encuentra en el [Portal Estudiantil mySMCCD](#).

Fecha y hora: %%[Salida(Formato(SystemDateToLocalDate(StartDateTime),"r"))]%% (PST)
Ubicación: %%Location%%

Por favor, contáctame en caso de tener preguntas. Estoy aquí para apoyarte.

¡Espero confirmar tu cita y vernos pronto!

%%OrganizerFirstName%% %%OrganizerLastName%%
%%OrganizerEmail%%
%%OrganizerPhone%%

Subject: Appointment Canceled

Appointment No-Show



Hello %%sfal__AppointmentAttendee__c:Contact__r:Preferred_First_Name__c%%,

It looks like you missed your counseling appointment. The details of the missed appointment are below:

Date & Time: %%

[Output(SystemDateToLocalDate(Lookup("sfal__Appointment__c_Salesforce_1","sfal__StartDateTime__c","Id",sfal__AppointmentAttendee__c:sfal__Appointment__r:Id)))]%%

With:%%[Output(Lookup("User_Salesforce_1","Name","Id",sfal__AppointmentAttendee__c:sfal__Appointment__r:OwnerId))]]%%

Topic: %%sfal__AppointmentAttendee__c:sfal__Appointment__r:sfal__Topic__c%%

To schedule a new appointment, please use the Student Success Link found on the [mySMCCD Student Portal](#).

I'm looking forward to connecting soon!

%%[Output(Lookup("User_Salesforce_1","Name","Id",sfal__AppointmentAttendee__c:sfal__Appointment__r:OwnerId))]]%%

SMCCCD Website

San Mateo County Community College District

3401 CSM Dr, San Mateo, CA 94402

[Unsubscribe](#)



Continuing Students Registration Messages

Cañada College

Registration Date

Subject: Registration Date Available



Hello, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%.

Congratulations!

You have been issued a registration date of %%[Output(Format(RegDate,"dddd, MMMM d, yyyy"))]% for %%Name%.

Get a head start! Take these actions:

1. Please log in to DegreeWorks to review your Student Educational Plan (SEP), which will help you identify which classes to register for.
2. Browse for open classes using WebSchedule. Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

Both DegreeWorks and WebSchedule are available on your [mySMCCD Student Portal](#).

For questions, please feel free to reach us at the contact information below.

Best,
Cañada College Welcome Center
(650) 306-3452
canadawelcomecenter@smccd.edu

Hola, %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%.

¡Felicidades!

Se te entregó la siguiente fecha de registro %%[Output(Format(RegDate,"dddd, MMMM d, yyyy"))]% for %%Name%.

¡Aprovecha de esta oportunidad! Toma estas acciones:

1. Inicia sesión en DegreeWorks para revisar tu plan educativo para estudiantes (SEP), que te ayudará a identificar en qué clases registrarte.
2. Busca clases abiertas usando WebSchedule. Tanto DegreeWorks como WebSchedule están disponibles en el [Portal Estudiantil mySMCCD](#).

**Success Navigator
Message for Exempt
Students**

Cañada College



Success Navigator Message

Subject: Finding success at
Cañada College

Hi %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]% ,

Welcome to Cañada College!

My name is %%SNFirstName%% and I'm your Success Navigator here at the College. I'm here to support you and your education goals at Cañada College.

Since you indicated on the admission application that you don't intend to earn a degree or certificate at the College, you can simply register for classes!

To do this, check out the [Schedule of Classes](#) for the courses you want to take. You'll be emailed your Registration Date as soon as it becomes available.

NOTE: Since you indicated that you **DO NOT WANT TO EARN** a degree or certificate through Cañada College, you are not eligible for Federal Financial Aid or Veterans Education Benefits, or to qualify for an International F-1 visa.

However, if you **DO** intend to earn a degree or certificate through Cañada College, please login to [WebSMART](#) and update your Program of Study under Student Services.

This change will assign you the appropriate tasks to ensure you can successfully complete your educational goal.

We are excited to have you decided to join us at Cañada College and if you have any questions, please do not hesitate to contact me!

%%SNFirstName%% %%SNLastName%%
%%SNPhone%%
%%SNEmail%%

Hola %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]% ,

¡Bienvenidos a Cañada College!

Mi nombre es %%SNFirstName%% y soy tu Success Navigator aquí en Cañada College. Estoy aquí para apoyarte con tus metas educativas en Cañada College.

Dado que indicaste en la solicitud de admisión que no tienes planes de obtener un título o certificado en la universidad, ¡simplemente puedes registrarte para las clases!

Para ello, consulta el [Horario de Clases](#) de los cursos que deseas tomar. Se te enviará por correo electrónico la fecha de registro tan pronto como esté disponible.

NOTA: Dado que indicó que **NO DESEAS OBTENER** un título o certificado a través de Cañada College, no eres elegible para recibir ayuda financiera federal o beneficios educativos para veteranos, ni para calificar para una visa internacional F-1.

Sin embargo, si es que **SÍ** tienes la intención de obtener un título o certificado a través de Cañada College, inicia sesión en [WebSMART](#) y actualiza tu programa de estudio en la sección de servicios para estudiantes.

Este cambio te asignará los próximos pasos para garantizar que puedas completar con éxito tu objetivo educativo.

Success Navigator Message-Change to Exempt

- ▶ Subject: Meet Your Success Navigator



Hello %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

My name is %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]%% and I
am your Success Navigator here at the College.

I am here to support you in your Educational Goal here at Cañada College.

Since you indicated on the admission application that you don't intend to earn a degree or certificate at the College, you
can simply register for classes!

To do this, check out the [Schedule of Classes](#) for the course you wish to take.

You will be emailed your Registration Date as soon as it becomes available.

NOTE: Since you indicated that you **DO NOT WANT TO EARN** a degree or certificate through Cañada College, you
are not eligible for Federal Financial Aid or Veterans Education Benefits, or to qualify for an International F-1
visa.

However, if you **DO** intend to earn a degree or certificate through Cañada College, please login to [WebSMART](#) and
update your Program of Study under Student Services.

This change will assign you the appropriate tasks to ensure you can successfully complete your educational goal.

If you have any questions please do not hesitate to contact me!

%%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]%% %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNLastName","StudentContactId",StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNEmail","StudentContactId",StudentContactId))]%%
%%[Output(Lookup("ApplicantWithTeamAndAppointments","SNPhone","StudentContactId",StudentContactId))]%%

Hola %%
[Output(Lookup("ApplicantWithTeamAndAppointments","PreferredFirstName","StudentContactId",StudentContactId))]%%,

Mi nombre es %%
[Output(Lookup("ApplicantWithTeamAndAppointments","SNFirstName","StudentContactId",StudentContactId))]%% y soy
tu Success Navigator aquí en Cañada College.

Estoy aquí para apoyarte en tu Meta Educativa con Cañada College.

Dado que indicaste en la solicitud de admisión que no tienes planes de obtener un título o certificado en la universidad,
¡simplemente puedes registrarte para las clases!

Para ello, consulta el [Horario de Clases](#) del curso que deseas tomar.

Se te enviará por correo electrónico la fecha de registro tan pronto como esté disponible.

NOTA: Dado que indicó que **NO DESEAS OBTENER** un título o certificado a través de Cañada College, no eres
elegible para recibir ayuda financiera federal o beneficios educativos para veteranos, ni para calificar para una
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Sin embargo, si es que **SÍ** tienes la intención de obtener un título o certificado a través de Cañada College, inicia sesión
en [WebSMART](#) y actualiza tu programa de estudio en la sección de servicios para estudiantes.

Este cambio te asignará los próximos pasos para garantizar que puedas completar con éxito tu objetivo educativo.