321
W318
CC
Away for three weeks term 3
CL Fragrant and display roses

-----Original Message-----

Dear Mary,

You are currently enrolled for, and therefore do not need to re-enrol in, the following courses for Semester 2:

302 Our Choir
318 Nutritious Recipes
516 Ethnic Lunches on Friday

TO ENROL IN ADDITIONAL COURSES
To enrol in other available courses, our email system for enrolment applications asks you to use specific codes and formats. This provides a fast and easy way to tell us your course selections or any additional information.

The system we use will automatically read entries in your reply. There can be only one item per entry line. You need to:

- Start a normal Reply to this email

- Type the information in specific format (see below) then press ENTER
  . each COURSE is coded using its 3-digit number
  . a WITHDRAWAL is coded using the single character w on the same line as the course number
  . ADDITIONAL course or related information use specific coding

- Please PROOFREAD anything you enter for spelling and accuracy, then send the email

COURSE APPLICATION
Every course has a unique three-digit code number as found in this semester's Program. The course number is entered on its own line, and can be entered in any order. For example:
  246
  579
  333
  139

WITHDRAWAL

To withdraw, type a w on the line with the course number, as one entry. It is ESSENTIAL the w is the only letter in the entry with the course number; for example:
    w246

ADDITIONAL INFORMATION

If you wish to assist as a course clerk, volunteer or give course suggestions then email the correct code and information by email. Please ensure there is only one item per entry line; for example:
    CC 579
    V
    CL Greek mythologies

Your entries must be typed at the very top of your reply to us, above your own system's imprints and our original message. Codes, layout, and other helpful information are found at:
    Instructions for Membership and Enrolment by Email

For answers to Membership and Enrolment questions, visit:
    LMU3A Membership and Enrolment

You may reply to this email any number of times during this semester. You can apply for further courses as above, or withdraw a previous course application in a follow-up reply to this email.

Thank you,
Glenys Chambers
LMU3A - Membership