to coworker John Doe

This e-mail is being sent to notify you that a student with an assigned advisor has had their major changed and so might need to be reassigned to a different advisor.

Here are the details:

Student: Lenya, Lotte

New major:

Music Emphasis (AS/1005/CN)

Current advisor: ADVISOR CURRENTLY UNASSIGNED

Please let me know if you have any questions regarding this information.

Regards,

Jane Tillman Academic Affairs Specialist x4912