

# Sample Student Welcome Letter

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January 1, 2014

Dear Class Members:

Welcome to our online “CLASS NAME”! We should have an interesting time this term. I hope you will learn much about ADD INFORMATION ABOUT THE COURSE. I do not plan for us to personally meet as a class. All of our lectures, discussions, office visits, and final presentations can be done online. But, of course, I will be happy to meet with anyone! Just email me and let me know.

You will be expected to visit our course site on D2L several times a week. Everything you will need for this term can be found at this site. For assistance with D2L, please call (618) 664-6839 or email [D2Lhelp@greenville.edu](mailto:D2Lhelp@greenville.edu) and one of the D2L team members will respond to your needs.

You are to “participate” in class by posting in the discussion boards. For full participation credit, you are encouraged to become very familiar with the rubric for participation. Be sure to post your responses by the due date for full credit. Your work will be constantly monitored, but I may not respond to every individual each week. Please print the syllabus and keep it in a safe place so you can refer to it when you are away from your computer.

It is important that you check and use your Greenville College email account. This is where all pertinent email information will be sent. If you need assistance with your GC email account, please contact the IT helpdesk at (618) 664-7077 or visit the helpdesk website at <http://helpdesk.greenville.edu/> and submit a support request.

If you are in need, I will be available to you in a variety of ways:

- You may email me at \_\_\_\_\_.
- You may telephone me at \_\_\_\_\_.
- You may text me at \_\_\_\_\_.

Please be sure to identify your name and course with your question to ensure a timely response.

I look forward to learning with you this semester!

YOUR NAME

TITLE