Example of a Welcome Letter

Welcome to Ethnic Studies 101 Saturday Hybrid Class

**Important:** You have registered for an online class. Online classes require substantive participation. This means that if you do not regularly and thoughtfully participate in the class activities defined in your course syllabus, you risk being dropped.

I know we are anxiously awaiting the beginning of our class! But first, you need to complete these 5 steps:

1. First and foremost, this is a hybrid class. Although it is listed as an online class, we do have mandatory on-campus class meetings (no exceptions). Here are the dates AND locations:

   A. Orientation: FRIDAY February 22 in VOC-114, from 5-7:30 (you must bring picture ID)
   B. Class Meeting: Saturday March 2 in VOC-114
   C. Class Meeting: Saturday March 30 in VOC-114
   D. Class Meeting: Saturday May 4 in VOC-114
   E. Class Meeting: Saturday June 1 in VOC-114

2. Now there are synchronous / real time online class times every week unless noted. Students choose ONE of the class times each week. SKYPE will be used for class times. Choose ONE.

   A. Tuesdays 7p-8p
   B. Wednesdays 10p-11p
   C. Thursdays 4p-5p

   *You don’t have to stick to the same time every week.

3. We will be using Canvas LMS for this class. Here are some login steps you have to do BEFORE CLASS on Friday
A. Get onto Canvas by logging in through the MC Portal. If you are new to Canvas, follow these simple steps:

- Don't Panic!
- Log into the MC Portal.
- Click on the Canvas logo.
- ENJOY the Canvas Learning Environment!

B. Go to our class and make sure to READ the directions in WEEK 1. To ensure you have received this welcome letter and to confirm your identity, you must do the “CHECK-IN” assignment in the Canvas page under WEEK 1. FOLLOW THE DIRECTIONS.

C. Create an account on turnitin.com.

Your class ID # is 123456

Your class password is: starwars

You can figure it out by following the directions. Make sure to use your MC email account.

4. Be prepared to have FUN and to come with an open mind. This class IS ABOUT Ethnic Minorities in the US so issues of justice and injustice WILL BE DISCUSSED. In addition, interactions and group activities will be conducted, so I expect polite and high energy attitudes. SEE YOU SOON!

5. If you have any concerns, please contact me at ext.1234, visit my office at XX345, or email me at fabulous.faculty@mccd.edu.

I look forward to meeting you. Remember that Friday’s orientation is mandatory! NO EXCEPTIONS. Students will be dropped for NOT attending. PERIOD! NO EXCEPTIONS. But I plan on providing you a high energy class that will be informative yet fun. Get ready to play!

Ms. Fabulous Faculty