



ONLINE & HYBRID COURSE WELCOME LETTER EXAMPLE

This is an example of what an online or hybrid **Welcome Letter** should look like. Feel free to cut and paste or adapt the parts of this **Welcome Letter** that are relevant to your course.

Note: This is a sample **Welcome Letter** based on best practices in distance education and the [Pasadena City College Faculty Handbook 2011-2012](#). It is not mandatory that your individual course **Welcome Letter** conform exactly to this example.

Online & Hybrid Course Welcome Letter Example

Dear Students,

Greetings and welcome to the 20XX Fall Session of Course X! My name is Mary Smith, I've been an instructor at PCC for the past 10 years and I'm excited to be leading you in an online discovery of the fundamentals of X.

ABOUT THIS COURSE

This hybrid course will be conducted primarily online with **one** face-to-face on-campus orientation on **Monday, January 9** from **4-5 PM in BLDG 000, RM123**.

This is a **1 credit** semester-long course in which you should expect to spend about 3 hours per week on coursework and projects. We'll be using the textbook, *Understanding X*, 10th edition, 2011 by John Doe. We will cover the following topics during the semester:

- What is X?
- The basics of X
- Details of X
- Applying X

ACCESSING THIS COURSE

For the online portion of the course, we will use the PCC **CANVAS** Learning Management System. You can log in to the system here <https://canvas.pasadena.edu/>. There is also a link on the page to 24/7 tech support if you are having any problems with the CANVAS system. Your username is your **Institution ID Number (IIN)** which is the **last 8 digits on your PCC Lancer ID card**. If you are having trouble with your username, contact the [Information Technology Services HelpDesk](#) for assistance.

GETTING STARTED

Once you've entered the class, check out the **WELCOME ANNOUNCEMENT** on the homepage, which will give you more information about our course **Check-in requirement**. You should check in no later than **Wednesday, August XX 11:59 PM PST**. You'll find more detailed information about the course itself in the **SYLLABUS** link on the main menu.

ADDITIONAL RESOURCES/LINKS

Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs I should be aware of. The [PCC Disabled Students Programs and Services Department](#) (RM D209) is available to assist you during this course. You can also email dsps@pasadena.edu or call (626) 585-7127 for assistance.

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If you've never taken an online course before and want to know more about what skills you need to be a successful student online, check out the [Distance Education website](#) where there is lot of helpful information to get you started with online learning.

CONTACT

If you have any general questions about this class, you can contact me through CANVAS **CONVERSATIONS**. I will respond to you within 24 hours of receipt of your message. If you are having problems getting into your course, please contact me at msmith@pasadena.edu or by phone at (626) 585-xxxx.

I look forward to meeting all of you! Welcome again!

Mary Smith