

# ACADEUM

## TI Welcome Letter Template

[Teaching Institution Name Here]

### The following information is required:

**Login information or system access is provided:** <insert the amount of days prior to class or after enrollment acceptance the student should be able to gain access>

**You will be able to access your course:** <insert how many days prior to start of class that they will be able to access the course in your LMS; can be removed if the same time as the above point>

**You will receive your login information:** <insert how they will get this information; if by email include the exact email address it will be sent from>

**If you have not received your login information or have issues logging in, contact:** <insert the best contact (and contact information) for the student to reach out to concerning logging in at your school>

### We highly recommend that you also include this information.

- Link to the LMS
- Link to the LMS FAQ page
- Information around orientation/simulation for the online courses
- Participation requirements
- Attendance Policy
- Information about how to order textbooks (if applicable)
- Grading policy
- Any other key contacts for student needs at university (student success, IT, etc.)
- ADA Accommodations process
- Links to public site where TITLE VI and TITLE IX is posted

When possible, we advise that you create links to your own school's resource pages for any of the bullet points listed above. This allows you to make changes to your policies, while keeping your Acadeum "Welcome Letter" up to date.