TI Welcome Letter Template

[Teaching Institution Name]

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| You may insert your Welcome Letter content at the bottom of this template—see pink highlight below.**Required Information –** *Please confirm that these four required items are included in your letter:* 1. **Login information or system access is provided:** How many days prior to the start of class or after enrollment acceptance will the student be able to access your student portal and/or LMS?
2. **You will be able to access your course:** How many days prior to the start of class will the student be able to access their course in your LMS? This information may be waived if it is the same as Item #1 above.
3. **You will receive your login information:** How will the student receive this information? If it is sent to them by email, what is the exact email address from which it will be sent?
4. **If you have not received your login information or have issues logging in, contact:** What is the best contact (and contact information) if the student has concerns/issues with logging in?

**Recommended Information –** *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.[INSERT YOUR WELCOME LETTER CONTENT HERE] |