

Dear Online Students,

Welcome to Course Name! My hope is that by the end of this course you have a new appreciation for the subject matter and will continue your education in the subject.

My name is Brianne Brichacek and I will be your instructor for the next 16 weeks in this completely online course. This course runs August 22 to December 17. In this letter you will find basic information about the course as well as resources for ensuring your success in online education. The course will be conducted in Canvas and everything for your success will be found there. Once the course starts you will be able to login at the [SC Online website](#).

Let me start by telling you about me. I have a Masters in Library and Information Science from Clarion University in PA. I completed my degree entirely online, meaning I am no stranger to both sides of this educational process. My Bachelors in Liberal Studies is from National University in Redding. My husband, David and I have two kids; Tucker, 7 and Isabelle, 3. In another life I was a member of the James/Younger gang riding around the Midwest causing destruction.

An online course is the much like a face-to-face course, it takes a significant time commitment from you. I expect you to spend at least 9 hours per week working on the material. While there is a significant amount of reading, I have worked to make it all enjoyable. It is for this reason, I say the course will take at least 9 hours per week. Each week's material will be made available Monday morning no later than 8 am.

Canvas provides a supportive help center that is available 24/7. You can access this help using the question mark icon in the bottom of the global navigation pane. Use this resource if you are having trouble logging in or as other technical issues arise. Note: If you find yourself having trouble with course content, please contact me and not Canvas.

Shasta College strives to be an equitable institution. Therefore, the school provides support for students with disabilities of all kinds. For more information contact the Partners in Access to College Education (PACE) office at 530-242-7790, option 1 or at dpsoffice@shastacollege.edu. The PACE office maintains a webpage with information about their services, programs they support and departmental procedures.

For students new to online learning, you can find resources for how to prepare yourself for the online learning environment by visiting the Shasta College [Online Learning webpage](#).

Click the Online Readiness Resources in the green menu bar on the left of the screen.

Last, my not least, please contact me if you have a question about the course. The best way to do this is to utilize the Inbox feature of Canvas. The Inbox functions just like email. You will find a compose button across the top of the page. Depending on how you set your [Notification preferences](#) you will receive a copy of my reply in personal email and this Inbox. My goal is to respond to messages within 6 hours between 7am and 7 pm, Monday through Friday. However, it is a goal and unforeseen circumstances can arise. If you do not receive a response back within the 6 hour timeframe, resend the message as it may have gotten lost in cyber space.

I look forward to working with you!

Brianne Brichacek
530-242-7554
bbrichacek@shastacollege.edu

Dear Students,

Welcome to your course! I am looking forward to the opportunity we will have to learn and grow together in the course. The course starts on August 15th and lasts through December 15th. As you know, this is an online course. Canvas is the name of the online learning system we will be using. You can access the course by visiting the [SC Online homepage](#) and logging in with your Shasta College ID. If you have difficulty with your login, you can contact sconlinehelp@shastacollege.edu.

Success in an online class requires just as much work and effort as success in a traditional classroom. The amount of time you can expect to commit to the class in any given week will vary but it will probably average around 10 hours per week. This is a fully online course so there will be no required campus visits. That said, if you live near campus, we can schedule an appointment. Virtual office hours will be available as well.

The campus has a variety of support services to ensure your success. Please visit the [Student Services page](#) to connect to counseling services and tutoring services, and/or Partners in Access to College Education (PACE). If you need accommodations, please let me know as soon as possible. Also, make sure you register with PACE so we can make sure proper support structures are in place.

Your success is important to me. Please do not hesitate to contact me if you are having difficulty with the course material. General questions about the course should be posted on the Questions Forum. If you have questions that are more personal in nature email (instructorname@shastacollege.edu) is the best way to contact me for a quick response.

As you get ready to begin the course, it might be a good idea to take [student readiness quiz](#). This quiz will bring attention to critical components of success in the online environment. Upon completion of the quiz, you may receive recommendations or areas of concerns. Please consider those recommendations and refer back to the Student Services website for support.

Instructor John Doe