Communication from Professor to Students

Regarding Required Course Activity During the 1st Week of Class

Professors: Please send the following communication to all online students in your class on the Thursday **before** your class begins. This can be sent via course email as well as in the course Announcements (News Item).

*Dear Student,*

*Welcome to [insert course name]! Typically, online courses are made available to students the Thursday before the course begins to provide students access to textbook information for ordering books, and to allow review of the syllabus and course requirements. Up until the first day classes begin, you may look ahead, but you may not* ***submit work before the course officially begins****. All students must complete an assignment in the course shell* ***during*** *the 1st week (not before). You will be dropped from the course if you do not submit an assignment* ***during*** *week one. Online Courses usually begin on Mondays, but check on the* ***beginning date*** *for your course/term to make sure you are submitting work after the course has begun.*

*Financial aid eligibility is determined, in part, by the courses for which a student has registered. If you are dropped from classes due to lack of participation in your first week, your financial aid eligibility may be negatively impacted.*

*If you have questions regarding your financial aid or student account, please contact Student Financial Services at 800-240-7658 or*[*sfs@saintleo.edu*](mailto:sfs@saintleo.edu)*.*