Hello,

Welcome to our 95%-on-line composition course. The 95% on-line designation means that you will need to travel to campus only a few times throughout the semester for this class – likely no more than two. The rest of the work will be completed on-line using HFCC's courseware program UCompass. While various assignments may organically develop through our work together this term, your on-line homework will primarily consist of on-line quizzes and discussion board postings and a few brief on-line assignments.

My name is Scott Still and I am the instructor for this course. For the most part, you will communicate with me via email through the UCompass system at this address: smstill@henryford.ucompass.com. You can also reach me through my office phone, which is 313-845-6380. Outside of the two campus requirements that I will announce through the UCompass main page – both to write short essays in a timed setting – it will typically not be necessary for you to visit HFCC's campus to complete this course. However, you may schedule on-campus office visits with me if you are experiencing difficulty in the course. Moreover, if I suspect that you are struggling, I will likely ask you to come in for a conference, so we can get you back on track.

With such flexibility, an on-line course requires a certain level of commitment and self-discipline from you, the learner. To succeed, you must participate in the course on a regular basis. Put time aside each week, just as you would if you were attending classes on campus, to attend your on-line course and complete the necessary work. It is very difficult to do well if you get behind. Accordingly, hard and fast deadlines will be set for assignments throughout the semester to keep you on schedule. Although this is an on-line course, these deadlines are just as firm as they would be in a traditional classroom setting, so please be sure to complete your work in a timely fashion.

If you're not sure that you're ready for the commitment of an on-line course take the self-test on the HFCC UCompass login page: http://henryford.ucompass.com. Click the "Student Resources" link and then click "Is on-line for you?" to determine if your learning style and self-discipline is suited for on-line learning.

There are also certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to competently use both. You must have access to a computer with a CD-ROM drive. You must be able to access the Internet. To ensure that your computer is ready for on-line learning click "PC Requirements" in the "Student Resources" section of the UCompass login page: http://henryford.ucompass.com. The "Technology Analysis" at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application, a link to a free upgrade page is provided there.

You will not have access to our course until the first day of regular classes for the semester. However, because assignments are due within the first week of class, YOU MUST LOGIN AS SOON AS ACCESS IS AVAILABLE, ON THE FIRST DAY OF THE TERM. To do so, you need to visit the UCompass login page. You can access this page directly at http://henryford.ucompass.com or by clicking on the orange box titled "Online Courses Login" on the College's home page at http://www.hfcc.edu.

Once there, you will log into UCompass using your WebAdvisor ID as your username and, if you have yet to change it, by entering the default password assigned by the system, which is the four-digit month

and day of your birth (mmdd) as your password. (For example, if your birthday is July 4, your password would be 0704.) If you do not know your WebAdvisor username, you can find it through the link on the UCompass login page or via HFCC's Data and Voice support website at https://dvc.hfcc.net/passwords. Should you need some other form of Technical Support with your UCompass course, click the Tech Support link on the UCompass login page. Call the support numbers listed or submit a request for help with your issue via e-mail and you will receive a timely response.

Each time you enter the course, you will see the "Announcements" page first. Review this page regularly for new course communications. In fact, my initial announcement will contain all of the necessary information to get you started this semester: (1) a brief explanation of how to navigate the areas of UCompass essential to our class, (2) information on how to access the course syllabus and tentative course schedule, (3) details about your first assignment and (4) the title and book cover illustration of the required text for this course.

In conclusion, you will get from the class exactly what you put into it, so please feel free to contact me at any time with any questions or concerns you have. Communicating openly and frequently with your instructor is important in any college class, but it is absolutely essential in an on-line course.

Good luck and I look forward to working with you this semester.

Best Regards,

Scott Still