

Dear UCompass Students:

I look forward to working with you. If you are enrolled in a 95% Online Course, you will need to attend an orientation session during the 1st and 2nd week of classes. For students enrolled in hybrid online classes, we will meet in class. **All students should log into UCompass on the first day of class; UCompass sections will be available by 9:00 a.m. on the first day of class. Please log in to get important information and the course syllabus.**

In addition, you will need to know the following information in order to complete your UCompass assignments correctly:

- Know how to use advanced email functions such as email attachments and sending weblinks and pictures.
- Know how to save text files in Rich Text Format or .rtf format in any word processor application.
- Know how web browsers function and basics.
- Know ALL the online services provided by HFCC. You can go to **my.hfcc.edu** to learn about all online resources.
- Know how UCompass works. You can read the UCompass FAQ at http://www.hfcc.edu/current_students/UCompassFAQ.asp to learn the requirements. It is your responsibility to have access to a working computer that has spyware and pop-up blocker as well as reliable and sufficient bandwidth.

You will need the following books for the courses:

For English 131:

- *The Bedford Reader* 11th edition
- *A Pocket Style Manual* by Diana Hacker

For English 132:

- *Fahrenheit 451* by Ray Bradbury
- *Brave New World* by Aldous Huxley
- *Neuromancer* by William Gibson
- *A Pocket Style Manual* by Diana Hacker

IMPORTANT: Students who do not attend class in the 1st or 2nd week will be marked as “Never Attended” to Registration and Financial Aid. If you are marked as “Never Attended” you will be removed from the course.

Finally, while online courses are convenient, keep in mind that you will need to set aside at least 6-8 hours a week to complete assignments: at least one essay or essay exam a week, weekly writing prompts, discussion board assignments, and multiple choice exams. Since we will not meet in class to complete these assignments, you must complete the work by the assigned deadline or ten points will be deducted for each late or missing assignment.

If you have any questions, please don't hesitate to contact me at vcliett@hfcc.edu.

Victoria Cliett, Instructor
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