Dear Student,

Welcome to COMS 25 Online: *Process of Communication*. My name is GiGi Hessamian, and I am the instructor as well as the site moderator for this course.

The online course offerings here at COC are an exciting option for everyone. If you are new to online classes or unfamiliar with the Blackboard system...not to worry! The system is fairly simple to grasp, and you can contact me at any time by email for assistance.

Allow me to answer a few basic questions...

1) **Where is the course homepage and website?**
   The course is available through Blackboard. To access the course at any time, log in at http://bb9.canyons.edu

2) **How do I log in to Blackboard?**
   You need be enrolled in a class in Blackboard to log in.
   Your username is your seven-digit student ID number (example: 1234567).
   Your default password is: “student”

3) **What is the required textbook?**
   This text is available at the COC bookstore and various online sources such as Amazon.com

4) **How do I contact the instructor?**
   All personal communication, questions, difficulties with Blackboard, and some assignments for this course are to be submitted to the email address: coms260online@yahoo.com

5) **Can I look at the syllabus?**
   Not yet. The syllabus, course schedule, and assignments will be available to view on Blackboard the first day of the semester.

6) **Is there an orientation meeting?**
   No. The class begins, continues, and ends online - we will not have any classroom meetings.

I hope this information is a helpful starting point!

Sincerely,

GiGi Hessamian