*Welcome letter or e-mail from department chair (to new first-year and transfer students) [August 1]*

Dear [student’s first name],

Welcome to the Department of [name] in the College/School of [name]. I’m so pleased that you will be among the students in our [name of major] classes. You will discover that our faculty are first-rate teachers, as well as active scholars in their fields. They [exhibit/publish/present] their work regularly in [specific settings] and in broader regional, national, and international venues.

The Department of [name] offers a broad program in [name of major]. There are specific requirements which cover a wide range of topics, such as [list interesting courses]. You’ll also have the opportunity to take specialized seminars, study a chosen topic independently, and explore opportunities in a work-related environment through our [field experience/internship] program. It is important that you actively prepare for and participate in class in order to have the best experience as a [name of major] major.

*Select one, or mix and match from these suggestions*

There are several student organizations for [name of major] majors, including [student org names]. They each sponsor numerous programs during the academic year that will help connect you to other [name of major] majors as well as the university community. Check out their website at [url] for a list of upcoming activities. Also go to the Center for Student Activities website at oakland.edu/csa for more student orgs and happenings on campus.

I wanted to invite you to the Department of [name] open house on [day, time] in [location]. During the open house, you’ll have the chance to talk with expert faculty, ask questions about your program of study, learn about student orgs relevant to [name of major] majors, and of course, enjoy free food.

I encourage you to meet regularly with your academic adviser to review your progress toward your degree (go to oakland.edu/advising to find your adviser). You should also visit oakland.edu/finishline for an interactive, year-by-year guide that helps all students focus on the steps necessary to reach the finish line: graduation and employment after OU.

By taking the initiative to meet faculty, talk to your adviser, and participate in class and extracurricular activities, you are sure to have a meaningful and rewarding experience here at Oakland.

Best wishes for a successful first semester!

[Name]

Chair, Department of [name]