

March 25, 2010

Ms. Jane Doe  
123 Education Way  
West Chester, PA 19383

Dear Jane,

I am delighted to welcome you to the first-year student class at West Chester University for the 2010 Fall term. This is an important first step as you complete your high school career and begin a new chapter of your life. We want you to take advantage of everything we have to offer at WCU as you prepare for your arrival on campus this fall.

**Be sure to pay attention to and respond to University mailings.**

Throughout the spring and summer, you will be receiving important information from a variety of University departments. Please respond to each university mailing in a timely fashion. Many of the offices will be sending you time sensitive materials. Please respond by the deadlines to ensure a smooth transition into the university.

The University will be sending you e-mail during the next few months highlighting important deadlines, services and other information to help you finalize your enrollment. We want to ensure your transition from high school to college is exciting and enjoyable. Your WCU e-mail account will be used by many offices to communicate important information and deadlines, so please be sure to check it often.

**Access your WCU e-mail and the “myWCU” Web page.**

To help you feel connected to the university, we are providing you with your WCU ID# and your WCU e-mail address. These will allow you to access important information regarding your academic career, check out what is happening on campus and find individual resources for you and your family. Enclosed is a card with instructions on how to access your WCU e-mail, the “myWCU” Web page, and Blackboard for the first time. There is also a listing of important Web sites for new students. Should you encounter any problems logging on to these systems, please contact the Student Help Desk at (610) 436-3350 for assistance.

**Your WCU ID # is 0123456**

**Your WCU e-mail is JD123456@wcupa.edu**

**Explore the opportunities that WCU has to offer you.**

We encourage you to visit the WCU Web site at [www.wcupa.edu](http://www.wcupa.edu) and explore the many activities, student organizations and services offered on campus. One program that you can register to take part in right away is our **Freshman Interest Groups (FIGs)**. Please see the enclosed postcard for more information and how to register. You need to register by April 23<sup>rd</sup> to participate in FIGs.

Should you have any questions, please contact me. Enclosed is a WCU car decal to display with pride! I look forward to welcoming you at summer Orientation!

Sincerely,

Shelley Siedzikowski  
Director of New Student Programs

Encl.