DATE

NAME
ADDRESS

Dear NAME:

Welcome to UNC Pembroke and #Bravenation!

I am grateful you have decided to join us at UNC Pembroke and the DEPARTMENT. Attached are three (3) copies of your contract for the TERM semester. Please sign all three (3) copies. Keep one (1) copy and mail the other two (2) copies to CONTACT in the enclosed, self-addressed, envelope. <sentence about date to get contract in by>

As part of our onboarding, you will find a couple of modules at the link below that will help with your transition to #Bravenation. Please complete the modules before the start of classes. At that same link you will find a list of contact offices/people for needs that may arise during your tenure at UNCP. Please use this list, anytime you have questions.

I am looking forward to a great semester. I have also provided you with a link to the academic calendar and the faculty handbook. If you have any questions please do not hesitate to contact your department chair, NAME, or myself. Thanks again for all you do.

Sincerely,

DEAN

<Link to Modules and contact list>

<https://www.uncp.edu/resources/registrar/undergraduate-academic-calendars-and-exam-schedules>

<https://www.uncp.edu/resources/academic-affairs/faculty-handbook>