



Department of English

164 West 17th Avenue
Columbus, OH 43210-1370

Phone (614) 292-6065
Fax (614) 292-7816

26 January 2009

Alanna Frost
301 Sparkman Drive
English Department
Huntsville, AL 35899

Alanna,

With this letter, we would like to thank you for your interest in OSU's Institute on Digital Media and Composition (DMAC), begin the process of making sure that you are formally enrolled, and address any questions you may have about attending the Institute. We are most pleased to have you aboard, and we very much look forward to getting to learning more about you and your work during the time we spend together this summer in Columbus (4-16 June, 2009).

First, we should get you started on the paper work! Much of this happens outside our office, and it can take a while for things to wend their way through the university bureaucracy, so the earlier you start the better!

As a state institution, OSU requires *all* Institute participants to complete an online Contract Course Credit registration form—regardless of whether or not you are seeking graduate credit. This is how Ohio State identifies registrants within the DMAC institute, so we cannot enroll participants until they have completed this form.

We have provided guidance for completing this form in the steps outlined below;

Step #1: Go to the OSU Continuing Education web site www.continuinged.ohio-state.edu/contractreg.html, read the directions carefully, and fill out the online OSU's Contract Course Registration Form for academic credit. The link to the registration form itself is near the bottom of a long screen of directions.

For the "Program/Course" field and the "Session/Course" field on this Contract Course Registration Form, please use "DIGITAL MEDIA COURSE" to identify yourself as a DMAC registrant.

Please contact Richard Shafer shafer.5@osu.edu in the OSU Office of Continuing Education (614-292-1664) if you have any questions regarding the use of this online form.

Step #2: FAX proof of your highest degree (required by OSU unless you have attended graduate school at OSU) to the attention of Richard Shafer, Office of Continuing Education, at 614-292-0049. Please include the identifier "DIGITAL MEDIA COURSE" on the fax cover sheet to identify yourself as a DMAC registrant.

Step #3: Please notify (e-mail) Richard Shafer shafer.5@osu.edu that you have submitted your registration. A confirmation reply will then be sent to you.

Step #4: Please remit the remainder of your Institute Fee (\$1800 minus the \$300 Initial Registration

Fee) by 1 April 2009. Make this check payable to OSU and send it to the following address:

Dr. Cynthia L. Selfe
Department of English
164 W. 17th Ave.
Ohio State University
Columbus, OH 41314

Second, we should let you know as much as possible about the institute itself. **Our website** <http://dmp.osu.edu/dmac/> **is now up and active** and should suffice to provide you an overview of the Institute's focus, the facilities within which we will work, the materials and resources we will provide you, and the accommodations available for participants while they are with us.

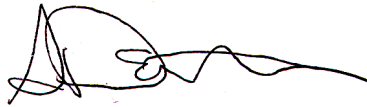
And third, we invite you to send along any questions you might have about DMAC. If you have questions about the content of the institute, please do not hesitate to write Genevieve Critel, the Associate Director of DMAC, at critel.1@osu.edu or to call Cynthia Selfe at 614.688.3779. If you have any questions about registration procedures for DMAC (which will be listed as ENG 692W in the OSU catalog), please write or call Richard Shafer shafer.5@osu.edu (614.292.1664).

Well, that's it for now! We hope you are looking forward to DMAC as much as we are. We will try our best to make sure that you enjoy your time with us and learn as much as possible about composing with digital media and integrating such media into English classrooms, programs, and departments. Please let us know if you have any questions! We will be sending along additional updates about DMAC matters as we get closer to our time together!

Collegial regards,



Cynthia L. Selfe
OSU Institute for Digital Media and Composition



Scott L. DeWitt