CONCERNING YOUR AUDIO/VIDEO CONFERENCING CLASS:

- UW Outreach Credit Programs maintains a No Children in the Classroom Policy.
- Keep cell phone ringers off. If you must take a call during class, please step outside the classroom.
- Mute your speakerphone when you are not speaking.
- Classes are recorded in case technical problems occur. You may, with the instructor’s written permission, access the recorded class sessions.

Specific to AUDIO COURSES:

The audio bridge operator calls UW regional centers and any out-of-state participants 5-10 minutes prior to class so that it may begin on time.

The instructor or bridge operator will notify you if class is dismissed due to technical difficulties. However, if you experience technical difficulties or you do not get a call for class, dial 1-800-448-7801 or 307-766-4300. If there is no answer, the bridge operator may be dialing another class. Please try back in a few minutes. You may also contact the night aid at your UW regional center for assistance.

Specific to VIDEO COURSES:

If you are at a UW regional center and experience technical difficulties, talk to the technician at your center. If you cannot find your local technician, please call the video conferencing bridge operator at 1-877-561-1034 or 307-766-3595.

Thank you for contributing to a successful experience in distance education!

Sincerely,
UW Outreach Credit Programs
307-766-4300
outreach@uwyo.edu