Program Guidelines

DOROT's University Without Walls programs welcome older adults from diverse backgrounds and locations. To foster an inclusive and mutually beneficial experience for all, we ask participants to abide by the program's guidelines. For questions about these guidelines, please contact Lorraine Voytek, Director of Connect through Tech at 917-441-3725.

At all times

- All communication with staff, volunteers, facilitators, and participants is to be respectful in tone, volume, language and subject matter.
- DOROT will not share your personal information with anyone without your consent.

Registration

- Before calling to register, select all the program titles you want and ensure they work for your schedule.
- Write down your program dates and times for future reference. If you have registered for any self-connecting sessions, be sure to also write down your Conference ID number.

Connecting to classes

- STAFF CONNECTED SESSIONS: You will receive a call 10 minutes before the program time to connect you. Please wait patiently.

- SELF CONNECTED SESSIONS: You call into the program 5-10 minutes before the program begins. The facilitator must be on the line before participants can connect. If you call before they do, you will receive a message saying you are unable to join the conference. If this happens, hang up and call again 5 minutes later.
- If you will not be able to join the call, please contact UWW staff before your program begins.

During classes

- Introduce yourself by your first name each time you speak
- Ensure a quiet environment by muting your phone when listening, refraining from other conversations or answering other calls, and turning off radios and televisions. Any of these distractions could result in being disconnected by staff.
- Keep your comments relevant to the topic at hand and be respectful of differing views and different life experiences
- STAFF CONNECTED SESSIONS: If you miss the connecting call or get disconnected, you can call DOROT to be reconnected, but we may not be able to do so.
- SELF CONNECTED SESSIONS: If you get disconnected, you can reconnect yourself by following the same steps as you did to connect the at the beginning of the session.

Thank you and we hope you enjoy University Without Walls!