



Guess who joined skype!!
THE OFFICE OF THE
EVENING UNIVERSITY!!

**THE OFFICE OF THE EVENING UNIVERSITY (EUO) INVITES
YOU TO CONNECT WITH US VIA SKYPE AT:**

evening.university@sta.uwi.edu

IN AN EFFORT TO ENSURE THAT OUR EVENING STUDENTS ARE CATERED TO IN A
HASSLE-FREE MANNER, WE ARE OFFERING THE OPTION OF MEETING UP ONLINE WITH A
TEAM MEMBER AT THE EUO TO DISCUSS MATTERS PERTAINING TO EU WHICH INCLUDES:

- **GUIDANCE ON THE STRUCTURE OF YOUR EU PROGRAMME**
- **GENERAL SUPPORT ON EU ADMINISTRATIVE MATTERS**
- **INFORMATION ON COURSE AND PROGRAMME OFFERINGS;**
 - **INFORMATION ON THE SOUTH INITIATIVE**

Here's how it works:

Step (1) To use skype you need to download & install the free application via the internet, create your account, install a webcam and ensure that the audio of your PC works well. *(To verify you may use the Skype "echo/sound test service" located on the right-side menu of your skype page).*

Step (2) Add the EUO to your Skype contacts by searching on Skype for:
evening.university@sta.uwi.edu

Step (3) Make a request for a Skype appointment by sending an e-mail to **evening.university@sta.uwi.edu** with the following details: Full name; Student ID#; Skype name; Nature of matter; telephone contact. *Appointments will be conducted Monday - Friday, between the hours of 3:00 p.m. - 7:00 p.m.*

Step (4) Await confirmation of appointment by the EUO.

Step (5) You are now ready to connect with the EUO!!

We look forward to meeting up with you on:

