

**Dear current and prospective conveners, please be aware of the following important Communiversity guidelines when teaching your class this semester:**

1. We are a nonprofit organization therefore our nominal fee of \$9-\$16 is essential for us to keep our doors open. **If you have somebody attend your class who is not on your roster**, there is a strong possibility that person has not paid us. If he/she has not paid the fee, we ask that you get his or her basic information (name, address, phone number and email), **collect the money for your class and send that to us as soon as possible.**
2. **Rescheduling a class and/or cancelling a class is not an easy task for us.** We are sensitive to the fact that emergency type situations may arise and we are willing to accommodate your needs accordingly. However, because our creditability as an organization is reliant on our ability to provide classes to the community, frequently cancelled and/or rescheduled classes over time can compromise our continued enrollment. Please be mindful and respectful of this fact.
3. Our purpose of material fees is to allow conveners to be reimbursed for out-of-pocket costs for **necessary** class materials such as handouts or food. The cost of material fees must be comparable to the cost of the tangible products given to registrants. **Conveners must not make personal profits from their material fees!**
4. Please note, when people enroll we email them a copy of their receipt which has the location, date and time of their class. After this, however, we don't contact them again. Therefore, **it is a great idea for you to email or call your participants, from the roster that we provide to you, before your class to ensure the highest enrollment possible.**
5. If you requested a room with any kind of computer equipment at UMKC, the log on is: **umkc-ileuser** and the password is: **Lecture\$** (case sensitive). If you have never used one of these lecture rooms it is a good idea to schedule a training session with a Communiversity staff person prior to the class. Simply call the office to set up an appointment.

Thank you so much for taking the time to read through this. If you have any questions about anything, please don't hesitate to call or email us anytime. We are really looking forward to having another wonderful semester! **Also, please review the following frequently asked questions and answers section.**

## **Frequently Asked Questions:**

### ***When can I expect to hear about my class enrollment?***

Communiversity will send you a roster the week before your scheduled class to give you an *idea* of your current enrollment. However, we will also receive a call and an updated roster by 2pm on the day of your class from our office. (Please note that if you are teaching a weekend class we will be contacting you the Friday before.)

### ***When can I cancel a class due to low enrollment?***

Cancellation of a Communiversity course is highly discouraged. However, if your class has low enrollment (less than 4 people) we do allow conveners the **OPTION** of cancelling. Although conveners may cancel due to low enrollment, we encourage conveners to teach their prospective courses regardless. We ask that these cancellations take place no sooner than the day of the scheduled class, due to the fact that much of our enrollment happens last minute.

### ***When can I cancel a class for other reasons?***

We ask that if you do need to cancel a class for emergency type reasons please let us know ASAP by calling our office at 816-235-1448. Cancelling a class requires that we contact all registrants, cancel classroom accommodations and issue refunds in a timely manner.

### ***What does it mean if the same individual is listed more than once on my class roster?***

For convenience sake we often sign up more than one person under a given name. If someone's name appears more than once on your roster it is likely that they are bringing a partner, friend or family member with them to the class.

### ***Can I not show up for my class if I have nobody enrolled?***

You must always contact our office to verify that there are no enrollees in your scheduled course the day of your class.

### ***How will I receive my rosters?***

The official mode of communication for Communiversity rosters is by email. Always provide Communiversity with a valid email address that you check frequently.

### ***How will I know my course proposal has been accepted?***

If you have taught Communiversity classes in the past, no news is good news. Unless you are in need of classroom accommodations through UMKC or there is a problem with your course proposal we will not contact you. We encourage you to be proactive by contacting us with any questions or concerns. **If you are teaching for the first time** we will be contacting you for a brief informal interview to discuss your new class, at which time you will be told whether or not your proposal has been accepted.

### ***Can I take donations at my class?***

We ask that you do not take donations or tips at any class that you teach, as this may compromise our values as a non-profit organization. We want to insure that individuals who pay class fees do not feel pressured to pay additional funds.

***Can I change my material fees without prior approval?***

You must contact Communiversity to gain prior approval to any increases in material fees.

***What are the benefits of being a convener?***

As a way of saying thank you each semester that you teach you may take one Communiversity class free of charge (material fees not included). Check out some of our other classes and enjoy! Also, when you teach a class you are putting your name out in the public, gaining contacts and establishing positive rapport with the community

***Can I sell products or services in class?***

As a Communiversity convener we understand that part of your motivation in teaching classes may be to promote awareness about your business/organization/services, which is acceptable to us. We only ask that classes remain informative, fun and free of sales driven jargon. Example, you may hand out your business cards at the conclusion of the course, ask if anyone would like to be added to your contact data base, or briefly mention your services/products outside of class content.

***How can I increase enrollment in my classes?***

There are many ways that you can increase enrollment in your class. First, we recommend teaching only one or two sections of your class. Too many sections cause enrollees to procrastinate enrollment for desired classes and may also cause low enrollment across sections. If your class fills we can always add sections at a later date. We also encourage you to market your own classes in any way you see fit.

***How does Communiversity market my class for me?***

Communiversity sends out over 8,000 catalogs per semester to the local and extended community. We also send weekly emails to Communiversity database of over 12,000 people, informing them of upcoming classes.

***What is the best way to communicate with Communiversity?***

Communiversity is open Monday through Friday from 10am-5pm. The best way to contact us to email us at [commu@umkc.edu](mailto:commu@umkc.edu) or you may call us at 816-235-1448

***How do I get into my UMKC provided classroom if it is locked?***

You can call campus security at 816-235-1515 to have them unlock the door.

***Where can I park?***

Conveners and enrollees can park anywhere on campus that has metered parking. Sadly Communiversity cannot resolve any parking tickets that may incur as the result of parking in undesignated areas! Parking is monitored by campus police Monday thru Friday from 9AM to 10PM. If you are in need of a temporary handicap parking permit please call our office at 816-235-1448 or email us at [commu@umkc.edu](mailto:commu@umkc.edu) so that we can accommodate your special needs.

***Where can I find a campus map?***

You may either call our office in advance to receive a map by mail or visit <http://www.umkc.edu/pdf/maps/locator-2pg.pdf> online to see a printable map.

***What do I do if I need AV equipment to teach my class?***

When you submit your course proposal there is a place to indicate your classroom needs on this form. If you find that you will need this equipment and have failed to indicate it on your course proposal please contact us well in advance, before the date of your class, so that we can best serve you.

***Can Communiversality change the wording of my course proposal?***

Yes. Communiversality reserves the right to change titles and wording in course proposals to best our needs. Sometimes this means having to shorten descriptions in order to have them fit into the catalog. Other times, changes in spelling, grammar and descriptions are made to best inform the reader of the intended nature of the class.