

## **Keeping in Touch: TELL YOUR FAMILY AND FRIENDS**

### **Your Address**

Your Name

Harlaxton College/Manor (add box # later)

Grantham Lincs NG32 1AG

ENGLAND

International Air Mail will take approximately 1 week and 80 cents/half ounce.

### **Your E-Mail**

Your initials + a number followed by @ueharlax.ac.uk.

UE initials and numbers are the same at Harlaxton.

Example: Earl Kirk's is [ek43@ueharlax.ac.uk](mailto:ek43@ueharlax.ac.uk).

It will be activated shortly before you arrive. In your arrival packet you will have instructions about your computer account, including user name and password. Of course, you also can use the Internet to access other web-based e-mail accounts.

### **Your Time**

6 hours ahead of Central Standard Time.

### **Your Phone Numbers**

Method 1. To reach you for a prearranged call on one of the Student Kiosks:

011-44-8700-120140 (Manor)

011-44-8700-120141 (Carriage House)

Method 2. To reach a receptionist (until 11 A.M CST, or 5 PM in the UK) who will post a message for you or to reach the answering machine which is monitored regularly by Security who will post a message for you: 011-44-1476-403000 (from the US). The caller should specify which time (and whether US or UK) they will call again or when you should call them.

Method 3. Call your cell phone, if you take one with you or purchase one in the UK (be sure to check fees, rates, etc. before selecting this method!!!).

For emergencies, use method 2 or refer to the contact info below for Evansville and WJC.

NOTE: The prefixes change if someone tries to call you from within the UK.

See pages 10-12 of the Harlaxton Handbook (Fall 2004) and page 26 of the Harlaxton Student Handbook (2003-2004) for further information, and especially about planning to make and receive phone calls inexpensively.

### **Your Fax**

011-44-1476-403030

NOTE: The prefixes change if someone tries to fax you from within the UK.

### **Our Details**

The contact for University of Evansville/Harlaxton is Earl Kirk, who can be reached on 812-488-1040 or at 1-800-UKMANOR. If he cannot be reached, try the Study Abroad Assistant Kay Richey on 812-488-1085. The contact for the William Jewell College Office of International Studies is Jodi Johnson, who can be reached on 816-415-5984, or on 660-542-8496. When she cannot be reached, try the Administrative Assistant for International Studies Wanda Mickelson on 816-415-5984.