WELCOME

We have prepared this handbook to help you enjoy your OLLI at UAH membership to the fullest. OLLI at UAH is an organization for adults 50+ who enjoy learning and laughing through exciting educational opportunities, industrial tours, day trips, travel and many other varied social and cultural activities. Never stop learning with over 1,100 fellow OLLI at UAH members.

Mission & Background

OLLI at UAH operates under the direction of the College of Professional and Continuing Studies (CPCS) and is housed in Wilson Hall on the UAH campus. OLLI at UAH is a volunteer-driven organization, which provides on-campus learning opportunities to enrich the lives of our members. Although lifelong learning is the goal of the program, opportunities for friendships, laughter, and being involved in fulfilling activities abound. At OLLI, we believe academic, physical, cultural, and social activities influence our “quality of life;” therefore, each term is designed to provide a mixture of opportunities for engaging in a variety of activities.

UAH established an on-campus lifelong learning program in 1993. Originally called The Academy for Lifetime Learning, in 2005 the program was renamed Osher Lifelong Learning Institute at UAH when it became one of 123 lifelong learning programs on university and college campuses throughout the country endowed by the Bernard Osher Foundation. The Osher Foundation was established in San Francisco (1977) and works to improve the quality of life through support for higher education and the arts.

Getting to Know Us

We value the shared knowledge, gifts and talents of our members, volunteer support, and a spirit of collaboration and cooperation among OLLI members and the UAH community.

Member interests are the driving influence for our outstanding curricula, and OLLI members are our primary teaching resource. OLLI courses are offered without grades, tests, or mandatory homework, and there are no prerequisites for participating except a desire to learn and grow. Our course offerings and instructors, coupled with the outstanding resources provided by UAH, provide a collective body of knowledge and talents to OLLI members.

Welcome to OLLI!

You are now part of the OLLI at UAH Community. As a Community, we offer you the opportunity to engage, socialize and learn with a group of lifelong learners. One of the most exciting things we offer is the opportunity to learn in a classroom setting, but we don’t have homework! It has been shown that belonging and social interaction are the two greatest factors contributing to our longevity. OLLI gives you the chance to have those interactions while expanding your interests and knowledge. Thank you for joining the OLLI Family. I encourage you to sample all we have to offer in Your OLLI and hope you will enjoy every moment you share with us!

David Styers, Board President
Contact and Location Information

OLLI at UAH is located in Wilson Hall on the campus of The University of Alabama in Huntsville.

Address: The University of Alabama in Huntsville
          OLLI Program Manager, WIL 113
          301 Sparkman Drive
          Huntsville, AL 35899

Directions:
From Memorial Parkway: Take exit I-565W, and exit onto Sparkman Drive. Continue on Sparkman Drive to the entrance to UAH via the roundabout on Knowledge Drive. Take the third turn from the roundabout, passing under Holmes Avenue. Continue north on Ben Graves to Parking Area G5. Wilson Hall is directly facing Ben Graves Drive.

From Madison, AL: Head east on I-565, and take the right exit onto Sparkman Drive. Turn left from the exit, crossing over the underpass, and continue north onto Sparkman Drive. Take the second right off Sparkman onto the roundabout (Knowledge Drive). Take the third turn from the roundabout under Holmes Avenue, and continue north on Ben Graves to Parking Area G5. Wilson Hall is directly facing Ben Graves Drive.

From University Drive: Exit onto Sparkman Drive south, and at the light, take a left onto Ben Graves Drive and then an immediate right. Follow Ben Graves south, past the Bevill Center Hotel to Parking Area G5 on the left. Enter the lot at the second entrance on the left and proceed directly to Wilson Hall.

Staff Office Hours: 8:15 am – 5:00 pm, Monday - Friday
          Phone: 256.824.6183
          E-mail Address: OLLI.info@uah.edu

Registration Office Hours: 8:15 am – 5:00 pm, Monday - Friday
          Location: Wilson Hall 103
          Phone: 256.824.6010

To assist you in locating on-campus facilities, please visit our interactive digital map at CPCS.uah.edu/campusmap
OLLI Staff & Email Addresses

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<tr>
<th>Name</th>
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<th>Telephone</th>
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<tbody>
<tr>
<td>Ale Pacheco, Program Manager</td>
<td>113</td>
<td>256.824.6183</td>
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<tr>
<td><a href="mailto:Ale.Pacheco@uah.edu">Ale.Pacheco@uah.edu</a></td>
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<tr>
<td>Alice Sammon, Program Coordinator</td>
<td>106</td>
<td>256.824.6183</td>
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<tr>
<td><a href="mailto:Alice.Sammon@uah.edu">Alice.Sammon@uah.edu</a></td>
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**OLLI Volunteer Office** OLLI at UAH Volunteer Office operates from 8:30am – 4:30pm when classes are in session. OLLI office volunteers can help direct you to classrooms, answer your questions about scheduled programs, and provide assistance as you acquaint yourself with the UAH campus.

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<tr>
<th>OLLI Volunteer Office</th>
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<tr>
<td>Volunteer Office</td>
<td>151</td>
<td>256.824.6959</td>
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**About Your OLLI Membership**

**Membership Fee**
Your 12-month membership in OLLI at UAH is $25. A 24-month membership is also available for $50. Your membership benefits are described throughout this handbook.

**Membership Year**
Your membership will be valid for 12 (or 24) months beginning the date your membership was processed. For example, if you joined in January 15, 2019, your membership will not expire until January 15, 2020. If your membership expires, your new OLLI at UAH membership will be valid for 12 months beginning the date your renewal is processed. Should you renew your membership early, your membership will be extended for 12 (or 24) months from the current expiration date provided your renewal is processed before your current membership expires.

**Membership Badge**
As a member, you will receive an OLLI badge. The badge will be mailed to you within 2 weeks after you join OLLI. However, badges will be held and should be picked up in WIL 106 for OLLI members who register for the term two weeks or less prior to the start of courses. Your badge should be worn for all OLLI courses and activities, and when accessing any UAH functions as an OLLI member. Your name and the date through which your membership is valid appear on the front of your badge. Keep your membership badge to use until expiration.
Member Benefits

Registration in Term Courses
OLLI courses are open to members only. OLLI conducts courses during three terms: Fall (8 weeks), Winter (7 weeks), and Spring (6 weeks). During the summer, OLLI frequently offers a Summer Program, which consists of short courses and day trips to be more flexible with your summer plans. Each term, OLLI offers over 60 courses. Before each term begins, you will receive email notification that an electronic copy of the course catalog is available online and registration is open. You will also receive a printed copy of the course guide by mail. Some courses fill quickly, so please make your course selections early. There are four easy ways to register:

1. Online – Osher.uah.edu/JoinOLLI;
2. Phone – 256.824.6010;
3. In Person – CPCS Registration Office, Wilson Hall Room 103, M-F 8:15 am - 5:00 pm;
4. Mail - Registration form is available at Osher.uah.edu/OLLIMembershipForm.

Term Fee and Number of Courses per Term You may take as many courses as you wish! A $99 per term fee covers up to three courses per term. Additional courses over the three are $15 each. Some courses may have additional fees for supplies or lab costs as identified in the course description.

Limited Enrollment in Certain Courses The maximum number of students per course is decided by the instructor or by room capacity. Students are enrolled in the order registrations are received. If your course is full, you may be placed on a waiting list and will be contacted if a seat becomes available. Notify our Registration Office at 256.824.6010 to drop a course to allow wait-listed registrants to attend.

Withdrawing from Courses Due to the low cost at which our courses are provided and the additional cost to process refunds, no refund is given for those who wish to withdraw from classes.

OLLI After Five OLLI at UAH offers “After Five” courses in order to provide early-evening options for participating in the program. After Five programming is growing in popularity with diverse course selections. Visit Osher.uah.edu/OLLIAfterFive for information on current courses.

Weekly Bonuses Once a week during the fall, winter and spring terms, OLLI offers classes and lectures, for OLLI members included in your membership! Visit Osher.uah.edu/WeeklyBonus for information on current opportunities.

Term Financial Assistance For term financial assistance information call 256.824.6183.
OLLi Website Throughout this handbook, we have referred you to the OLLi website Osher.uah.edu to obtain specific information. The site also is frequently used for information on:

- Joining OLLi
- Purchasing event tickets online
- Donating to OLLi at UAH
- Bonuses and Special Events
- Viewing OLLi Photo Albums

The OLLi Insider our Newsletter, which highlights past, present and future events is written by our OLLi volunteers, and is distributed through email and online 10 times each year.

Weekly eNews Each Friday, you will receive email reminders and updated program information.

UAH Library Privileges OLLi members have privileges at the Salmon Library. To learn more, visit Osher.uah.edu/Benefits.

Special Activities OLLi members participate in travel excursions, industrial tours, and other activities throughout the year. The Events Committee develops exciting trips, visits to local businesses, and other events that offer opportunities for education, socialization, entertainment, and fun!

Wi-Fi on the UAH campus Instructions for accessing WiFi will be provided on the first day of class. Call 256.824.6183 for assistance.

DVD Lending Library The library contains a sizeable collection of educational DVDs available for check out from WIL 151. Please visit the OLLi Volunteer Office between 8:30 am – 4:30 pm, Monday – Friday when classes are in session to check out DVDs.

University Fitness Center Membership OLLi members have the opportunity to join the University Fitness Center at a discount of $10 off the monthly rate for a 3-month period; ordinarily UFC members must make a 12-month commitment.

Complimentary Lectures, and Discounted UAH Performance and Sports Tickets UAH often provides members with opportunities to attend free lectures by esteemed guest lecturers. UAH also offers reduced-price tickets to athletic, theatre, and social events. Watch your Weekly eNews from for announcements about these events.
**Member Interest Groups (MIGs)** A Member Interest Group fosters fellowship by allowing OLLI members to engage with others who share a common interest.

The MIGs are a membership benefit and open for participation by all active OLLI members. OLLI membership and signed waivers are required for participation. They are intended to complement and enhance OLLI course topic areas of continued and above average interest to our members and does not directly compete or duplicate classes and other programs offered by OLLI.

The MIGs are member driven on how they are initiated, activities organized, maintenance of member documents, and any additional daily operations. CPCS provides opportunities for MIGs to publicize and promote their activities. MIGs must abide by the OLLI Member Interest Group policy, OLLI Member Handbook and UAH policies, procedures, and code of conduct when operating.

- **Dining Out** Contact: S. Dabroski, Dabros1@comcast.net
- **Hiking** Contact: B. Goodwin, OLLIHiking@gmail.com
- **Knitting** Contact: B. Ward, bward@hiwaay.net
- **Let’s Play Bridge** Contact: B. Machamer, bnmacham68@gmail.com
- **Stock Study Club** Contact: J. Phillip, the_p_patch@knology.net
- **Tai Chi** Contact: J. Pang, pang7713@gmail.com
- **Tennis for All** Contact: J. Eckert, juaeckert@gmail.com

To establish a new MIG, members must go through an application and approval process before attaining official MIG status. For information, contact the MIG Coordinator, Linda Harman, linda.e.harman@gmail.com.

**Important Policies**

**Tobacco/Vapor-free Campus** Smoking and the use of all tobacco and vapor products, as well as littering the campus with the remains of any tobacco products, are prohibited at all times and at all locations on campus, including University-owned and leased facilities, properties, grounds, and any vehicle parked on campus regardless of ownership.

**UAH Parking** All members must complete a new permit application to receive a 2019 – 2020 OLLI Commuter Parking Permit. Permits from previous academic years are not valid. Application requires vehicle year, make, color and type; driver’s license number, state of issue, and license plate number. Applications are available in the CPCS Registration Office, Wilson Hall (WIL) Room 103, or online at Osher.uah.edu/OLLIParkingPermit. A valid permit must be clearly displayed from the rear-view mirror while on the UAH campus.

**Two ways to obtain your parking permit:**
1. Monday-Friday from 8:15am to 5:00pm in the CPCS Registration Office, WIL 103.
2. During the Open House held prior to the start of each term.

Visit Osher.uah.edu/WeeklyBonus for information.
**NOTE:** A current OLLI membership and completion of a permit application will be required BEFORE a permit is issued. Members must apply for a new annual permit at the start of each Fall term and have their permit validated at the start of each subsequent term. Permits are only available from the CPCS Registration Office and will not be mailed.

Visit [Osher.uah.edu/OLLIParkingMap](http://Osher.uah.edu/OLLIParkingMap) for a current map of zoned parking areas.

**Weather/Campus Closures** If either Huntsville City Schools or UAH closes, OLLI at UAH classes and activities will not meet. Check local broadcasts for closing announcements. If a class is cancelled due to weather or instructor illness, all efforts will be made to reschedule the session for a later date.

**Bringing Guests** OLLI courses are available to members only; however, there may be some activities that allow you to bring a guest.

**Classroom Etiquette**
Please be respectful of your instructors and fellow participants by:

- Attending only courses for which you have registered
- Notifying the CPCS Registration Office, 256.824.6010, to drop a class
- Arriving on time
- Turning off your cell phone
- Allowing fellow students opportunities to participate in discussions
- Staying on topic during discussions
- Leaving your classroom space neat and orderly

**On-Campus Facilities**

**UAH Bookstore** Located in the Charger Union, you can find textbooks, apparel, computers and supplies at the Bookstore. Visit [uah.bncollege.com](http://uah.bncollege.com) to find the current selection of academic extras or Charger items.

**Campus Dining** Many on-campus dining options are available. For your convenience, a listing of the venues and operating hours is provided below; however, operating hours change depending on the academic schedule, so please check online for current operating hours at: [uah.sodexomyway.com](http://uah.sodexomyway.com)

Members who show their current OLLI Badge at payment will receive a discounted rate of $6 plus tax at Charger Café and $7 plus tax at Gardenview Café.
Volunteering

Opportunities Each year, hundreds of volunteers assist in bringing enjoyable educational, social, cultural and special events to members. Members are invited to participate, and through member volunteers, we will expand our accomplishments in courses and programs, and increase the interconnectedness of members. Please consider volunteering to serve in one of these vital aspects of the program. Whatever your talents and interests, OLLI values your involvement and assistance!

- Teach - If you have a passion for teaching and believe learning is a lifelong endeavor, volunteer to teach a course!
- Course Planning or Curriculum Support - Help plan courses by joining one of the curriculum discipline subcommittees or support curriculum activities by serving on one of the task forces.
- Classroom Facilitator - Assist instructors and class participants to ensure smooth operation of the class. Take attendance, make announcements, reproduce copies, and set-up equipment.
- Office Volunteer - Perform administrative tasks in the OLLI Volunteer Office located in WIL, Room 151. Training provided!
- Committee Participation - Serve on one or more of these exciting committees:
  - Curriculum - Plan and implement courses and weekly bonuses.
  - Administration and Finance - Assist in financial planning, development of administrative procedures, and property management.
  - Member Services – Provide services and support to the general membership.
  - Events - Plan and implement cultural and special events, tours, and other activities for members’ enjoyment.
  - Fund Development - Assist in the planning and development of OLLI fundraising events for the Support Fund and Legacy Giving program.
  - Social - Plan and implement social events such as the Annual Holiday Party and End-of-the-Year Dinner.
  - Public Relations – Create and maintain an ongoing program of communicating the features and benefits in the community.
  - Scholarship - Assist in the planning and development of OLLI fundraising events for the OLLI at UAH Scholarship for a UAH undergraduate student.
  - NEW Volunteer Support – Recruit and coordinate members to serve as administrative volunteers and coordinating the volunteer recognition program.
  - NEW Travel – Plan and execute extended travel activities for members.

Once you have been an active OLLI member for at least 1 year, you will become eligible to serve on the OLLI at UAH Board of Directors. The Board serves in an advisory capacity to the CPCS Dean in administering the OLLI at UAH program.

Whatever your interests, please contact us at OLLI.info@uah.edu, or phone 256.824.6183 to discuss opportunities for volunteering.