



MEMBER HANDBOOK



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 face-to-face and online opportunities, industrial tours, day trips, travel and many other varied social and cultural activities. Never stop learning with your fellow OLLI at UAH members.

MISSION & BACKGROUND

OLLI at UAH operates under the direction of the M. Louis Salmon Library (LIB) and is housed in Wilson Hall on the UAH campus. OLLI at UAH is a volunteer-driven organization, which provides on-campus and online 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 semester 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 125 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! Here, we have a vision: that OLLI @ UAH will be the pre-eminent source of lifelong learning in the region. An integral part of that vision is our sense of family. Our family believes in fellowship and bonding with others, and research has proven that those types of social interactions are two of the most significant factors in having a longer and healthier life. In my book, that's a "Win-Win!"

Thank you for joining the OLLI family. You're about to embark on a grand adventure. And who knows? You might learn something in the bargain. So next time you stop by the OLLI lounge for coffee, look me up. First cup's on me and I can't wait to share it with you. **John Mason-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: OLLI
The University of Alabama in Huntsville
WIL 105
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.

OLLI 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: 9:00 am – Noon, 1:00 – 4:00 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 uah.edu/map.

OLLI Staff & Email Addresses	Wilson Hall	Telephone
Clay Williams, Program Manager <i>Clay.P.Williams@uah.edu</i>	Room 105	256.824.6183
Alice Sammon, Program Coordinator <i>Alice.Sammon@uah.edu</i>	Room 106	256.824.6835
Justin Clay, Marketing & Design Specialist <i>Justin.Clay@uah.edu</i>	Room 109	256.824.6015
Anelisse Westmeyer, Registration Coordinator <i>Anelisse.Westmeyer@uah.edu</i>	Room 103	256.824.6010

OLLI Volunteer Office 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.

OLLI Volunteer Office	Wilson Hall	Telephone
Volunteer Office	Room 151	256.824.6959

ABOUT YOUR OLLI MEMBERSHIP

Membership Fee

Your 12-month membership in OLLI at UAH is \$40. A 24-month membership is also available for \$80 and a 36-month membership is available for \$120. Your membership benefits are described throughout this handbook.

Membership Year

Your membership will be valid for 12 (or 24 or 36) months beginning the date your membership was processed. 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 or 36) 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 three (3) weeks after you join OLLI. However, badges will be held and should be picked up in WIL 106 for OLLI members who register for on campus courses 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 for Courses

OLLI courses are open to members only. OLLI conducts courses during three semesters: fall, spring, and summer. The summer semester consists of short courses and day trips to be more flexible with your summer plans. Before each semester begins, you will receive email notification that an electronic copy of the course guide is available online and registration is open.

Some courses fill quickly, so please make your course selections early. There are three easy ways to register:

1. Online – uah.edu/OLLI
2. Phone – 256.824.6010
3. In Person – Registration Office, Wilson Hall Room 103, M-F 9:00 am - Noon & 1:00 -4:00 pm..

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 spot 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.

Bonus Lectures During the fall and spring semesters, OLLI offers lectures included in your membership! Visit uah.edu/OLLI for information on current opportunities.

OLLI Member Scholarships For financial assistance information call 256.824.6183.

OLLI Website Throughout this handbook, we have referred you to the OLLI website uah.edu/OLLI 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.

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!

WiFi 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 large collection of educational DVDs available for check out from WIL 151. Please visit the OLLI Volunteer Office 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. OLLI 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.

There are currently several active MIGs. These are Dining Out , Mah Jongg, Let's Play Bridge, Tai Chi, Hiking & Biking, and Artist Studio. For information on current MIGs, please contact olli.info@uah.edu.

To establish a new MIG, members must go through an application and approval process before attaining official MIG status. For information, contact olli.info@uah.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 Permits for OLLI members are included on their annual membership. All members must complete a new permit application to receive a **current 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 CPS Registration Office, Wilson Hall (WIL) Room 103, or on the [OLLI FAQs page](#) on our website. 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. M – F: 9:00 am to Noon, 1:00 to 4:00 pm in the Registration Office, WIL 103.
2. During the Open House held prior to the start of each term.

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 semester. Permits are only available from the Registration Office and will not be mailed.

Visit uah.edu/map for a current map of zoned parking areas.

If you have a State Issued Disability Access Placard, you will need to go to UAH Parking Services to register it. They are located at the Conference Training Center (CTC) first floor. If you are unable to locate an open handicap parking space, you may park in any Commuter or Faculty/Staff Parking Zone. Do **NOT** park in Residential Zones (yellow dot), or Service Vehicle Zones.

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 canceled 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 OLLI 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
- Being mindful of other UAH departments using classrooms close to OLLI events/courses and not entering their classrooms

ONLINE ZOOM CLASS ETIQUETTE

Please be respectful of your instructors and fellow participants by:

- Entering to the Zoom meeting at least 5 minutes prior to the class start time.
- Allowing fellow students opportunities to participate in discussions.
- Staying on topic during discussions.
- Muting microphone during the instructor's presentation and unmuting to engage in class discussions if the instructor or facilitator has notified the class to do so.
** Remaining muted during class is best to ensure all attendees can hear without background noises or distractions.*
- Raising electronic hand if members have a question.
- Turning off/ Muting cell phones.
- Stopping video camera use if there is activity on the background that is not pertaining to the class.
- Using chat feature (if available) to ask questions or make comments about the course only.
- Refraining from side conversations during the class either through the microphone or via chat.
- Not sharing class Zoom links or class recordings with individuals who have not enrolled in the class.

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! You can find more information on our [Instructor Handbook](#).
- **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 on campus and online. This mainly involves taking attendance and making announcements.
- **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:
 - *Administration and Finance* - Assist in financial planning, development of administrative procedures, and property management.
 - *Curriculum* - Plan and implement courses and weekly bonuses.
 - *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.
 - *Member Services* – Provide services and support to the general membership.
 - *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.
 - *Social* - Plan and implement social events such as the Annual Holiday Party and End-of-the Year Dinner.
 - *Travel* – Plan and execute extended travel activities for members.
 - *Volunteer Support* – Recruit and coordinate members to serve as administrative volunteers and coordinate the volunteer recognition program.

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 UAH 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.

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 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



DINING SERVICES
uah.edu/dining



MEAL SWIPES accepted at:

- Charger Café
- Gardenview Café
- Sandella's

FEATURED FAVORITES

- Charger Café
- Sandellas
- Charger Brew
- Gardenview Café
- C-Store
- Boar's Head
- Burrito Bowl
- Papa John's
- Chick-Fil-A
- Dunkin' Donuts
- Mein Bowl
- Hissho Sushi
- WoW
- Blue's Tech Hall

🍴 Healthy options available



WIL

- 1 Conference Training Center
- 2 Bevil Conference Center & Hotel
- 3 Salmon Library

- 4 Charger Union
- 5 Charger Village Food Court
- 6 Olin B. King Technology Hall

Thank you for joining such a wonderful organization. We hope you enjoy your time in OLLI at UAH and that you are able to participate in our courses, MIGs, events, and even volunteer to continue making OLLI successful. If you have any questions about your membership, contact us at OLLI.info@uah.edu or at 256.824.6183.