

Member Handbook



Osher Lifelong Learning Institute
B40 Alumni Hall
4227 Fifth Avenue
Pittsburgh, PA 15260

olli.pitt.edu
osher@pitt.edu

Welcome to the Osher Lifelong Learning Institute at Pitt

The Osher Lifelong Learning Institute at the University of Pittsburgh (OLLI at Pitt) is a membership-based educational community for people aged 50 and better. We believe in the joy and benefits of lifelong learning and invite participation from all our neighbors in the Pittsburgh area as well as online learners from across the country.

OLLI at Pitt offers year-round noncredit courses, special lectures and events, tours, trips, interest groups, social activities, and more. There are no entry requirements to become a member. Our goal is to engage minds, stimulate curiosity, build connections, and foster lifelong learning.

Our members enjoy an atmosphere that is intellectually engaging but without the stress of tests or grades. Because we are on the urban campus of the University of Pittsburgh as well as online, members can choose the learning environment that works best for them.

As a member of OLLI at Pitt, we hope you find this handbook helpful as you learn about our dynamic program. The handbook includes general guidelines and policies of OLLI and the University of Pittsburgh, information about OLLI and its structure, how to take full advantage of program benefits, and the expectations and responsibilities of membership.

OLLI is a wonderful program because of members who contribute, in and out of class, to keep OLLI exciting and engaging. Once you get acclimated, we hope that you'll consider volunteering for a committee or helping in another volunteer capacity.

If you have any questions about anything, please do not hesitate to contact us. We look forward to you being a part of our community here at Pitt!

Lisa Sharfstein, Director

Anita Quagliani, Program Assistant

Patricia Szczepanski, Program Coordinator

Anna Mihalega, Operations & Administration
Assistant

Updated July 2024

Table of Contents

Welcome to the Osher Lifelong Learning Institute at Pitt.....	1
History	4
OLLI National History	4
Characteristics of the OLLIs.....	4
Our Relationship to the University of Pittsburgh	5
General Membership Information.....	6
Membership Levels and Fees	6
Membership Benefits and Privileges	6
Refunds.....	7
OLLI Required Forms.....	7
Membership Waiver.	7
Membership Termination.....	7
OLLI Courses	8
Course Registration.....	9
How to Register	9
Locations	10
In-Person	10
Online.....	10
Materials and Texts	10
Course Evaluations	10
Course and Class Cancellations	11
Code of Conduct and Class Etiquette	11
Virtual Class Etiquette.....	12
Auditing Undergraduate Courses.....	13
Audit Registration.....	13
Registering to Audit Non-Preapproved Courses	14
Audit Add/Drop and Refunds.....	14
Audit Textbooks	15

Canvas Access	15
Conduct Expectations for Course Auditors.....	15
OLLI Committees and Volunteer Opportunities	16
OLLI Committees	16
Other Volunteer Opportunities	17
OLLI Events, Travel, and Resources	17
OLLI Events	17
OLLI Travel	17
OLLI Lounge	17
OLLI Website and Social Media	18
eNewsletter	18
OLLI Shared Interest Groups	18
OLLI Scholarships	19
University Services and Policies	19
Photo Identification Card.....	19
University Computing Account and Campus Wi-Fi.....	20
Pitt Arts – Cheap Seats	20
Hillman Library	20
Parking and Transportation	21
Campus Shuttles	21
Accessibility	21
University Severe Weather Policy	22
Links to Additional University Resources	22
Links to OLLI Network Sites.....	22

History

Since 1974, the College of General Studies at Pitt offered older adults the opportunity to audit (sit in on) undergraduate courses through a program first called the “College Over Sixty,” later changing to the “Third Age Learning Community.” In 2004, through a grant from the Bernard Osher Foundation, the University greatly broadened the scope of programming available. A succession of several more years of grants allowed for further growth and development. Pleased with the success of the series of grants, the Bernard Osher Foundation helped permanently establish the program at the University of Pittsburgh by awarding a \$1 million dollar endowment. In April 2015, thanks to the continued success of our program and support of our membership and the University, we were awarded a second \$1 million endowment.

Today, OLLI at Pitt is one of 124 Osher Lifelong Learning Institutes established at colleges and universities throughout the United States. There is at least one OLLI in every state. Through this network of programs, over 160,000 adults aged 50 and better take part in lifelong learning opportunities each year.

OLLI National History

The Bernard Osher Foundation is a charitable foundation established in 1977 by Bernard Osher, a business and community leader. His philanthropy has benefited a wide range of educational, cultural, and other nonprofit organizations. In addition to Lifelong Learning, the Osher Foundation funds scholarships for undergraduate students whose education has been interrupted, integrative health programs at a select group of institutions, and arts programs in Maine and the San Francisco Bay Area.

Beginning in 2001, the Bernard Osher Foundation began providing endowment and operational grants to universities which had successful programs for older adults. Since then, the foundation has supported the development of 124 OLLI programs in all 50 states and the District of Columbia.

Characteristics of the OLLIs

There is considerable variation among the Osher Institutes; however, there are some common standards throughout all programs. Each OLLI program:

- Offers a diverse repertoire of intellectually stimulating, non-credit courses and educational activities, specifically designed for people who are 50 years of age or older;
- Provides membership and significant opportunities for volunteer engagement, leadership, and social connection;
- Is embedded within a host university or college and has strong support;
- Has mechanisms for evaluating member satisfaction with educational offerings; and
- Operates within a sound and stable organizational structure.

The Osher Foundation also provides support to the National Resource Center for the Osher Lifelong Learning Institutes at Northwestern University. The mission of the National Resource Center is to help OLLIs thrive by connecting OLLIs to each other and to resources, collaborating with OLLIs and partner organizations, consulting with OLLI leaders to find solutions, and celebrating the camaraderie and growth of OLLIs and their members. The NRC fulfills its mission through various projects and services, such as planning national conferences, producing webinars, and providing training for OLLI staff and volunteers.

Our Relationship to the University of Pittsburgh

OLLI resides in the Office of Engagement and Community Affairs at the University of Pittsburgh and receives substantial in-kind support from the University. OLLI follows all approved procedures, rules, and processes of the University. Additionally, the University manages the endowment fund, providing a percentage of the funds each year for OLLI's operating budget.

General Membership Information

OLLI is committed to ensuring that all participants in the activities of our community are equally welcomed, respected, and affirmed without regard to race, color, ethnicity, national origin, gender, sexual orientation, gender identity, ability, age, disability, or level of education. The University of Pittsburgh is an affirmative action, equal opportunity institution. Generally, our program is structured for adults fifty and over.

Membership Levels and Fees

We offer two membership levels - annual membership and term membership. The fees for the memberships (as of May 2024) are:

Annual Membership

- **\$250** – Includes three consecutive terms (one full year of membership)

Annual Membership (installment plan)

- **\$150** - 1st Installment, covers one term
- **\$100** - 2nd Installment, adds two more consecutive terms when registering the very next term

Term Membership

- **\$150** – includes one term only

Membership Benefits and Privileges

Members of OLLI at Pitt receive these benefits and privileges:

- Registration in an unlimited number of OLLI courses (See information under OLLI Courses).
- Registration in up to two preapproved undergraduate course audits per term. Registration in additional courses for audit for a fee of \$25 each (See information under Auditing Undergraduate Courses).
- Receipt of a photo ID that provides access to university services including free Wi-Fi on campus, University bookstore discounts, use of campus shuttles, and borrowing privileges at Hillman Library.
- Discounted tickets to many cultural events.

- Registration for OLLI special events, lectures, and day trips (some at an additional cost).
- Opportunity to attend open Pitt lectures and cultural events.
- Receipt of weekly member-exclusive email newsletter.
- Use of the OLLI Lounge in the B40 Alumni Hall.
- Opportunity to attend OLLI in-person and online social events (lunches, coffee hours, etc.).

Refunds

Because full membership includes unlimited OLLI courses and an array of other benefits, the membership fee is generally nonrefundable. The only circumstance under which a refund is issued is if a refund is requested before any benefits have been used and before any classes have begun. Events that carry an extra fee may be refundable if OLLI is notified by the date published as the last day to request a refund. Some event fees are nonrefundable.

Membership in OLLI is nontransferable.

OLLI Required Forms

As a condition of membership, all OLLI members must sign a Membership Waiver and Code of Conduct. These forms are signed each time an OLLI membership is purchased or renewed

Membership Waiver. This form releases the University and its staff and contractors from liability and has members agree to assume all the risks related to participation in various OLLI activities.

Code of Conduct. This form explains the conduct expectations for OLLI members, both online and in person.

Membership Termination

Termination of membership is usually a voluntary action by the member. Occasions may arise when it is necessary for the OLLI Director to consider restriction of membership benefits and privileges, up to and including suspension or termination, and take such

action. Generally, such actions are only needed when a member repeatedly violates OLLI rules, procedures, or the code of conduct.

In the occasion that these instances occur, the member will receive written notice from the OLLI Director detailing the infraction(s) and action taken. OLLI members may appeal the membership restriction or termination through written appeal to the Vice Chancellor of Engagement and Community Affairs.

OLLI Courses

OLLI courses address a mix of disciplines, including social sciences, natural sciences, humanities, art, writing, and personal enrichment courses. Most courses have no prerequisites, none require a degree, and there are no exams or grades. The intention is to support learning solely for pleasure. OLLI courses are noncredit courses.

Courses are offered during three terms each year: fall (September – November); spring (late January – April); and summer (May – July). Each term offers two five-week sessions of courses. A one- or two-week break between the two sessions is used for make-up classes and events.

In-person courses typically meet once a week for an hour and 50 minutes during the five-week session. Online courses typically meet for an hour and a half weekly and are taught through the Zoom platform. There are exceptions to course times, especially with exercise, film, and art courses. Courses are taught by current and emeriti Pitt faculty, faculty from other institutions, and community experts. Approximately 100 OLLI courses are offered each term.

OLLI offers three types of courses:

1. **Lecture** - These courses are primarily oral presentations where information, history, theories, or ideas are presented by instructors with occasional contributions from participants through questions and answers.
2. **Discussion** - These courses can be on academic, cultural, or enrichment topics where participants are welcome to more frequently contribute to class dialogue. Discussion class sizes are usually smaller than lecture class sizes.
3. **Active Learning** - These courses require a high degree of participants' active involvement and practice (language, painting, exercise, etc.).

OLLI produces a Course Catalog each term which includes all OLLI courses, special events, tours and trips. The OLLI Course Catalog is electronic and can be viewed on the OLLI website and the OLLI registration site and is not printed, upholding the principles of

the University's Sustainability Plan. Often events are added after the catalog has been produced and these are announced through email, on the website, and on OLLI's social media accounts.

Course Registration

Members may register for an OLLI course, space permitting, before it starts and up until the 2nd week of the class is held. Course enrollment size varies for several reasons including size of physical classroom space or the nature of the course material (regardless of format). For these reasons, not all courses can be open to anyone who wishes to attend, including online courses. If a course or event is full, members will be given the opportunity to be added to the wait list in case there are cancellations. People are added to the course or event from the wait list in the order registrations were received.

How to Register

- **Online:** We encourage all members to purchase memberships and register for classes and events online. The registration website is <http://www.campusCE.net/ollipitt/>.
 - **Members must be signed in to their accounts** to purchase memberships and/or register for classes.
 - Members click the “Add to Cart” button to register for classes.
 - Check out and submit. If membership is current, no payment is required.
 - Online registration for audit courses is available for all pre-approved undergraduate audit courses.
- **By phone:** Call 412-624-7308 with MasterCard/Visa information. Note that phone registration is not available for audit courses.
- **By mail:** Send completed registration form with check or payment information to:

University of Pittsburgh, Osher Lifelong Learning Institute
B40 Alumni Hall
4227 Fifth Avenue
Pittsburgh, PA 15260
- **In person:** Bring the completed form to the OLLI office: B40 Alumni Hall, 4227 Fifth Avenue, Monday through Thursday, 8:30 a.m. to 4 p.m.

Locations

In-Person

Most in-person courses are held on the University of Pittsburgh campus in Oakland in buildings across campus. Occasionally, courses are held in off-campus locations such as Pitt's Community Engagement Centers or local cultural institutions. Off-campus course locations will be noted in the Course Catalog course description. Otherwise, classroom location will be given in the confirmation email members receive a week before classes begin.

Online

Online courses are held via the Zoom platform. Members receive Zoom links a week before the class begins and again the day of the first class. The same Zoom link is used for all class sessions; members are responsible for saving their Zoom links and accessing them to enter online classes.

Materials and Texts

If a course recommends a book or other materials, those items will be indicated on confirmation emails. Some instructors (both online and in-person) will use OneDrive, a cloud-based service that allows people to share files and links electronically. Instructors can use OneDrive to share files, slides, photos, and other course materials. Links to a course's OneDrive (should an instructor use it) will be sent with confirmation emails.

Course Evaluations

Course evaluations provide important feedback to the instructor and to the program. Members are asked to complete an evaluation of each course. During the last week of a course, members are emailed a link to a survey for each course they are attending. E-mails are sent from the University's Office of Measurement and Evaluation of Teaching (OMET), and the surveys must be completed within a set time frame. We strongly prefer that members use the OMET survey forms to ensure anonymity and the best data collection. However, members who did not receive the OMET form may request a separate evaluation form by contacting the office via email: osher@pitt.edu.

Course and Class Cancellations

A **course** may be cancelled by the OLLI office if it fails to meet a minimum enrollment number. In that case, efforts will be made to notify enrollees at least a week before the course begins. Courses are also occasionally cancelled by instructor request.

If a **class session** is cancelled, class members will be notified by email as soon as possible. Every effort will be made to make up for the missed class.

Code of Conduct and Class Etiquette

The OLLI Code of Conduct states:

I understand that OLLI members are required to respect the University learning environment and that member behavior must contribute to a safe and civil community. I agree to follow OLLI policies and University rules.

OLLI members agree to:

- Show instructors the appropriate level of respect as the authority in the class. This includes not interrupting and asking questions respectfully.
- Respect opinions that are different from their own.
- Not dominate course discussions, including chat in online classes.
- Interact appropriately and avoid confrontational behavior with other members, instructors, and University staff, students, and faculty.
- Be on time and do not leave classes early unless arrangements have been made with the instructor.
- Not eat or drink in the physical classrooms.
- For in-person classes, mute or turn off cell phones.
- For online classes, remain muted unless asked to speak.
- Attend only courses for which they are registered.
- Register for courses they expect to attend.
- Drop classes for which they registered but cannot attend by calling the OLLI office.
- Not bring guests to OLLI classes (An instructor cannot approve bringing a guest to class).
- Be courteous and listen when the instructor, another student, or a staff member is speaking.
- Attempt to do class assignments and otherwise participate fully in the class.

Finally, OLLI strives to be a welcoming place for members and instructors of all backgrounds. We ask that members be thoughtful about any comments they may make in or between classes or during conversation at an OLLI activity. We encourage members to welcome newcomers among us. Show congeniality and hospitality among members, instructors, and guests of OLLI.

Additionally, as an OLLI member, I agree to follow the rules and procedures of the OLLI program and that it is my obligation to review and understand them. In the event an issue arises which violates OLLI rules, procedures, or compromises the OLLI code of conduct, I understand that OLLI administration and/or other University administrators have the authority to remove a member from the class and/or the program.

Virtual Class Etiquette

In OLLI at Pitt's virtual classrooms, help contribute to a positive learning environment for all by adhering to the following guidelines:

- **Test all technology**, including the camera, internet and Wi-Fi connection, audio (headset, microphone, and/or speakers) *before* the class meeting.
- Check to be sure that your **Zoom is up to date**. If you have the app downloaded to your device, go to www.zoom.us/download to update the program to the most recent version.
- Follow your instructor's directions and **general online learning etiquette**:
 - Place yourself on "mute" to minimize auditory distractions for others, unless you are speaking. In large classes, participants may all be muted on entry.
 - In most cases, you will be asked to place questions and/or comments in the chat.
 - Some instructors will ask you to "raise hand" (using the Zoom tools or your actual hand) to be called on.
 - Learn more about Zoom tools: [Joining a Zoom Meeting](#); [Basic In-Meeting Navigation](#); and [Meeting Reactions and Nonverbal Feedback](#);
 - Try not to dominate discussion; practice your active listening skills as well as speaking.
- Make sure your **environment is conducive to learning**, both for yourself and others if your camera is on. Try to avoid highly "personal" places such as bedrooms or bathrooms.
- Check your lighting; face a light source (window, lamp) if you can.

- Turn your camera OFF if you are moving (walking, in a vehicle, etc.).
- Treat your classmates, instructors, and instructional assistants with respect.

Auditing Undergraduate Courses

One membership benefit of the Osher Lifelong Learning at the University of Pittsburgh is the ability to sit in on, or audit, TWO preapproved undergraduate courses each semester.

Additional audit courses may be added for a \$25 fee per course.

Auditing a course means that the student does not receive a grade nor credits and generally does not participate in exams or homework. Those who audit courses do so for self-enrichment and exploration. The instructor of the course will indicate if they want to include an OLLI audit student in the classroom interaction. The decision of the instructor is final and must be respected. Each term OLLI arranges for hundreds of undergraduate Pitt courses to be preapproved for members to audit.

Auditing is ONLY allowed when there is space available in “lecture-type” undergraduate classes. “Lecture type” classes are those in which students can observe the delivered lecture of material by the professor.

Auditing is NOT permitted in computer science, film production, physical education, studio arts, laboratory courses, creative writing, or performance courses (where audit status is not appropriate). Auditing is also NOT permitted in Law or Medical School classes or graduate level courses.

Undergraduate courses are designed for degree-seeking students. OLLI members who audit undergraduate courses are guests in the course and participation can be limited or restricted by the professor or department.

Audit Registration

A complete listing of preapproved audit courses for a term is on our website. No member may attend and/or audit a course for which they are not registered. To read full descriptions of courses, visit the [Office of the University Registrar website](#) and click on “Class Search.”

The deadline for course audit registration is the end of the University’s add/drop period for the term. Registration as an OLLI auditor does not guarantee a space in the course. If you

arrive at the course and all seats are filled, you may need to drop the course and select an alternate. If seats are not available in the class, please notify the OLLI office that you will drop the course and let the office know if you are registering for an alternate course.

University courses and curricula are subject to change at any time by the official action of the University of Pittsburgh. OLLI is not responsible for notifying members if an audit course has been canceled or changes have been made in class meeting times, days, or location.

Registering to Audit Non-Preapproved Courses

1. You may audit **eligible** undergraduate courses not listed on the approved list by securing special written permission of the instructor PRIOR to attending the beginning of the course.
2. Contact the professor by email BEFORE the course starts (locate contact information on the website: <http://find.pitt.edu/>).
3. Forward the professor's emailed permission for you to join their online course to the Osher office email at osher@pitt.edu and include the following information so that you can be registered for the correct course:
 - Course title and department
 - Course Number (5 digits)
 - Catalog number (4 digits)
 - Instructor name and email address

Important audit registration notes:

- Requests that do not include the above four elements may not be processed.
- Members are NOT registered for an audit course unless they receive an email confirmation with the course listed.
- Members should NOT attend classes prior to receiving registration confirmation.

Audit Add/Drop and Refunds

Members can change or drop courses and register for additional courses during the add/drop period.

For the fall and spring terms the add/drop period is the first two weeks of the term. For summer sessions, the add/drop period is very short. Refer to each term's OLLI catalog for these important dates or the University of Pittsburgh's website.

If members decide to drop any audit course selections during this period, and if they paid a fee for the course, the fee will be refunded. Members have until the end of the university add/drop period to enroll in a course. **Absolutely no registrations will be taken after the add/drop period.**

Audit Textbooks

Buying the textbook(s) for a course is at member discretion. At the University Store on Fifth, textbooks for audit courses are shelved by department, catalog number (4-digit number), and class number (5-digit number). Take your OLLI confirmation with you to buy the correct books.

Some auditors share textbooks, some purchase a previous edition or a used copy, and some use online book sellers as a cost-effective way to secure a text that they want for a course.

Canvas Access

Undergraduate courses use Canvas, an online learning management system where the professor places important class documents.

Obtain access to Canvas **BEFORE** the term begins. Email osher@pitt.edu in order to get your Pitt username and make sure your account is set up. Allow a week for processing.

Next, if attending a class that uses Canvas, give the professor your username and **ask that he/she add you to the Canvas course as a student, not as a guest.**

Conduct Expectations for Course Auditors

1. Introduce yourself as an OLLI student to the instructor. Seek permission from the course instructor if you wish to verbally participate in the course, do written assignments, or exams. Respect the response provided by the instructor.
2. Arrive on time for class and stay for the entire class. Arriving late or leaving early can be disruptive to the class. Keep your cell phone turned off.
3. If the instructor allows your verbal participation, be respectful of the instructor and other students. Do not monopolize discussion.
4. If issues arise, please notify the OLLI office immediately.

5. Pay attention to dates and deadlines pertaining to undergraduate courses and the University academic calendar. Note dates like course start and end dates, add/drop period dates, university closures, and official breaks.
6. Formally drop the course if you find out it is no longer of interest.

OLLI Committees and Volunteer Opportunities

OLLI Committees

OLLI couldn't function without the dedicated service of the members who volunteer. Each committee has a different function and time requirement. Below are the current standing committees; ad hoc committees are occasionally created as needed. When committee vacancies become available, any current OLLI member is welcome to apply and join. Each committee has a chair. All chairs and committees work with the OLLI at Pitt Director to achieve goals.

- A. **Advisory Committee:** This committee represents the membership in providing advice on the general direction, program, services, and policies of OLLI. The Chairs of all other OLLI at Pitt committees serve on the Advisory Committee. The committee identifies and addresses issues through short-term projects aimed at the long-term success of the OLLI program. This committee meets at least three times a year; sub-committees may be formed and may meet more frequently. The Advisory Committee has no financial or liability responsibility or administrative oversight.
- B. **Curriculum Committee:** This committee reviews new course proposals each term. The committee develops and plans strategies for topic balance and instructor recruitment. Thus, the time commitment is among the largest of OLLI committees. This committee holds two meetings each term; six meetings per year.
- C. **Membership committee:** This committee ensures the recruitment and retention of OLLI at Pitt members. Members conduct outreach events, develop marketing strategies, and attend many events designed to attract and retain members (Open House, Orientations, coffee/tea hours, and other social events). The committee meets at least once per term.
- D. **Travel committee:** This committee reviews and develops travel opportunities offered through OLLI at Pitt, identifying potential programs, instructors, or trips. Members can provide some logistical and administrative support prior to or during day or shorter local trips.

Other Volunteer Opportunities

Members are recruited for one-time activities, such as helping with the Open Houses held before each term, serving as online class monitors, and for other events. In addition, members can be helpful in supporting committee work and other tasks.

OLLI Events, Travel, and Resources

Besides providing many courses for members, OLLI offers events like socials, day trips, single-session programs, overnight trips and international travel.

OLLI Events

During all terms, OLLI offers single-session lectures, tours of local businesses and attractions, day trips, and multi-day trips.

Some events have fees and others are included with membership. For events that have an associated fee, the general refund policy is that a full refund will be issued only if the request is made by the date published in the catalog or registration website. Some events, with modest fees, are non-refundable. A full refund for day trips is issued if the withdrawal occurs by the registration deadline. Withdrawals after that date are subject to a 50% cancellation fee.

OLLI Travel

OLLI at Pitt partners with vetted travel agencies to sponsor domestic and international travel trips. These travel opportunities come with a variety of activity levels, themes, and locations. The [OLLI website](#) is the most up to date resource for current and upcoming travel opportunities.

OLLI Lounge

Located in B40 Alumni Hall, 4227 Fifth Avenue in Oakland, the OLLI lounge is a place to relax, meet with staff, and socialize with members. Here you will also find information on

programs and resources of interest to OLLI members. There are also four computers for use by members in the OLLI lounge.

OLLI Website and Social Media

The program's website at olli.pitt.edu lists general program information, the current term's course catalog, online membership purchase and course registration information, a calendar of upcoming activities and events, and a wealth of other resources for members. In addition, there is an instructor section for those who want to learn more about teaching a course for OLLI at Pitt and the course proposal process.

In addition, OLLI at Pitt has a Facebook page. You can "like" (follow) us at www.facebook.com/osher.pitt. This page is used to share photos of OLLI members participating in OLLI at Pitt events, share opportunities for OLLI members on and off campus, post items that may be of interest to members, and market OLLI to prospective members.

eNewsletter

OLLI at Pitt membership includes a weekly eNewsletter that shares information about OLLI upcoming activities and program changes. It also is a gateway to the University of Pittsburgh, connecting members to online and in-person lectures, research opportunities, and events. If you are not getting Osher's eNewsletter each week, you may need to indicate to your ISP (Internet Service Provider) that OLLI is an approved sender.

OLLI Shared Interest Groups

OLLI encourages members seeking others with a common interest to form extra-curricular shared interest groups (SIG). The SIGs are member-led and managed, although the OLLI staff will assist members interested in forming groups by promoting the group to the membership. Any member is welcome to start a SIG by requesting a proposal form from the office; contact staff via email (osher@pitt.edu) or phone 412-624-7308.

Current OLLI SIGs include:

- English Country Dance – Co-Leaders: Mary Ellen Petrisko and Jeanne Gounaris
- OLLI Knitters - Leader: Rhoda Dorfzaun

- Spanish Conversation - Leader: Jim Morgan

Past SIGs have included Big Conversations, Poetry Forum, Science Forum, and more.

OLLI Scholarships

Thanks to generous donors, partial scholarships for OLLI membership are available to those needing financial assistance to participate in OLLI. Contact the OLLI office email at osher@pitt.edu to inquire. Please note, interested individuals must complete a scholarship application for each term. Registration must be completed before membership begins and before individuals may attend courses.

University Services and Policies

Photo Identification Card

Panther Central, Litchfield Towers main lobby, 412-648-1100, <http://www.pc.pitt.edu>. Panther Central is open 24 hours a day, seven days a week.

All new or continuing OLLI members may be issued a valid OLLI photo ID issued at Panther Central. If you are a new member, you must provide the OLLI office with your date of birth for an ID to be issued. You will be contacted by the OLLI office via email (or by phone if we don't have an email address for you) to let you know that you may go to Panther Central to obtain your ID; positive photo identification is required.

If you are a continuing member, you will be contacted by the OLLI office via email (or by phone if we don't have your email address) the month after your ID expires to let you know that you may go to Panther Central to get your updated ID. **Take your expired ID with you when you go to get your updated ID.**

Remember – obtaining your ID card enables you to fully access some OLLI benefits such as the library, campus shuttles, and the Pitt Arts Cheap Seats program (discounted cultural activity tickets).

University Computing Account and Campus Wi-Fi

On request, OLLI members may request a computer account that will allow them to access Canvas (for auditing University courses), Wi-Fi, and the library's e-reserves. Canvas is the University's site for online course materials. Both Canvas and the library's e-reserves can be accessed from your home computer or another computer. Wi-Fi is only available on Pitt's campus. To request an account, contact the OLLI office.

Once an account is opened for you, you will receive a username and password and instructions on how to change your password, connect to Wi-Fi, set up a link to access Canvas, and access e-reserves. These computer accounts cannot be used to access the University computer labs. They do not include Pitt email.

Pitt Arts – Cheap Seats

Pitt Arts, through the Cheap Seats program, sells discounted tickets to many local cultural organizations. OLLI members can avail themselves of this fabulous opportunity to purchase deeply discounted tickets. A listing of venues and performances available through the program is available on the website:

<http://www.studentaffairs.pitt.edu/pittarts/>

Most reservations for tickets must be made online through the website. Some reservations may be made in person by completing a reservation form located in the hallway outside the Pitt Arts office at 929 William Pitt Union. You may purchase up to four tickets for a performance unless otherwise noted. Be prepared to show your valid OLLI ID when you pick up your tickets.

Hillman Library

3960 Forbes Avenue, 412-648-3330 (reference desk), <http://www.library.pitt.edu>

OLLI members may access online materials from Hillman Library. OLLI members hold "Program patron" status. For this status, the loan period is 28 days. Materials may be renewed in person if they are not requested by someone else, but they cannot be renewed online or over the phone.

Parking and Transportation

The Soldiers and Sailors Memorial Parking Garage off Bigelow Boulevard and the Senott Square Garage off Oakland Avenue may have parking spaces available at an hourly rate. There is also on-street parking at various locations and distances from campus buildings. Some members drive and park their cars to an outlying location and then take a Pitt shuttle or PAT bus to campus.

The ParkMobile app allows users to make reservations in advance in Lot A (Posvar Hall) and some other lots on campus. Members should use the app or visit the website to make reservations; more information can be found on Pitt's parking [website](#).

Once you are registered and wish to purchase a parking permit for late afternoon or evening audit courses, contact the Parking Services Office at 204 Brackenridge Hall, 412-624-4034. Evening parking permits enable members to park in designated lots beginning at 2:50 p.m. or 4:50 p.m. Permits are not available for daytime parking.

Many PAT bus routes stop at convenient locations in Oakland. Persons aged 65 and older may ride PAT for free by presenting a Commonwealth of Pennsylvania Senior Citizens Identification card or a Medicare card at the time of fare payment. Visit www.portauthority.org to find the routes that travel through Oakland. Your OLLI/Pitt ID does NOT provide you with complementary bus fare.

There are also bike racks available throughout campus.

Campus Shuttles

Your OLLI photo ID allows you to ride Pitt and CMU campus shuttles, which serve the campus, north and South Oakland, the Biotech Center, and Chatham University via an intercampus route. Schedules are available in the OLLI lounge and on the [Pitt website](#). In addition, members can view real-time routes and shuttle locations on their mobile devices by using the [TransLoc](#) app.

Accessibility

To ensure accommodation, please contact the OLLI office at 412-624-7308 to inform us of your needs at least two weeks before the start of each term.

The Office of Disability Resources and Services (DRS) located at 216 William Pitt Union (phone at 412-648-7890, VP: 412-536-5568, or online at

<http://www.studentaffairs.pitt.edu/drs/>) provides a broad range of support and services to assist students with disabilities, including help with accessibility to classrooms and transportation needs within the campus limits. Contact DRS by phone or visit the website for more information.

University Severe Weather Policy

OLLI follows the University's severe weather policy for in-person courses. Any changes to normal University operations will be announced on major radio and television stations. Off-campus OLLI courses are automatically canceled when the facility where they meet closes. If the University's Oakland campus is not closed, it is up to the instructor to determine if the class will meet.

In the event of an OLLI course cancellation, members will be notified via email and/or phone as soon as possible and a class make-up time will be scheduled if possible. If you are unsure as to whether the course will meet, you may also call 412-624-7308. Please use your discretion as to the weather and your safety.

Links to Additional University Resources

The links below are provided in addition to the information and links mentioned elsewhere in the handbook. Useful links are also provided on the [Member Resources](#) page of the OLLI website.

- Campus Map, <http://www.tour.pitt.edu> A campus map is available on the OLLI website and in the OLLI lounge.
- University Academic Calendar: <https://www.provost.pitt.edu/academics/academic-calendar>
- University Events Calendar: <https://calendar.pitt.edu>
- University Undergraduate Catalog: <https://catalog.upp.pitt.edu/>

Links to OLLI Network Sites

- OLLI National Resource Center, <http://www.osher.net>
- The Bernard Osher Foundation, <http://www.osherfoundation.org>