

## **Welcome to the Osher Lifelong Learning Institute at Pitt**

The Osher Lifelong Learning Institute (OLLI) in the College of General Studies at the University of Pittsburgh offers an array of courses and events for adult learners who are primarily age 50 or older. The atmosphere is intellectually challenging but without the stress of tests or grades. Our members enjoy the opportunity to interact with outstanding faculty and fellow adult learners, but also with traditional college students.

Welcome to the OLLI learning community. We hope you find this document helpful as a member. In this document, you will find general guidelines and policies of OLLI and the University of Pittsburgh. It also includes information about OLLI and its organization; how to take full advantage of its benefits; and the expectations and responsibilities of membership. In general, if you are respectful of others and the OLLI and Pitt community, you will thoroughly enjoy your time as a member.

OLLI is a wonderful organization because of members like you who positively contribute in and out of class to make this program what it is today. We would be remiss if we did not thank the OLLI Advisory Committee for the development and revision of this document and the OLLI General Operating Procedures. Their efforts, along with all of the committee members who support other aspects of the program, are crucial to the continued operation of OLLI at the University of Pittsburgh.

If you have any questions about something in this handbook or about OLLI in general, please do not hesitate to contact us. We look forward to you being a part of our community here at Pitt and your feedback so we can continue to offer a great program!

Updated May 2015

# Table of Contents

Welcome

OLLI Vision Statement

OLLI Mission Statement

## **1. General Membership Information**

- A. Membership Levels
- B. Membership Benefits and Privileges
- C. Refunds
- D. Release Forms
- E. Membership Restriction and Termination

## **2. OLLI Courses**

- A. Registration
- B. Registration Confirmation
- C. Locations
- D. Materials and Texts
- E. Evaluations
- F. Course and Class Cancellations
- G. Conduct Guidelines

## **3. Auditing Undergraduate Courses**

- A. Registration
- B. Registering for Courses not Listed in the OLLI Catalog
- C. Registration Confirmation
- D. Course Cancellations and Changes
- E. Add/Drop and Refunds
- F. Textbooks
- G. CourseWeb (Blackboard) Access
- H. Audit Course Conduct Guidelines

## **4. OLLI Committees and Volunteer Opportunities**

- A. OLLI Committees
- B. Other Volunteer Opportunities

## **5. OLLI Events and Services**

- A. OLLI Events
- B. OLLI Lounge
- C. OLLI Web site and Facebook
- D. E-mail Updates

- E. OLLI Special Interest Groups
- F. OLLI Scholarships

**6. University Services and Resources**

- A. Photo Identification Card
- B. University Computing Account and Campus Wi-Fi
- C. PITT ARTS Program
- D. Hillman Library
- E. Parking and Transportation
- F. The University Store on Fifth
- G. Campus Shuttles
- H. Accessibility
- I. University Severe Weather Policy

**7. Links to Additional University Resources**

**8. Links to OLLI Network Sites**

**9. OLLI: How It All Began**

**10. How you can Support**

**11. Contact Information**

## **OLLI Vision Statement**

The Osher Lifelong Learning Institute at the University of Pittsburgh aspires to create a stimulating social environment for older adults, nurturing a lifelong passion for learning.

## **OLLI Mission Statement**

The Osher Lifelong Learning Institute fosters learning through courses and programs that engage the learner, provide social interaction, and enrich lives. The Institute's faculty, which includes University of Pittsburgh professors and emeriti and other experts from the community, challenge participants to understand the cultural forces of today, to interact socially and intellectually with one another, and to live empowered lives.

### **1. 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.

#### **A. Membership Levels**

You may join OLLI for the entire year or for a term. Annual membership includes three consecutive terms and represents a considerable discount off the single term fees. Term membership is available and applies just to the current term. A term membership can be converted to an annual membership if the conversion is made when registering for the following term. Current fees (as of April 2015) are \$125 for one term or \$225 for three consecutive terms.

#### **B. Membership Benefits and Privileges**

As a member of OLLI, you receive these benefits and privileges (see further in Membership Handbook for additional details):

- Registration in an unlimited number of OLLI courses. (See information under OLLI Courses.)
- Registration in up to two undergraduate course audits per term. Registration in additional course audits is available at \$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. (See item 6. A. Photo Identification Card under University Services and Policies.)
- Discounts for tickets to many cultural events. (See item 6. C. PITT ARTS Program under University Services and Policies.)
- OLLI Special events, lectures, and day trips (some at an additional cost).
- Opportunity to attend open Pitt lectures and cultural events
- Use of the OLLI Lounge

### C. Refunds

Because full membership includes unlimited OLLI courses and an array of benefits, the membership fee is generally nonrefundable. However, if a refund is requested before any benefits have been used and before any classes have been attended, the request will be honored.

Membership in OLLI is nontransferable.

### D. Release Forms

Members registering for off-campus events and trips and for courses that may have an associated risk are required to sign a waiver releasing the University and its staff and contractors from liability and agreeing to assume all of the risks related to participation in the activity.

### E. Membership Restriction and Termination

Termination of membership is generally a voluntary action by the member. Occasions may arise when it is necessary for the OLLI director, in consultation with the Associate Dean of the College of General Studies and the Executive Director for Staff Personnel and Senior Assistant Dean of the Dietrich School of Arts and Sciences, to consider restriction of membership benefits and privileges, up to and including termination, and take such action.

## 2. OLLI Courses

OLLI courses address a mix of disciplines, including social sciences, natural sciences, humanities, art, and writing, as well as 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.

Courses are offered during three terms each year—fall (September – November); spring (late January or early February – April); and summer (May – July). Each term offers two five-week sessions of courses. A week break between the two sessions is used for make-up classes and events. During spring term this week coincides with the University's spring recess.

Courses typically meet once a week for an hour and 50 minutes during the five-week session. Some courses such as those in foreign languages and T'ai Chi, meet for 10 weeks, and some courses such as film, meet for two hours and 50 minutes each week. Courses are taught by current and emeriti Pitt faculty and other experts from the community. With more than 80 courses offered each term, OLLI has something for everyone.

### A. Registration

You may register for an OLLI course, space permitting, until its start date. Some courses have limited enrollment and are filled on a first-come, first-served basis; others may be canceled due to low enrollment. We encourage you to register early to avoid the risk of a course being filled or canceled due to low enrollment. If the course for which you are registering is filled, you will be notified by phone and placed on a waitlist. When space opens those on the waitlist will be contacted in the order their registrations were received.

## How to Register

- **Online:** We encourage you to register for classes and events and purchase your membership online. Click on the Register Online button on the OLLI Web site, [www.cgs.pitt.edu/osher](http://www.cgs.pitt.edu/osher), and follow the directions. Online registration for audit courses is available for all pre-approved audits.

- **By mail:** Send completed registration form with your check or payment information to:

University of Pittsburgh, Osher Lifelong Learning Institute  
1400 Wesley W. Posvar Hall  
230 S. Bouquet Street  
Pittsburgh, PA 15260

- **In person:** Bring your completed form to the College of General Studies' reception/registration desk, first floor, 1400 Wesley W. Posvar Hall, Monday through Friday, 8:30 a.m. to 5 p.m.
- **By phone:** Call 412-624-7308 with MasterCard/Visa information (Phone registration is **not available** for audit courses.)

## B. Registration Confirmation

You will receive a written confirmation of your registration. The confirmation includes the exact course location and any texts or special materials required. If you do not receive your confirmation, call 412-624-7308 to confirm your enrollment and the course location.

## C. Locations

Most courses are held on the Pittsburgh campus in Oakland in the Cathedral of Learning and nearby buildings. Some are held in libraries in surrounding communities and at local cultural institutions, such as Carnegie Museum of Art and the Pittsburgh Zoo when they are sponsoring the course. The catalog listing will indicate if a course is being held off-campus. A campus map is available online and in the lounge to assist members with locating campus buildings.

## D. Materials and Texts

If a course requires a text or other materials, those items will be indicated on your confirmation. If required, a materials list will be included with the confirmation or sent separately prior to the start of the course. Assignments to be read for the first class are sometimes sent to registrants prior to the start of the course. If the course has a required text, copies of the text are available at The University Store on Fifth, 4000 Fifth Avenue, in a special section for OLLI on the main floor.

## E. Evaluations

Evaluations provide important feedback to the instructor and to the program. Members are asked to complete an evaluation of each course. Near the last week of class 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. Members without e-mails can complete the evaluation at the last class meeting. Evaluation forms are also available in the OLLI office or lounge and on the current Members page of the OLLI Web site [www.cgs.pitt.edu/osher](http://www.cgs.pitt.edu/osher).

## F. Course and Class Cancellations

A **course** may be canceled if it fails to meet a minimum enrollment number. In that case efforts will be made to notify enrollees a week before it was to begin.

If a **class session** is canceled, class members will be notified as soon as possible. If time permits, email notifications will be sent. If there is short notice class members will be notified by phone. Every effort will be made to make up the missed class. (See also item 6. H. the University's Severe Weather Policy under University Services and Policies.)

## G. Conduct Guidelines

OLLI members are expected to respect the learning environment and embrace the concept of a civil community. Additionally, for all OLLI classes your responsibilities include:

- Show the instructor the appropriate level of respect as the authority in the class. This includes not interrupting them and asking appropriate and related questions.
- Tolerate opinions that are different than yours.
- Avoid confrontational behavior with other members, instructors, and University staff, students, and faculty.
- Participate in discussions appropriately and do not dominate course discussions.
- Interact appropriately with other students, instructors, and University staff, students, and faculty.
- Be on time and do not leave classes early unless arrangements have been made with the instructor.
- Do not eat in the classroom.
- Mute or turn off your cell phone.
- Attend only courses for which you registered.
- Do not register for a course unless you can attend the class sessions. If you will miss more than two of the OLLI class sessions, please do not register for the course.
- If you registered for a course and then find you won't be able to attend, please formally withdraw from it.
- Classes are open to members only, so do not bring a guest to class. (An instructor is not in a position to approve bringing a guest to class.)
- Be courteous and listen when the instructor, another student, or a staff member is speaking.
- Please attempt to do class assignments so that you can participate fully in the class.

## 3. Auditing Undergraduate Courses

Each term, OLLI develops a list of courses from the Kenneth P. Dietrich School of Arts and Sciences and the College of General Studies that have been approved for auditing by OLLI members. This document is available on the OLLI website and in the OLLI lounge. Typically, no more than four OLLI members are allowed seats in a course. In auditing a course you receive no credit and generally do not participate in homework and exams.

Courses from these departments are not available for auditing: Computer Science, Film Studies, Studio Arts and Physical Education.

## A. Registration

The deadline for course audit registration is the end of the 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.

Once the term begins you may add and drop courses only 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. (See item 2. A. How to Register, under OLLI Courses for procedures for submitting your registration.)

## B. Registering for Courses not listed in the OLLI Catalog

If the course you have selected is not listed in the OLLI catalog but is listed in the University's schedule of classes you may request special permission from the instructor to audit the course. Complete the special permission section on the registration form, or attach an e-mail from the instructor granting permission to audit the course. Granting permission to audit is solely at the discretion of the faculty member whose decision on the matter is final. (The University's schedule of classes is only available online. You can access the Dietrich School of Arts and Sciences (SAS) and the College of General Studies (CGS) courses at [www.courses.as.pitt.edu](http://www.courses.as.pitt.edu) and the entire University schedule at [www.registrar.pitt.edu/schedule\\_of\\_classes.html](http://www.registrar.pitt.edu/schedule_of_classes.html). The OLLI office also prints a copy of the SAS and CGS courses and makes it available in the OLLI lounge.)

## C. Registration Confirmation

You will receive a written confirmation of your course registration that includes the day(s) and time the course meets and the exact course location. (A campus map is in the lounge and on the OLLI website.)

## D. Course Cancellations and Changes

The 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 you if an audit course has been canceled or changes have been made in class meeting times, days, and location. **Before your class begins, we urge you to check the online schedule of courses at [www.courses.as.pitt.edu](http://www.courses.as.pitt.edu) to verify location, dates, and times of your course(s).** If the course is not listed, it has been canceled.

## E. Add/Drop and Refunds

You can change or drop courses and register for additional courses during the add/drop period. If you decide to drop your course selection during this period, and you paid a fee for your course, the fee will be refunded. No refunds will be issued after the add/drop period.

## F. Textbooks

Buying the textbook(s) for a course is at your 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.

#### G. CourseWeb (Blackboard) Access

If the course you are auditing uses online materials through CourseWeb (sometimes referred to as Blackboard), you can request that a computing account be opened for you to access the materials. To set up the account contact the OLLI office. Once your account is set up, you will be notified of your username and password along with instructions on how to access CourseWeb. You will need to give the instructor your username, and the instructor can add you to CourseWeb for the course.

Once your account is established, you can give your name and username to the professors of other courses you audit, and they can provide access to their CourseWeb sites for you. Be sure the instructor adds you as a student, not a guest or an observer.

#### H. Audit Course Conduct Guidelines

As participants in the University community, OLLI members are expected to support the University's commitment to civility in the learning environment. Your participation in the course is a direct reflection of OLLI and its members. In addition to OLLI guidelines and policies, in a University course you audit follow these guidelines:

- At the first class introduce yourself to the instructor as an OLLI audit student. Ask the instructor to what extent you can participate in class and adhere to that policy. Many, but not all, members of the faculty encourage OLLI participation in class discussion. Adhere to the level of participation that the instructor communicated. If you agreed to do the assignments, complete them or drop the audit course. Please use discretion and do not dominate the class discussion.
- An instructor or department can deny or limit admission to any audit course (even if pre-approved or member received special permission) without cause or recourse for the member.
- Provide the instructor with your email address so that you will receive any announcements and messages regarding the course. Be sure to regularly check your email.
- Remember you could be viewed as a role model for the undergraduate students in the course.
- If you disagree with something an instructor says, speak privately with the instructor after class. Do not use class time for this. Never contradict an instructor in front of the class.
- Remember you are a guest in the class and your behavior reflects positively or negatively on the entire OLLI program.

### **4. OLLI Committees and Volunteer Opportunities**

#### A. OLLI Committees

OLLI couldn't function without the dedicated service of the members who volunteer. You can contribute your ideas and expertise by volunteering to serve on an OLLI committee. Each committee has a different function and time requirement. Below are the current standing committees; ad hoc committees are formed from time to time. You are welcome to join a committee at any time (as space permits) by letting the OLLI staff know of your interest.

- **Advisory Committee:** Represents the membership in providing advice on the general direction, program, services, and policies of OLLI. 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 though other, special meetings may be called and ad hoc committees may be formed.. The Advisory Committee has no financial or liability responsibility or administrative oversight.
- **Curriculum Committee:** Develop and plan, in concert with the OLLI staff, the program offerings each term for OLLI, including recruit and solicit instructors and review proposals. This committee holds two meetings to plan each term; six meetings per year.
- **Fundraising Committee:** Plan and coordinate, in concert with the Director and University leadership, all short-term and long-range fund raising activities for OLLI at the University of Pittsburgh. This committee meets once per term, at minimum.
- **Marketing committee:** Plan and coordinate, in concert with the Director and Communications Manager, all short-term and long-range marketing activities for OLLI at the University of Pittsburgh. Develops and implements an annual marketing plan and identifies tactics for promoting the program and growing the membership. This committee usually meets once per term.
- **Membership committee:** Responsible for ensuring current and future members needs and wants are addressed and met. Ensures a smooth transition into OLLI membership with new members and focuses on retaining current members. The committee meets once per term.

#### B. Other Volunteer Opportunities

Members are recruited for one-time activities, such as helping with the Open Houses held before each term, serving as OLLI Ambassadors (providing tours and presentations for prospective and new members), and for other events. In addition, members can be helpful in supporting committee work and other tasks.

### 5. OLLI Events and Services

Besides providing an array of courses for members, OLLI offers events such as socials, day trips, single-session programs, overnight trips and international travel. Take advantage of these to get to know your fellow members.

#### A. OLLI Events

During all terms, OLLI offers lectures and events such as single-session lectures, tours of local businesses and attractions, day trips, and multi-day trips. (See item 1.E. Release Forms related to waivers required of participants.)

Some events have fees and others are included with your membership. For events that have an associated fee, the general refund policy is that a full refund will be issued only if the withdrawal occurs at least three business days prior to the event unless otherwise stated. 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.

## B. OLLI Lounge

Located at 1400 Wesley W. Posvar Hall, the OLLI lounge is your place to relax, meet with others, and socialize. Here you will also find information on programs and resources of interest to OLLI members. There are also two computers for use by members in the OLLI lounge.

## C. OLLI Web Site and Facebook

The program's Web site at [www.cgs.pitt.edu/osher](http://www.cgs.pitt.edu/osher) lists general program information, course offerings, registration information, a link to the online registration site, and a members' page that includes timely announcements and downloads of the Members' Handbook and some forms.

In addition, OLLI at Pitt has a Facebook page. You can "like" us at [www.facebook.com/osher.pitt](http://www.facebook.com/osher.pitt). This page is used as a way to share photos of OLLI members participating in OLLI and 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.

## D. E-mail Updates

The OLLI office sends out email updates and announcements once or twice a month to members who have provided email addresses. Some Internet service providers (ISP) may block our email because they think it is spam. If you are not getting email announcements from OLLI, you may need to indicate to your ISP that OLLI is an approved sender.

## E. OLLI Special Interest Groups

OLLI encourages members seeking others with a common interest to form extra-curricular special interest groups (SIG). The SIGs are member-led and managed, though the OLLI staff will assist members interested in forming groups by promoting the group to the membership.

There are currently two active SIGs:

- OLLI Knitters meet every Tuesday at 10 a.m. in the Osher lounge. Contact Rhoda Dorfzaun at [rdorfzaun@comcast.net](mailto:rdorfzaun@comcast.net) for information about this group.
- OLLI Writers' Workshop meets every Tuesday at 3 p.m. in the Osher lounge. Contact Pat Schuetz at [patschuetz@verizon.net](mailto:patschuetz@verizon.net) for more information about this group.

## G. OLLI Scholarships

Scholarships for OLLI membership are available to those needing financial assistance in order to participate in OLLI. Scholarship applications are available at the OLLI office, 1400 Wesley W. Posvar Hall.

## 6. University Services and Policies

### A. Photo Identification Card

Panther Central, Litchfield Towers main lobby, 412-648-1100, [www.pc.pitt.edu](http://www.pc.pitt.edu). Panther Central is open 24 hours, seven days a week.

All new or continuing OLLI members must have a valid OLLI photo ID issued at Panther Central. If you are a new member, you will need to provide the OLLI office with your date of birth in order 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 for your ID. Take positive photo identification with you when you go to Panther Central to get your ID.

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.**

#### B. University Computing Account and Campus Wi-Fi

On request, OLLI members may request a computer account that will allow them to access CourseWeb (for auditing University courses), Wi-Fi, and the library's e-reserves. CourseWeb is the University's site for online course materials. Both CourseWeb 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 user name and password and instructions on how to change your password, connect to Wi-Fi, set up a link to access CourseWeb, and access e-reserves. These computer accounts cannot be used to access the University computer labs.

#### C. PITT ARTS Program

929 William Pitt Union, [www.pittarts.pitt.edu](http://www.pittarts.pitt.edu)

PITT ARTS sells discounted tickets to many of the 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 printed every two months. Copies of the listings are available in the OLLI lounge and at the Web site listed above.

Most reservations for tickets must be made online through the PITT ARTS Web site. Go to [www.pittarts.pitt.edu/tickets/index.php](http://www.pittarts.pitt.edu/tickets/index.php). 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. Usually tickets will be waiting for you under your name at the appropriate venue one hour before the performance. Be prepared to show your valid OLLI ID when you pick up your tickets. Please follow these guidelines when purchasing tickets in person at the PITT ARTS office:

- You must bring your valid Osher ID with you and be ready to show it to the PITT ARTS staff.
- Know the performance you want to attend and the number of tickets you want to purchase before you arrive to purchase tickets. PITT ARTS telephones are not available for your use.
- The deadline for ticket purchase is different for each venue and is indicated on the boxes in the hallway outside the PITT ARTS office.
- PITT ARTS does not accept orders by fax, phone, or U.S. Mail.
- Tickets are final sale, and cannot be refunded or exchanged after you submit the form with payment at the PITT ARTS office.

- You will not receive a receipt for your purchase.
- These tickets are best available non-refundable seating.

#### D. Hillman Library

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

After you are a confirmed OLLI member and have your OLLI Photo ID, you may borrow 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.

#### E. Parking and Transportation

The Soldiers and Sailors Memorial Parking Garage off Bigelow Boulevard and the Sennott 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.

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 you 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 at all times by presenting a Commonwealth of Pennsylvania Senior Citizens Identification card or a Medicare card at the time of fare payment. Visit [www.portauthority.org](http://www.portauthority.org) to find the routes that travel through Oakland. Printed PAT schedules are available on campus at various locations, including the McCarl Center lounge on the first floor of Wesley W. Posvar Hall and on the main floor of the William Pitt Union. Your OLLI/Pitt ID does NOT provide you with complementary bus fare.

There are also bike racks available throughout campus.

#### F. The University Store on Fifth

4000 Fifth Avenue, 412-648-1455 [www.pitt.universitystore.com](http://www.pitt.universitystore.com)

The Book Center carries texts used by both the OLLI and University courses. Required texts for OLLI courses are located on the main floor in a special section reserved for OLLI textbooks. Textbooks for University courses are shelved by department. University Store staff can help you locate your textbooks.

#### G. Campus Shuttles, [www.pts.pitt.edu](http://www.pts.pitt.edu)

Your OLLI photo ID allows you to ride 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 the Web site listed above.

#### H. Accessibility

To ensure accommodation, please contact the OLLI office at 412-624-7912 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 on the Web at [www.drs.pitt.edu](http://www.drs.pitt.edu)) 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 Web site for more information.

#### I. University Severe Weather Policy

OLLI follows the University's severe weather policy. 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 you are unsure as to whether a course will meet, you may also call 412-624-7308. Please use your discretion as to the weather and your safety.

### 7. 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 Current Members page of the OLLI Web site.

- Additional University policies that OLLI members must follow can be found throughout the Pitt website including <http://www.studentaffairs.pitt.edu/studentconduct>.
- Campus Map, [www.tour.pitt.edu](http://www.tour.pitt.edu) A campus map is available on the OLLI website and in the OLLI lounge.
- Academic Calendar can be accessed by going to Pitt's home page, [www.pitt.edu](http://www.pitt.edu) and clicking on the Calendars link.
- Course Descriptions and Schedules for Dietrich School of Arts and Sciences and College of General Studies courses, [www.courses.as.pitt.edu](http://www.courses.as.pitt.edu)
- University Complete Schedule of Classes, <http://www.registrar.pitt.edu/registrar.html> Click on the Time Schedule of Classes sidebar tab. (This is a large file.)
- Music at Pitt for concert and recital schedules, [www.music.pitt.edu](http://www.music.pitt.edu)
- University of Pittsburgh Stages (formerly Pitt Repertory Theatre), [www.play.pitt.edu](http://www.play.pitt.edu)

### 8. Links to OLLI Network Sites

- OLLI National Resource Center, [www.osher.net](http://www.osher.net)
- The Bernard Osher Foundation, [www.osherfoundation.org](http://www.osherfoundation.org)
- OLLI National Resource Center on Twitter, [twitter.com/NRCOLLI](https://twitter.com/NRCOLLI)

## **9. OLLI – How It All Began**

### OLLI National History

The Bernard Osher Foundation is a charitable foundation established in 1977 by Bernard Osher, a businessman and community leader. His philanthropy has benefited a wide range of educational, cultural, and other nonprofit organizations primarily in his native Maine. The foundation's interests are education, the arts in the San Francisco Bay Area and in his home state of Maine, and integrative medicine at a select group of institutions.

Beginning in 2001, the Bernard Osher Foundation began providing endowment and operational grants to universities which had successful programs for older adults. Since 2001, the foundation has supported more than 100 OLLI programs in all 50 states and the District of Columbia.

### Characteristics of the OLLIs

The Foundation is not highly prescriptive in the type of lifelong learning program it will support. Its main concern is to support the creation of new programs or the strengthening of existing programs in lifelong learning at college and university campuses. There is considerable variation among the Osher Institutes; each is encouraged to use the organizational structure that best fits its community. Their common characteristics, however, are: Non-credit educational programs specifically developed for adults who are at least age 50 and older; university connection and university support; volunteer leadership and sound organizational structure; and a diverse repertoire of intellectually stimulating courses. Each Osher-funded program is designated as the "Osher Lifelong Learning Institute at X" and uses a logo which consists of a simple circle with the words "Osher Lifelong Learning Institute" arranged within.

### The National Resource Center for the Osher Lifelong Learning Institutes

The National Resource Center for the Osher Institutes was established in 2005 at the University of Southern Maine with Kali Lightfoot as the executive director. The National Resource Center provides opportunities for communication among the individual Osher Institutes, and a Web site for general reference at [www.osher.net](http://www.osher.net). The Web site shows locations and provides links to all OLLIs and provides many resources for programs and members, including a Life Story Center.

### History of OLLI at Pitt

The Osher Lifelong Learning Institute at Pitt was established through a \$100,000 grant from the Bernard Osher Foundation received by the College of General Studies in July 2004. The grant enabled the college to greatly broaden the scope of programming available to older adults. Since 1974, the College of General Studies offered older adults the opportunity to audit undergraduate courses through a program first called the College Over Sixty then the Third Age Learning Community. The new Osher Lifelong Learning Institute featured both undergraduate course auditing and a new type of program—five-week OLLI courses just for members.

The inaugural term for OLLI was spring 2005. At that time OLLI at Pitt was one of 48 OLLIs at colleges and universities throughout the country and the only OLLI in Pennsylvania. That first term we offered 19 OLLI courses and had 121 full members and 187 associate members. Now, OLLI at Pitt offers over 80 OLLI courses each term and have close to 1,200 members during the academic year.

After three \$100,000 annual operating grants, the Bernard Osher Foundation helped permanently establish our program at the University of Pittsburgh by awarding OLLI at Pitt at \$1 million endowment grant. In April 2015, due to the success of our program and support of our membership and the University, we were awarded a second \$1 million endowment grant.

## **10. Ways to Support**

### Volunteer Opportunities

See the OLLI Committees and Volunteer Opportunities section earlier in the document to find out what types of opportunities exist. If interested, contact the OLLI Office.

### Donations to OLLI

The University of Pittsburgh is a 501(c)3 non-profit organization. Your tax-deductible donations to OLLI will go a long way in support of scholarships, courses, and special events. OLLI conducts an Annual Fund Campaign and you may also make a donation when you register for courses by indicating your donation on the registration form. Donations are accepted online at [www.giveto.pitt.edu/osher](http://www.giveto.pitt.edu/osher) where you can direct your donation to the Osher Lifelong Learning Institute. Checks should be made payable to University of Pittsburgh.

Other giving opportunities include major gifts, planned gifts, gifts of stock, and matched giving programs through places of employment. For more information about donations and giving to OLLI, please contact the director, Jennifer Engel.

## **11. Contact Information**

### OLLI Staff

Jennifer L. Engel , Director

412-624-7072, [Jennifer.engel@pitt.edu](mailto:Jennifer.engel@pitt.edu)

Patricia Szczepanski, Program Assistant

412-624-7912, [pjs27@pitt.edu](mailto:pjs27@pitt.edu)

Steve Lander, Registration and Database Coordinator

412-624-7308, [sll4@pitt.edu](mailto:sll4@pitt.edu)

Phone number for general information about OLLI and to register: 412-624-7308

Web site: [www.cgs.pitt.edu/osher](http://www.cgs.pitt.edu/osher)

Campus Location: 1400 Wesley W. Posvar Hall



Mailing Address: OLLI  
1400 Wesley W. Posvar Hall  
University of Pittsburgh  
230 S. Bouquet Street  
Pittsburgh, PA 15260

Office Hours:

OLLI staff is generally available Monday – Friday from 8:30 a.m. – 5 p.m.