

Osher Lifelong Learning Institute

at

The University of Pittsburgh



A learning community
of adults age 50 and better

Member Handbook

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 age 50 and better. We believe in the joy and benefits of lifelong learning and invite participation from all our neighbors in the Pittsburgh area.

You may be someone who is semi-retired or retired. You've worked or had a career, possibly raised a family. Maybe you have been taking care of aging parents. You may have lived in the Pittsburgh area your entire life or you may have moved here recently. You may have gone to college a good while ago or you may never have attended college. One thing for sure, life has given you a lot of experience. But now, we think it's time for you!

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 or waiting period 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 located on the urban campus of the University of Pittsburgh, members enjoy the opportunity to interact with outstanding faculty and instructors, fellow adult learners, and also traditional college students.

As a new member of OLLI at Pitt, we hope you find this handbook helpful as you learn your way around the program and the Pitt campus. 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 its 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!

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Our History

Since 1974, the College of General Studies at Pitt offered older adults the opportunity to audit undergraduate courses through a program first called the “College Over Sixty,” with the name later changed to the “Third Age Learning Community.” In 2004, through a grant from the Bernard Osher Foundation, the university was able to greatly broaden 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 our program at the University of Pittsburgh by awarding a \$1 million dollar endowment. In April 2015, thanks to 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 123 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 age 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 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 then, the foundation has supported the development of 123 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.

Our Relationship to the University of Pittsburgh

OLLI is a program of the University of Pittsburgh and receives substantial in-kind support from the University. The 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.

A. Membership Levels and Fees

We offer two membership levels; annual membership and term membership. The fees for the memberships (as of April 2019) are:

Annual Membership

\$225 – Includes three consecutive terms (one full year of membership)

Annual Membership (installment plan)

1st Installment \$125 – covers one term

2nd Installment \$100 – adds two more consecutive terms when registering the very next term

Term Membership

\$125 – includes one term only

B. Membership Benefits and Privileges

As a member of OLLI, you receive these benefits and privileges:

- 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 in the College of General Studies; 1436 Wesley W. Posvar Hall

C. Refunds

Because full membership includes unlimited OLLI courses and an array of 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 been attended.

Membership in OLLI is nontransferable.

D. OLLI Membership Waiver

As a condition of membership, all OLLI members must sign a Membership Waiver. Membership Waivers are signed each time an OLLI membership is purchased and release the University, its staff and contractors from liability and agreeing to assume all of the risks related to participation in various OLLI activities.

E. Membership Restriction and Termination

Termination of membership is typically a voluntary action by the member. Occasions may arise when it is necessary for the OLLI director, in consultation with the Director 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 suspension or termination, and take such action. Generally such actions are necessitated 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 Director of the College of General Studies and a subsequent meeting.

[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 one or two 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, for example, those in foreign languages and T'ai Chi, meet for 10 weeks. Additionally, some courses such as film, meet for two hours and 50 minutes each week. Courses are taught by current and emeriti Pitt faculty as well as other community experts. With nearly 100 courses offered each term, OLLI has something for everyone.

OLLI produces a Course Catalog each term which includes all OLLI courses, special events, tours and trips. We encourage members to receive the catalog via email or online so that the program can reduce the use of paper and uphold 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.

A. Registration

You may register for an OLLI course, space permitting, until its start date. Some courses have limited enrollment due to the topic or course purpose 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 (or email) and placed on a waitlist. If or when space opens in the full course, those on the waitlist will be contacted in the order their registrations were received.

How to Register

- **Online:** We encourage you to purchase your membership and register for classes and events online. Go to our website at <https://www.oli.pitt.edu/membership-benefits/join-oli-pitt> and follow the instructions. Online registration for audit courses is available for all pre-approved audits as well.
- **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 OLLI office within the College of General Studies, first floor, 1400 Wesley W. Posvar Hall, Monday through Friday, 8:30 a.m. to 4 p.m. Place your registration in the lock box immediately to the left outside of the OLLI office suite.
- **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 via U.S. mail a week or so prior to the start of the term. 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. Additionally, because course locations can change, the mailed confirmation has the most up to date information. Please use this to locate your courses. If a location changes after the written confirmation is mailed, you will receive an email or phone call with the correct information.

C. Locations

Most courses are held on the Pitt campus in Oakland in buildings across campus. Some are held in other locations 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 OLLI lounge to assist members with locating campus buildings.

D. Materials and Texts

If a course requires a book 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. Course Evaluations

Course 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 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. Evaluation forms are also available in the OLLI office or lounge and on the Existing Member Resources page of the OLLI Web site www.oli.pitt.edu.

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 the course was to begin.

If a **class session** is canceled, class members will be notified by email and robo-call as soon as possible. Every effort will be made to make up the missed class.

G. Member Conduct Rules & Etiquette

While our rules of conduct may seem common sense to most members, with a growing program it is important that everyone understands the expectations. OLLI members are expected to respect the learning environment and embrace the concept of a civil community as well as follow all OLLI and University rules. Additionally, for all OLLI classes and activities 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 by contacting the OLLI office.
- Classes are open to members only. 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.

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 you to be that person that welcomes the stranger among us. Include and involve new people in your conversations. Show congeniality and hospitality among members, instructors and guests of OLLI.

3. Auditing Undergraduate Courses

One membership benefit of the Osher Lifelong Learning at the University of Pittsburgh is the ability to audit preapproved undergraduate courses. To “audit” 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 the purpose of self-enrichment and exploration. They enroll as an observer or listener only. The instructor of the course will indicate if s/he wants to include an audit student in the classroom interaction. 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.

Auditors are guests in the course for which they register and participation can be limited or restricted by the professor or department.

A. Registration

A complete listing of preapproved audit courses are located on our website and a printed copy is available in the OLLI lounge. No member may attend and/or audit a course for which they are not registered. To read full descriptions of courses members must access the Pitt website to review: <https://www.registrar.pitt.edu/courseclass.html>

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.

Once the term begins you may add and drop courses only during the official 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.

B. Registering to Audit Non-preapproved Courses

1. You may audit an undergraduate course 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 prior to the start of the course. (locate contact information here: <http://find.pitt.edu/>)
3. Complete the audit section on the paper registration form, including all required information, and attach an email response from the instructor granting permission to audit.

(Note: **DO NOT attend classes prior to receiving confirmation of your registration** and submitting the evidence of written permission from the instructor.)

*All non-preapproved audit registrations must be done with paper registration and mailed or dropped off at the OLLI office

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 <https://psmobile.pitt.edu/app/catalog/classSearch> 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 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. Members have until the end of the university add/drop period to enroll in a course. Absolutely no registrations will be taken after that time.

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

Undergraduate courses often use CourseWeb, an online portal where the professor places important class documents.

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

Next, if attending a class that uses CourseWeb (Blackboard), give the instructor your username and **ask that he/she put you on Courseweb as a student not as a guest.**

To Access Courseweb:

- ⇒ Log into my.pitt.edu with your Pitt Username/Password
- ⇒ On the right-hand side, second down the list, there will be the link for “CourseWeb/Blackboard Learn.” Click that link and you will be directed to CourseWeb.

If you do not see one of your classes listed under “My Courses,” then you were not properly added into the course. Please let your instructor know that you need to be added as a student (not a guest).

H. 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 to 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 your verbal participation is permitted by the instructor, be respectful of both the instructor and other students. Do not monopolize discussion.
4. Plan to eat or drink BEFORE class, not during class.
5. If issues arise, please notify the OLLI office immediately.
6. Pay attention to dates and deadlines pertaining to undergraduate courses and the University academic calendar. Take note of dates such as: courses begin and end, add/drop period ends, university closures; official breaks.
7. Formally drop the course if you find out it is no longer of interest.

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.
- **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 as well as committee members attend open house events and outreach events when possible.

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.

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 Social Media

The program's Web site at olli.pitt.edu 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. We also have a Twitter page at www.twitter.com/PittOsher. 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 several times 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, although the OLLI staff will assist members interested in forming groups by promoting the group to the membership. Groups may have limited open space based on the nature of the groups. Contact the office to get in touch with SIG group leaders and inquire.

Several OLLI SIGs include:

- OLLI Knitters meet every Tuesday at 10 a.m. Leader: Rhoda Dorfzaun.
- OLLI Big Conversation meets monthly. Leader: Norm Wien.
- OLLI Stock Market Discussion meets monthly. Leaders: Diane Britz and Andrew Calabrese
- OLLI Free Writing Group, meets monthly. Leader: Laura McGinnis.
- OLLI Follow-up Poets, meets monthly. Leader: Laura McGinnis

F. OLLI Scholarships

Thanks to generous donors, partial 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 or on the OLLI website. 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.

6. University Services and Policies

A. Photo Identification Card

Panther Central, Litchfield Towers main lobby, 412-648-1100, <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.**

Remember – obtaining your ID card enables you to fully access your OLLI benefits such at the library, with “Cheap Seats”/Pitt Arts, etc.

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

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: <http://www.studentaffairs.pitt.edu/pittarts/cheapseats/>. 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), <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 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 <http://www.pittuniversitystore.com/home.aspx>

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, <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 <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 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 possible. Additionally, cancellations will be posted on the OLLI website, Facebook page, and Twitter feed. 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, <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, <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, <https://psmobile.pitt.edu/app/catalog/classSearch>
- University Complete Schedule of Classes, <https://psmobile.pitt.edu/app/catalog/classSearch> .
- Music at Pitt for concert and recital schedules, <http://www.music.pitt.edu>
- University of Pittsburgh Stages (formerly Pitt Repertory Theatre), <http://www.play.pitt.edu>

8. Links to OLLI Network Sites

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