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MEMBER  
HANDBOOK  
2023-2024



# **Osher Lifelong Learning Institute at the University of Miami**

## **Welcome to OLLI at UM!**

Learning for the sake of learning enriches one's life, hones the mind, and builds bonds between new and old friends that can last a lifetime. With expert instructors, including UM faculty, courses at OLLI are designed for students aged 50 and better, are high-level and high-interest, without being high-stress.

## **Office Hours:**

Monday - Friday 9:00 a.m. - 4:30 p.m.

**Location:** OLLI at UM classes are held at Lau Founders Hall on the UM Coral Gables Campus. It is a one-story building with classrooms, a computer lab, a café lounge, and an interior patio for member use. There are restrooms available in the front and back of the building.

## **OLLI at UM Fact Sheet**

**Mission:** To provide intellectual stimulation, social interaction, service opportunities, and outreach to the university and to the greater community.

**Vision:** To be a world class, member-driven learning community, accessible to and meeting the needs of a diverse and growing population of older adults.

**Why OLLI?** With its nominal membership dues and course fees, OLLI is an all-inclusive program accessible to and meeting the needs of a diverse and growing population of adults aged 50 and better. OLLI at UM is a space for constructive dialogue & conversation.

### **OLLI Membership:**

- 2022/2023: 850+ members

### **Courses:**

- OLLI at UM provides up to 44 weeks of programming annually, and offers between 55 and 75 classes per session

## **Funding:**

The OLLI budget is funded from the following sources:

- The University of Miami - Covers approximately 30% of the operating costs.
- Membership and course fees - Pay approximately 60% of the costs.
- Two \$1 million endowment grants from The Bernard Osher Foundation - Generating a yearly income of approximately 5% of the value of the endowments.
- Member gifts – scholarship fund, program enhancements, building enhancements, instructional technology improvements, and sustainability.

## **Member Benefits:**

- General admission to the Lowe Art Museum (\$60 Value)
- Access to the University Library System with borrowing privileges, and use of

computers at the Richter Library (\$250 Value)

- Opportunity to Audit undergraduate university classes (additional fee required)
- Discounted parking rate
- Free participation in Shared Interest Groups
- Special invitation to UM events

**Registration:** To attend a class, you must have an active membership and be officially registered. You must complete your registration form at the office or online at [miami.edu/olli](http://miami.edu/olli).

**Class Rosters & Student Sign-in:** Each time you have an in-person class, please sign the roster sheet. If your name is not on the roster, sign in and contact a staff member so they can register you for the class. If you are a guest, please see an OLLI staff member about completing a **Guest Pass**.

**Classrooms:** All phones are required to be turned off or set to vibrate when classes are in session. If you must answer a call during class, please exit the classroom. We ask our students to leave the classrooms neat. Please pick up your paper, drink cans, or coffee cups from desks, chairs, or floors and move your chairs into their original positions as a consideration for the next class.

**Classroom Decorum:**

- The University seeks to promote a teaching and learning environment free from material and substantial classroom disruption.
- Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to manage their classroom environments effectively.
- Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly,

instructors should establish communication and enforce reasonable expectations of classroom behavior and decorum via the syllabus and classroom discussion.

- This policy is not intended to discourage appropriate classroom expression, discussion, or disagreement, but rather to promote respectful interactions.

**Drop/Add Cancellation Policy:** All requests for drop/adds must be made in writing via an email sent to: [Osher@miami.edu](mailto:Osher@miami.edu). All drop/add requests must be received no later than the close of business (by 5 p.m.) on the Friday of the first week of class.

- **100% Refund:** Cancellation requests received by 5 p.m. on the Friday of the first week of class.
- **No Refund:** Cancellation requests after the Friday of the first week of class.

***The University reserves the right to cancel or reschedule any program with insufficient enrollment or for reasons beyond our control.*** In such cases, a full refund of fees

and deposits will be made. Before a refund can be issued, verification of your payment, confirmation of the pertaining records and administrative review and approval must be completed. While we will expedite your refund request, please allow a minimum of 45 days for processing.

**Guest Policy:** Bringing guests to class is a great way to introduce OLLI to a potential student, and you are encouraged to do so. However, you must request a guest pass with the office on the day of the class session and consult the instructor to ensure that there is space available in the class. Guests are limited to two complimentary visits where there is space available. Guests may not be eligible to attend classes that are full. Children under the age of 15 are not permitted to attend.

**Privacy Policy:** In order to protect your privacy, we do not share personal contact information for either students or faculty. If you wish to contact someone regarding an OLLI matter, please send your request to



[osher@miami.edu](mailto:osher@miami.edu), and we will forward the message.

**Parking:** The UM Department of Parking and Transportation is responsible for parking and transportation policies for the University. UM would like to facilitate your visit to our beautiful campus. Please familiarize yourself with parking and mobility options.

**Parking Permit:**

All vehicles parked on the University of Miami campus must be registered with the Parking Department and have a “permit” to park from 8 a.m. to 4 p.m. To OLLI parking permit allows you to park in the **Gray Zone** lots around Lau Founders Hall and any other nearby lots where signs specify “Gray Zone”. **The parking permit does NOT guarantee you will find a parking space.** OLLI members may purchase a *discounted* GRAY zone parking permit from:

UM Parking and Transportation Services  
5807 Ponce de Leon Blvd. McKnight  
Building, Suite 100  
Coral Gables, FL 33146  
305.284.3096

To purchase a parking “permit”: You will be required to show your OLLI membership card and valid vehicle registration.

There is a parking cost for the full year pass (**approximately \$285**), and prices are prorated weekly. Permits expire on August 15<sup>th</sup> each year.

**Please note:** Vehicles with Disability Tags still have to pay for parking on the UM campus.

PayByPhone is an alternative option for those who do not have a valid permit issued by the UM Parking department. Payments can be made by downloading the PayByPhone app and setting up an account or calling 877-855-8899. Use of the PayByPhone service requires a payment card, **locator code (330714)**, and the license plate number on the vehicle. Please ensure that the license plate number of the vehicle you are using is entered to avoid incurring a citation.

A pay station is also located on the sidewalk near Founders Hall.

OLLI at UM is **not** responsible for payment of citations.

**Short-term Parking:** There is also metered street parking within walking distance of Lau Founders Hall along San Amaro Drive. These parking meters are under the jurisdiction of the City of Coral Gables. Spaces fill up early.

**Metrorail/Metrobus:** Our campus has a Metrorail stop, which makes for a convenient visit. From the University Metrorail stop, you can get a UM shuttle or Metro Bus to get you close to the Lau Founders Hall offices.

**Rideshare/Carpooling:** To avoid bringing a vehicle on campus, we strongly encourage OLLI members to carpool, use a rideshare service (like Lyft or Uber), or take public transportation to our campus.

**Lost and Found:** OLLI at UM keeps a lost and found cart in the OLLI café lounge. If you leave something valuable like electronics or a

purse behind, please check with one of our staff at the OLLI reception desk.

**Inclement Weather and University Closures:** OLLI operates only when the University of Miami is open. If the University is closed due to a holiday, inclement weather or an emergency situation, OLLI at UM is closed as well. Please check your local TV and radio stations for closing information or call the University of Miami's Hurricane Hotline: 305-284-5151.

**Smoking and Drinking:** Smoking is not allowed on the UM campus. OLLI@UM is a non-smoking institute. Smoking is not permitted inside OLLI facilities, on the patio, outside our entrances/exits, or anywhere on the UM campus. Drinking alcoholic beverages at Founders Hall is strictly prohibited. This is for everyone's safety.

**Participation and Commitment:** OLLI is a cooperative, member-driven organization dedicated to those aged 50 and better seeking intellectual enrichment. Members are encouraged to make a volunteer

commitment to the program and its ongoing development. This volunteer commitment can take several forms:

- Teaching or co-teaching a course
- Serving as a leader or facilitator of a special interest group (SIG) or noon-time group
- Volunteering at the OLLI reception desk, with daily operations, or with special events
- Serving as a virtual Class Assistant or Class Greeter
- Assisting with creating the OLLI flyers and proofreading the OLLI Course Catalog
- Participating in one or more committees:
  - Advisory Council
  - Curriculum
  - Marketing & Communications
  - Social Events
  - Volunteer
  - Development

**Communications:**

Periodically, we will send to the email we have on file for you, notifications, about

class cancelations, class time changes, and special interest lectures. We ask that you read your emails **on a regular basis** to ensure you do not miss any important notification.

### **Auditing Classes at UM**

Auditing by OLLI members is a benefit and a privilege granted by the University of Miami. An auditor is a person who enrolls as an observer or listener only. The professor will indicate if s/he wants to include you in the classroom interaction.

Auditing allows an OLLI member to enroll in a **maximum of 3** undergraduate courses per semester at a reduced fee.

Auditing is permitted when there is space in the classroom and with the permission of the faculty member teaching the course.

- Auditing is for UNDERGRADUATE courses ONLY.
- Auditing is NOT permitted in language, laboratory, creative writing, and performance courses or in Graduate programs (Law or Medical School)

- Auditing is for Lecture classes ONLY, on a space available basis. “Lecture type” classes are those in which students can observe the delivered lecture of material by the professor.
- Auditing is permitted during Fall and Spring semesters ONLY.
- Auditing is NOT permitted during the Summer session.

All requests to audit must come through the OLLI office through the online request form and be approved by the Director of OLLI.

Complete and submit an Audit Request Form available on our website: [olli.dcie.miami.edu](http://olli.dcie.miami.edu)

No audit request form should be submitted until **ONE MONTH** prior to the start of the class being audited and no later than 3 days prior to the beginning of the class.

You will be notified via email when you have received permission from the UM Faculty member and OLLI to audit the classes you requested.

## **OLLI at UM Member Code of Conduct**

- OLLI is a community of learners where members feel free to share information, provide feedback, and make suggestions. Our classrooms are safe spaces where we expect members and instructors to be friendly and supportive.
- Civil interactions among and with other members, instructors, and staff are expected at all times. Use of profane language by members, instructors, or staff is prohibited and will not be accepted.
- Members should express their views respectfully. Instructors encourage class participation and welcome alternative viewpoints and short, personal anecdotes germane to the subject. Controversy can be a great stimulus to learning but is only meaningful in an atmosphere of civility. Should the class members or the instructor feel those conditions are violated, the disruptive



member may be asked to leave and/or drop the class.

- Members shall not use or share information gained through their classes at OLLI for their purposes, in their own writing/narrative/memoirs. Writing about the group, or about the group members themselves, even with names and details changed, is prohibited.
- Members are asked to turn off cell phones upon entering the classroom.
- Members are also asked to refrain from taking photographs in the classroom. Permission must be granted by the instructor.
- OLLI@UM complies with the University of Miami student Rights & Responsibilities (2021-2022).

**Giving:**

OLLI@UM is eligible to receive tax-deductible gifts and donations under section 501 (c)(3) of the Internal Revenue Code.

**Gifts can be made in the form of a check,**

**credit card payments, securities, real estate, personal property, or a planned gift.**

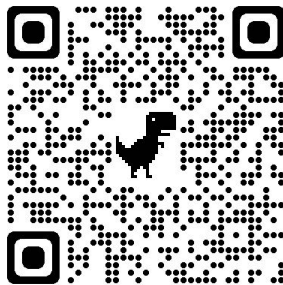
You can donate online on our website using our secure donation electronic form located at [miami.edu/olli](https://miami.edu/olli)

**Catalog:**

To access our Catalog, please visit [miami.edu/olli](https://miami.edu/olli) or scan the QR code below

**Steps to scan a QR Code:**

1. Open the camera application on your cellular device.
2. Point the camera at the QR code. Make sure you see all four corners of the code on your screen. Once scanned, a link will appear on your screen.
3. Click the link that appears on your screen. This link will direct you to the catalog.



## **OLLI at UM**

Lau Founders Hall  
1550 Brescia Ave  
Coral Gables, FL 33146  
Office: 305-284-6554  
Email: [osher@miami.edu](mailto:osher@miami.edu)  
[miami.edu/olli](http://miami.edu/olli)

### **Staff:**

Michelle Alvarez  
Executive Director

Ady Celaya  
Program Manager

Caroline Carlson  
Program Coordinator  
(Curriculum/Course Catalog)



## CONTACT US

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305-284-6554



[osher@miami.edu](mailto:osher@miami.edu)



[miami.edu/olli](https://miami.edu/olli)



**FOUNDERS HALL**

1550 Brescia

Avenue

Coral Gables, FL

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