

# **OLLI at UNLV**

## **Member Handbook**

**Spring 2015**

## OSHER LIFELONG LEARNING INSTITUTE UNIVERSITY OF NEVADA, LAS VEGAS

The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas (OLLI at UNLV, for short) is a membership-based organization designed for retired and semi-retired individuals who share similar life experiences, a desire for lifelong learning, and an active pursuit of knowledge within the setting of a university community.

*“The mission of OLLI at UNLV is to challenge the mind and stimulate the spirits of retired and semi-retired adults by offering learning activities designed to enhance understanding of the world – its historic, cultural, and social aspects – utilizing a variety of non-credit academic learning formats at, and with the assistance and cooperation of, UNLV, a major university. A wide variety of mostly peer-led classes are offered.”*

The learning process takes place in study groups and is a partnership in which the study group leaders (known as “Coordinators”) and the members share in the learning experience.

Becoming an OLLI at UNLV member is an active process. Volunteers are the life blood of the organization. Each member may choose to share his/her unique experiences and capabilities with OLLI at UNLV to make it viable.

Membership means:

- welcoming diverse opinions;
- participating with prepared, informed discussions;
- keeping our focus on intellectual pursuits as we grow;
- contributing to group leadership and volunteerism; and
- welcoming and acquainting new members with OLLI at UNLV.

The OLLI at UNLV program is hosted by UNLV. All OLLI at UNLV policies conform to UNLV policies. Through its liaisons to OLLI at UNLV, the university provides the administrative and support services necessary for success and continued growth.

## **WHO WE WERE**

Gathering in January 1991, seventy retirees from Las Vegas and Henderson joined to form a fledgling organization at the University of Nevada, Las Vegas. The Extended Study Center for Lifelong Learning (EXCELL), founded by Stephanie Smith and Shirley Harris, offered four study groups Monday through Thursday mornings in partnership with UNLV Division of Educational Outreach. The idea was to recreate the Harvard Learning in Retirement program that Stephanie and Shirley had belonged to in Massachusetts.

Stephanie was elected Board President and was responsible for much of the organizational framework that still exists today (By-Laws, newsletter).

The original model included member participation through researching and reporting on topics chosen by the coordinator. Study groups were held on the main campus and were generally small, allowing a high level of interaction, discussion, and a feeling of closeness. Social activities were an integral part of the program.

In 2006, EXCELL formally approved joining the Osher Foundation's Learning Institute and the name was changed.

## **WHO WE ARE**

Today, OLLI at UNLV is a vibrant member-directed organization made up of more than 1,300 retired and semi-retired adults age 50 or over. Our members share a desire to continue a lifetime of learning with programs rich in content, shared interests, and life experiences. OLLI at UNLV offers special events, tours, and activities in addition to the 13-week spring and fall and 10-week summer terms.

These programs are purely for enjoyment. As always, there are no tests, no grades, and no need for higher educational experience – only the desire to join your peers in the joy of learning and the benefits that go with it.

Our Coordinators are members of OLLI at UNLV who bring a lifetime of professional and personal experience to their classrooms. These individuals offer interesting and stimulating study groups on a variety of subjects. A single membership fee grants you access to every one of our classes at each of our eight locations, as well as other UNLV student benefits.

### **PARTICIPATION IN STUDY GROUPS**

The two cornerstones of OLLI at UNLV are peer learning and active participation. Volunteer Coordinators create and lead all study groups. Instructional styles vary: research and reports by Coordinators, guest speakers and volunteers; discussion; assigned readings; debates; DVD-led instruction; lecture. Every member is encouraged to participate fully in the class they choose, so that members and Coordinators can share in the learning experience.

Paid membership enrollment is for the program as a whole, not a particular class. Paid membership allows you to sign up for individual classes a few weeks before the start of the term but registration never closes. If you find that a class you attend is not a good fit, you are encouraged to find something else that does grab your interest. Just as important, be sure to update the OLLI at UNLV staff of any changes in e-mail, phone number, or address to ensure you receive important program related news and materials.

Courtesy is the keynote of OLLI at UNLV membership. Courtesy is extended to other members, UNLV staff and speakers, and OLLI Coordinators. We ask that classroom courtesy be extended to include exiting promptly when the class ends if another class is waiting to enter; not entering classrooms until the previous class has exited; that members exiting the classroom be given the right of way before anyone enters; and, that special courtesy be given to those with mobility issues.

## ADMINISTRATION

OLLI at UNLV is a member-led organization, with an elected Board of Directors as its governing body. The Board has the primary responsibility of formulating and implementing policy and programs, within the parameters of UNLV policy. The Board of Directors is nominated and subsequently elected by the membership-at-large. Officers of the Board are elected by Board members. If a vacancy occurs, the President appoints a replacement for the unexpired term of office. UNLV, through the Division of Educational Outreach, provides administrative support to all OLLI at UNLV plans and activities.

The Board typically meets on the third Tuesday of each month at the end of the day's sessions. All members are invited and encouraged to attend. Members are welcome to address the Board at the beginning of each meeting.

The Board of Directors also oversees the work of OLLI at UNLV committees. The President appoints Committee Chairs with the approval of the Board. The President appoints Ad Hoc committees, as needed. OLLI members are encouraged to serve on committees. Current committee members find the activities to be enjoyable and stimulating.

Permanent committees are:

Publications	By-Laws
Communications	Publicity
Curriculum	Membership
Facilities and Technology	Elections
Long Range and Strategic Planning	Events/Brown Bag
Volunteer and Community Outreach	Fundraising

## MEMBERSHIP TUITION FEES

Membership tuition fees are established by the Board of Directors, subject to approval by UNLV. The tuition reflects the present year's expenses and the anticipated needs in the upcoming year.

## GENERAL INFORMATION

- Enrolling in OLLI at UNLV is a two-step process. First, individuals pay the semester membership fee, and can do so at any time before and during the semester. The second step is for individual class registrations. Individual class registration is held approximately two weeks before the beginning of each semester. Prior to the individual class registrations for the spring and fall semesters, OLLI at UNLV hosts an Open House. Those attending have a chance to pick up the new catalog, talk with study group Coordinators and have their class-related questions answered. The date and instructions for individual class registrations are announced in the OLLI “News You Can Use,” OLLI’s weekly online newsletter for OLLI at UNLV members.
- Have your picture taken for the OLLI at UNLV Member Directory. If the photographer is not at the Open House, contact may be made through the OLLI at UNLV Office at 702-774-OLLI (6554).
- Once you have paid your membership fee, you will receive subsequent semester’s catalogs in the mail.
- All registrations and financial transactions are processed by Division of Educational Outreach Staff at the Information Desk located in Building 100 on the Paradise Campus. Members may pay for individual semesters or an annual fee which includes a free summer semester.
- A student parking permit is included with your paid OLLI at UNLV membership. For specific requirements contact the Parking and Transportation Services Office, located on UNLV’s main campus in the Public Safety Building (702-895-1300). The pass must be displayed on the passenger side of your front windshield, with the dates and permit number clearly visible. This pass allows you to park in any “student” spot on any of the UNLV Campuses.
- Your handicapped tag allows you to park in designated parking spots covered under the Americans with Disabilities Act (ADA) on the Paradise Campus, only after you visit parking services for a UNLV handicapped tag as well. If no student spaces are available, handicapped members

may park at a meter without putting in coins with proper display of handicapped tags and OLLI parking permit. Vehicles not displaying proper parking permits or not adhering to established parking policies may be ticketed (fined).

- Members are eligible to receive a Rebel Card (UNLV Student I.D.) for a one-time fee of \$10.00. The card entitles members to some of the benefits afforded UNLV students including access to the Lied Library and computer labs, discounted/free tickets to events, and more. Cards may be purchased at the Student Union Building on the main campus. For more information, call 702-895-2351.
- There are no restaurants or other food vendors on the Paradise Campus, so many members bring a lunch. Members may eat and drink in the Break Room. Please clean up when finished. Water, coffee, and cookies are available in the Break Room
- OLLI at UNLV membership fee waivers are available to returning members who have faced unexpected financial hardship. Please contact the OLLI at UNLV Office for more information.
- In case of emergency, each classroom is equipped with a fire extinguisher. There is also an AED defibrillator on campus. If you witness an accident/emergency, please dial UNLV Campus Police at 702-895-3668 (or 911 from any campus phone).
- Cell phones must be turned off when entering a classroom.

## FREQUENTLY ASKED QUESTIONS

- ***Where do I park?***

You are allowed to park in any spot marked “Student” on any of the UNLV Campuses, as long as you have a valid parking pass displayed on the passenger side of the windshield. A handicap tag may also be used.

- ***Where are the restrooms?***

Restrooms are located on the north and south sides of the Building 300 . Restrooms are also available in the Building 100. While standing outside of the classrooms, look diagonally across the campus to where the railings are located. The restrooms are on the left through the doors.

- ***What is the appropriate dress?***

Casual.

- ***Is there a place to grab food on the Paradise Campus?***

There are snack and soda vending machines in Building 100, and many food establishments are located within a mile of the Campus on Maryland Parkway.

- ***What if I lose something?***

The university is not responsible for lost items. However, found items will be held at the main desk in Building 100 for one week. After a week, lost items are submitted to the UNLV Department of Police Services, which serves as the central Lost-and-Found (702-895-3668) repository for the university.

- ***How do I learn about OLLI events?***

Those with e-mail addresses will automatically receive “News You Can Use,” our weekly newsletter. We also post the newsletter, updates, and

other important information on the bulletin boards in the classrooms and Break Room.

- ***Where do I express kudos/suggestions/criticisms/problems?***

Board Members, Coordinators, Committee Chairs, Mentors, and OLLI at UNLV professional staff are all available to receive and address your comments and concerns. There is also a suggestion box in the OLLI at UNLV Office. Messages are forwarded to the appropriate person or committee.

- ***What is offered during lunch?***

Throughout the week, OLLI presents a speaker or event during the lunch break from 12:50 to 1:30 PM. Members are encouraged to bring lunch and enjoy a stimulating presentation. Check the catalog for class offerings during the lunch hour and OLLI at UNLV bulletin boards for occasional offerings.

**Our website address is:**

<http://olli.unlv.edu/>

**Our Facebook address is:**

<https://www.facebook.com/pages/OLLI-at-UNLV/266838100006575>

Or connect through the link within the “News You Can Use” electronic newsletter

**OLLI at UNLV office numbers:**

702-774-OLLI (6554)