



# Membership Handbook

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**Office Hours:**

Monday – Friday  
8 AM – 4 PM

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*The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas is subject to the University's rules and regulations.*

## **Preface and Mission**

We are delighted that you chose to be a member of OLLI at UNLV and hope this handbook will serve as a useful resource.

The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas (OLLI at UNLV) began as the Extended Center for Lifelong Learning (EXCELL) in 1991. OLLI at UNLV remains dedicated to the proposition that learning is a lifelong process. We offer an exciting program of classes for intellectually active people who wish to pursue learning within an inquisitive community Monday through Friday during the fall and spring and Monday through Thursday in the summer.

*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.*

## Table of Contents

Philosophy.....	4
Brief History.....	4
Principles of Adult Learning.....	5
OLLI’s Relationship with UNLV.....	5
OLLI at UNLV’s Unique Structure.....	6
Member Experiences and Benefits.....	6
OLLI at UNLV Administrative Team.....	8
Volunteerism within OLLI at UNLV.....	8
OLLI at UNLV General Information.....	9
Membership Fees and Individual Class Selections.....	9
OLLI Classrooms.....	9
Class Limitations.....	10
Class Changes.....	10
Attendance Policy.....	11
OLLI Office Hours.....	11
Member Badges.....	11
Guest Passes.....	12
Computer Lab.....	12
OLLI Member Library.....	12
Lost & Found.....	12
Parking.....	12
Inclement Weather.....	12
Emergency Procedures.....	13
Map of OLLI at UNLV Paradise Campus.....	14

## **Philosophy**

***Where Mature Minds Bloom.*** Get involved and stay active with the Osher Lifelong Learning Institute at UNLV (OLLI at UNLV), a member-led community of vibrant retired and semi-retired adults that offers more than 200 annual thought-provoking, non-credit classes. As a member, we encourage you to take part in meaningful, engaging educational opportunities with other independent, innovative older adults. OLLI at UNLV offers you the opportunity to energize your mind, make new friends, and become part of a growing and vibrant community of lifelong learners. Research has shown these types of activities to be essential to good health and quality of life. No matter what level of education you have attained, OLLI at UNLV provides opportunities to continue your lifelong learning adventure.

## **Brief History**

The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas (OLLI at UNLV) is a nationally recognized, volunteer-based learning community of retired or semi-retired adults. Since 1991, OLLI has grown from 129 to nearly 2,000 members, and in 2006, joined the prestigious network of Osher Lifelong Learning Institutes. For more than 20 years, OLLI at UNLV has been the epicenter for lifelong learning in the greater Las Vegas area, offering an array of intellectually stimulating academic and cultural offerings each semester. Each class is a collaboration between members and instructors in which they share and construct knowledge around a variety of topics. Our volunteer instructors are OLLI members who bring a wide range of professional and personal experience to our curriculum. Your OLLI at UNLV membership fee provides you the opportunity to attend as many classes as you would like within classroom capacity limitations.

## **Principles of Adult Learning**

OLLI is committed to collaborative peer learning and active participation in which members and instructors work together to share and construct knowledge in a classroom setting. Some principles of adult learning to guide you as a member of OLLI at UNLV include:

- ✓ Encourage the sharing and construction of knowledge.
- ✓ Respect and utilize differing beliefs, values, and opinions both in and out of the OLLI classroom.
- ✓ Recognize that all OLLI members bring a significant body of knowledge and experience to our lifelong learning community.
- ✓ Focus on the strengths each lifelong learner brings to the classroom.
- ✓ Participate in classroom dialogues to allow for the greatest level of learning.
- ✓ Members learn through different learning styles including auditory, visual, and participatory.
- ✓ Stay positive and focused in class.

## **OLLI's Relationship with UNLV**

OLLI is a UNLV program and part of the Division of Educational Outreach. Throughout the years, we have received substantial financial and personnel support from the university. This includes support from the Office of Information Technology, Client & Division Services, Human Resources, Facilities, Marketing, and the Office of Student Conduct to name a few. OLLI at UNLV is defined as a hybrid of an academic program and a student organization. Under the shared governance model, an advisory Steering Council and several committees collaborate with the Administrative Team to set policy, support our members, and provide an exceptional lifelong learning experience.

## **OLLI at UNLV's Unique Structure**

At OLLI at UNLV, there are no tests, no grades, and no degrees. We offer a peer learning community with the opportunity to share and construct knowledge through collaborative learning. As a member-driven learning community, there are several key characteristics that distinguish us from most university environments.

OLLI at UNLV is so much more than our volunteer-led classes. Members can get involved in a wide variety of interest groups and special events. Nurture your interest in news, view an online Great Courses series, attend shows, and exhibits, read and discuss thought provoking books, and explore southern Nevada's great hiking trails. For the latest schedules and information on upcoming events, make sure you sign up for our e-newsletter, News You Can Use.

### ***Member Experiences and Benefits***

#### **I. Unlimited Access to 200+ Annual Classes**

OLLI at UNLV members have the opportunity to engage in as many of the volunteer-led classes as they would like at our Paradise Campus and available satellite locations. *Please note space may be limited based on classroom capacity and other factors, and some classes may require an additional fee.*

#### **II. Free Accessible Parking at all Locations**

OLLI at UNLV membership currently includes a semester OLLI parking permit. This allows members to use any "Student" parking spaces available on UNLV campuses. This permit may not be used in "Staff," "Reserved," or "Resident" spaces. Both a stated placard or license plate and a UNLV handicap sticker are required to utilize designated handicap spaces. When parking at satellite locations, please refer to their parking regulations.

#### **III. Member Coffee Room on Paradise Campus**

All OLLI at UNLV members have access to the Coffee Room located in Building 500 Monday through Friday, 8:00am-3:30pm. Members are able to take advantage of the refrigerator, microwave, water cooler, pre-made coffee, and available snacks. The Coffee Room is a member space maintained by our volunteers who make coffee and put out snacks throughout the day.

#### **IV. Group Tickets and Discounted Field Trips**

Group tickets and discounted field trips with our many community partners, including Nevada Ballet Theatre, Smith Center, Mama's Wranglers, and the Mob Museum.

## **V. Access to Lied Library and UNLV Computer Labs**

All current OLLI at UNLV members have access to the university libraries with their RebelCard which can be activated at the circulation desk. Access to computer labs can be obtained for a small university technology fee. To learn more information about these processes, please email [olliatunlv@unlv.edu](mailto:olliatunlv@unlv.edu).

## **VI. Free Admission to Special Events**

Free admission to the Brookings Mountain West Initiative Series, Barrick Lecture Series and Exhibits, and other UNLV lectures and speakers is available to all OLLI at UNLV members with their RebelCard.

## **VII. Free or Student Discount Tickets**

Free or student discount tickets for UNLV Performing Arts Center events with RebelCard.

## **VIII. Access to Great Courses Series**

Access to Great Courses Series including over 70 courses online and an additional 100+ DVDs with books in Paradise Campus OLLI Member Library. To review the available media, or to request an online account, visit [olli.unlv.edu/media](http://olli.unlv.edu/media).

## **IX. E-Newsletter, News You Can Use**

OLLI at UNLV members can remain up to date on upcoming events, class proposal requests, class selection, program changes, and other opportunities by subscribing to our e-newsletter at [olli.unlv.edu](http://olli.unlv.edu).

## **X. Shared Interest Groups**

In addition to the many classes offered by OLLI at UNLV, we have a growing number of Shared Interest Groups. Members are welcome to join these groups at no additional cost to increase their involvement in the OLLI community and beyond. Shared Interest Groups include a hiking club, book club, and more.

## **XI. RebelCard Student ID**

RebelCards are available to OLLI at UNLV members for a one-time \$20 fee with benefits including student tickets for sporting and performing arts events and student discounts at local restaurants, casinos, and more. RebelCards may be purchased at the RebelCard office on the first floor of the UNLV student union.

## **XII. Guest Wireless Access**

Current OLLI at UNLV members have the opportunity to enjoy using the university's wireless access. More information will be available in News You Can Use, the OLLI at UNLV website, and at Paradise Campus.

## **OLLI at UNLV Administrative Team**

**Director** – Rob Levrant

**Program Coordinator** – Toniann DeSousa (702) 895-5446

**Program Specialist**– Ana Paula Loures-Elias (702) 895-0453

**Student Assistants**– Alexandra Garcia, Ethan Hill, Andrea Garcia (702) 774-6554

## **Volunteerism within OLLI at UNLV**

Volunteers are an essential aspect of our lifelong learning community. All members are encouraged to contribute to the program through a variety of volunteer opportunities. We want all of our members to find the level of involvement that is right for them, including one time volunteer events, weekly volunteer roles such as making coffee, or taking on a leadership role. Some of our key volunteer roles include:

### **Steering Council**

The Steering Council is an elected advisory body chosen each April by the OLLI membership. Members serving on the Steering Council assist the university by working with administration to shape policy, enhance the member experience, and promote OLLI to the Southern Nevada community. Steering Council members serve a two-year term and commit to monthly meetings, take member feedback, and promote our Lifelong Learning Community.

### **Committees**

OLLI at UNLV has four committees in which members serve to forward our mission. Together, these committees recruit and support instructors, enhance our member experience, promote OLLI in the community, provide volunteers, and raise money to continuously improve OLLI at UNLV.

### **Instructors**

A key feature that distinguishes OLLI at UNLV from most educational institutions is that our instructors are volunteers who develop their own curriculum. OLLI at UNLV instructors receive a fee waiver for each semester they teach.

### **Coffee Room Hosts**

Coffee Room Hosts maintain the common area of the coffee room and refresh snacks and beverages as needed.

### **Administrative Volunteers**

OLLI at UNLV members can assist the Administrative Team in the Paradise Campus office by answering phones, meeting prospective and new members, making copies, inputting data, and more.

To learn more about these and other OLLI at UNLV volunteer opportunities, please email the Volunteerism & Community Outreach Committee at

**[ollivolunteer2017@gmail.com](mailto:ollivolunteer2017@gmail.com)**.



## **OLLI at UNLV General Information**

### **I. Membership Fees and Individual Class Selections**

OLLI at UNLV is a membership based program, which includes your classes. There are three types of memberships available:

Annual: Consecutive Fall, Spring, and Summer (\$175)

Semi-Annual: Consecutive Spring and Summer (\$100)

Semester: Fall or Spring \$90; Summer \$40

Individual Class Selections are generally 3 weeks before the beginning of the semester. Exact dates can be found in our catalogs, on our website, or in our e-newsletter, News You Can Use. Class Selections begin on Monday at 10 am and end on Tuesday at 4pm. Classes are filled on a first come, first serve basis. The OLLI at UNLV Administration monitors class capacities live, during the selection process to provide the greatest accommodation to our members for classes in high demand.

Members are welcome to pay their membership fees and select their classes in one of three ways:

- ✓ Online at [OLLI.unlv.edu](http://OLLI.unlv.edu)
- ✓ Call 702-895-3394
- ✓ In person at 851 E. Tropicana Ave., Building 100 Please have your Student ID Number to select classes. This ID Number can be obtained on your receipt, the back of your badge, or by calling 702-895-3394.

OLLI at UNLV does not maintain waitlists for our classes. We ask members wishing to take a class that is full to visit that class within the first two weeks. If there is an open seat, the member may write their name onto the sign-in sheet.

### **II. OLLI Classrooms**

OLLI at UNLV is a community of people sharing space and engaging in dialogue. Therefore, it is important to avoid disruption of program activities and classes. Members should refrain from inappropriate behavior while in a class or on the premises of OLLI at UNLV. Such behavior includes, but is not limited to:

- a. Using electronic devices in a distracting manner, (e.g. cell phones)
- b. Speaking in a disruptive manner in a class towards faculty, volunteers, and other OLLI members or guests
- c. Resisting the instructor's effort to direct class discussion or bring it back to topic.  
***If you disagree strongly with something that is said, consider talking with that person after class rather than monopolizing class time.***

- d. Dominating classroom discussion. Please remember to leave time for other's comments and questions.
- e. Intimidating or harassing a faculty members, volunteers, or another OLLI members or guests.
- f. Standing in a class or bringing in additional seats that has already reached its maximum seating capacity.
- g. Please note that food and beverages are allowed in the classrooms on the Paradise Campus as long as they are cleaned up when leaving. Please refer to the specific satellite location for their food and beverage guidelines while using their facility.

**OLLI-ness at UNLV – Rules of Courtesy:**

- ✓ OLLI members address each other by their first names in order to reinforce an atmosphere of peer and collaborative learning
  - ✓ Each person's opinion counts
  - ✓ Everyone participates; No one dominates
  - ✓ It's OK to disagree but not to be disagreeable
    - ✓ Speak positively; Stay focused
    - ✓ Help begin and end on time

### III. Class Limitations

As OLLI at UNLV membership increases our popular classes fill quickly. Because of UNLV risk management fire safety regulations, classroom seating is limited to the number of seats in a room. If you find the class room at capacity, please **DO NOT MOVE CHAIRS** from other rooms and **DO NOT STAND IN THE ROOM.**

When you join OLLI and pay your membership fees, you are joining an organization, not just paying to take a class. The membership entitles you to take as many of the classes offered that you wish (capacity permitting), as well as many other benefits beyond the classes, but we cannot guarantee that any particular class will be available. Nor can we promise that a class offered this semester will necessarily be offered next semester as instructors are volunteers.

### IV. Class Changes

After publication of the OLLI catalog, schedule changes do occur. You will be informed of all changes by email. Feel free to call the office for updates. When an OLLI at UNLV instructor is ill, we will inform you as soon as we know. Once in a while, we are not informed until the day of class. Thank you for understanding that this is beyond our control.

## V. Attendance Policy

OLLI at UNLV tracks attendance for reporting, emergencies, and maintaining the most up-to-date records for member communication. Attendance will be tracked using a weekly sign-in form and updated on a semester-long, electronic roster that is continuously updated as needed by the Administrative Office.

**Classroom Hosts:** Classroom Hosts assist the instructor with attendance, announcements, handouts, microphone distribution, etc. These hosts are requested for each class using the roster of those signed-up through the Volunteerism & Community Outreach Committee. If you are interested in being a Classroom Host, please email [ollivolunteer2017@gmail.com](mailto:ollivolunteer2017@gmail.com).

OLLI at UNLV members pay a membership fee to join our program and partake in all of the provided benefits of being a member of our lifelong learning community. While our membership fee allows members to select as many classes as they would like to attend, not all members are able to select every class they would like at the beginning of the semester due to location capacity.

**Adds:** Members are welcome to add their name to any class roster, as long as there is an available seat within the university's fire code that is posted in each classroom.

**Drops:** Members will be dropped from a class after two consecutive unexcused absences to allow another member the opportunity to attend the class. Members may also drop a class by notifying the OLLI Administrative Team or making a note on the roster.

## VI. OLLI Office Hours

The OLLI at UNLV Office on the Paradise Campus is open for business at 8:00am-4:00pm, Monday through Friday. The OLLI library and computer lab on the Paradise Campus is open 8:30am-3:30pm Monday through Friday during and in between semesters for member use.

## VII. Member Badges

Members are required to wear badges while on campus and when attending classes at satellite locations. This allows you to be identified as a paid member of our program attending classes and partaking in events. If you forget your name badge, please go to the Information Desk in Building 100 to obtain a Temporary Member Badge. If you are at a satellite location, please let your instructor or classroom host know you do not have a badge on that day.

Lost or misplaced badges can be replaced for \$6 at the Information Desk in Building 100 on the Paradise Campus. A broken badge can be replaced at no cost by turning in the broken badge to the Information Desk.

## **VIII. Guest Passes**

Individuals may visit OLLI at UNLV as a guest. To obtain a guest pass and parking permit, guests must go to Information Desk in Building 100 on the Paradise Campus. Guest parking permits and passes are valid for the day of the visit. Guests are welcome to attend two different class sessions before becoming a member of OLLI at UNLV.

## **IX. Computer Lab in Room 506**

The OLLI at UNLV computer lab is a shared space for members Monday through Friday 8:30am-3:30pm. We ask that members do not monopolize the computers, but use them constructively and allow all members the opportunity to use the space. *Please note that food and beverages are not allowed in the computer lab in order to preserve the space, and we ask that you refrain from making phone calls in this room.*

## **X. Library in Room 507**

The OLLI at UNLV member library is available on the Paradise Campus Monday through Friday, 8:30am-3:30pm. Members have access to our electronic check-out any of the available media for a 30-day period. Additionally, there is a lending library available for members to find new books in exchange for something they would like to share.

## **XI. Lost & Found**

If you leave something in a classroom at OLLI at UNLV, please check the OLLI Information Desk on Building 100. If you find articles of clothing, glasses, notebooks, etc., please bring them immediately to the OLLI Information Desk in Building 100.

## **XII. Parking**

The parking in the Paradise Campus lot is enforced by UNLV Parking Services. All members and guests are required to have a permit to park in 'Student' spaces. Guests and guest speakers are always encouraged to join an OLLI at UNLV. All guests should sign in at the Information Desk in building 100 to obtain a Guest Name Badge and one-day OLLI Parking Permit.

Please note all 'Staff' spaces are designated for university faculty and staff who pay for their permits.

All satellite locations have designated parking open to OLLI at UNLV members. Please note, some spaces may be reserved for residents at specific facilities and we ask that all members and visiting members respect the location parking policies.

## **XIII. Inclement Weather**

OLLI follows UNLV's weather policy. If UNLV has a delayed opening or is closed, OLLI is also delayed or closed for the day and all classes are cancelled. Please note these classes will not be rescheduled.

## **Emergency Procedures**

### **Fire Drill**

- ✓ Ensure you or your Classroom Host has your Attendance Sheet
- ✓ Have your students collect their valuables
- ✓ Calmly exit the building and guide your students to emergency evacuation point (designated by the star)
- ✓ Wait at the emergency evacuation point for further instruction from UNLV Staff or First Responders

### **Medical Emergency**

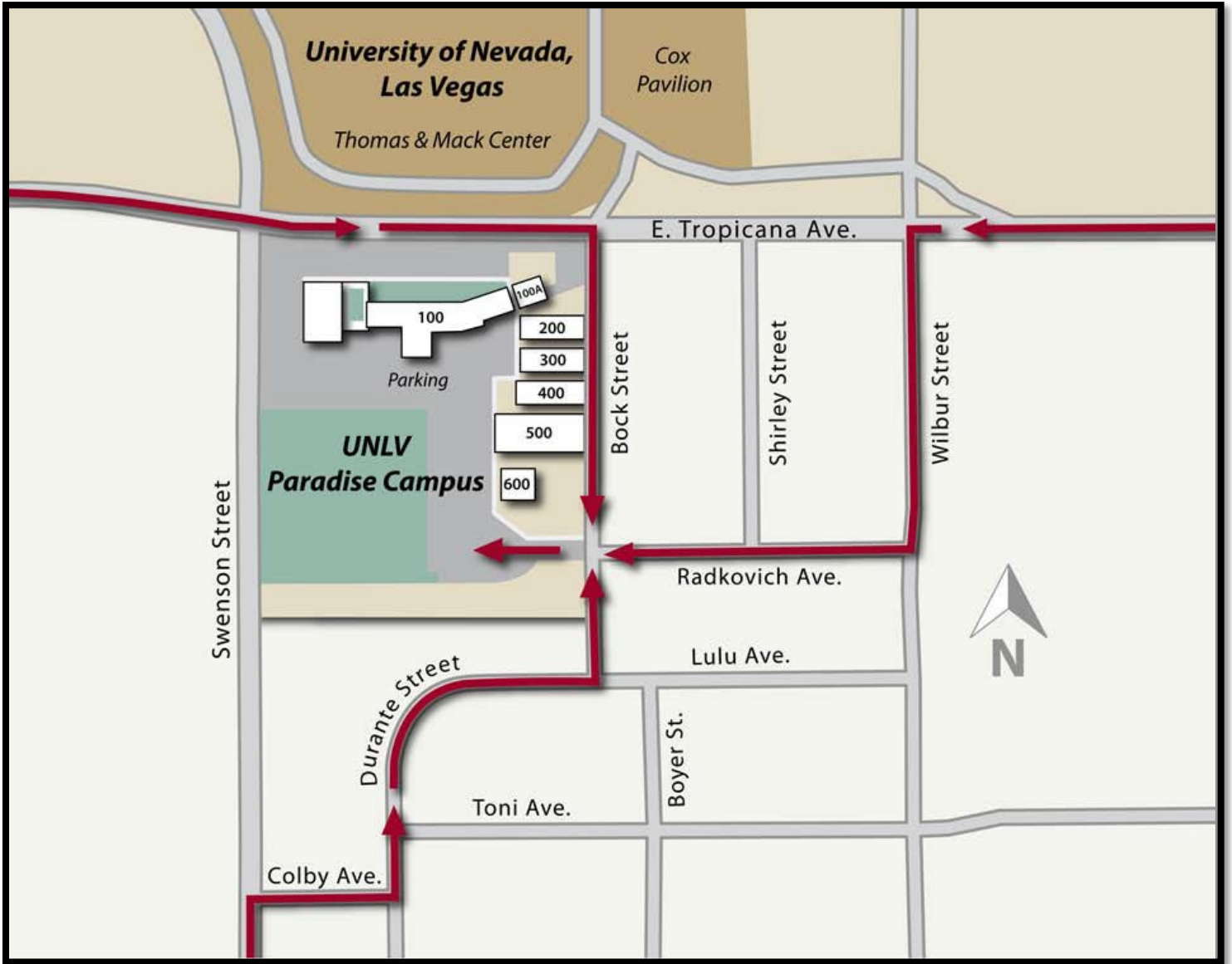
Medical or other Member related Issue

- ✓ Illness or Injury at Satellite Location
- ✓ Immediately notify on-site staff
- ✓ Call OLLI at UNLV Administrative Team at 702-774-6554

### **Active Shooter**

- ✓ Remain Calm
- ✓ Classroom doors will automatically lock - NO ONE IS ALLOWED IN OR OUT
- ✓ Turn off all the classroom lights and technology
- ✓ Have students remain out of sight
- ✓ Wait for an all clear from University Staff or First Responders

## Map of OLLI at UNLV Paradise Campus



### **Building 100**

- ✓ Information Desk
- ✓ Division Administration
- ✓ Restrooms
- ✓ Classrooms 107, 123, 125, and 133

**Building 200-** Continuing Education and Division of Educational Outreach Marketing

### **Building 300-**

- ✓ Restrooms
- ✓ Classrooms 300 and 301

### **Building 400**

- ✓ Classroom 401

### **Building 500-**

- ✓ OLLI at UNLV Administration
- ✓ OLLI at UNLV Coffee Room, Library, and Computer Lab
- ✓ Classrooms 511 and 512

### **Building 600-**

- ✓ UNLV Food Bank
- ✓ UNLV Geoscience