Osher Lifelong Learning Institute at UK
Lexington
Offering learning opportunities for adults 50+

MEMBER HANDBOOK

OLLi at UK...Where Curiosity Never Retires!

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Updated: January 17, 2018
This Member Handbook will continually be reviewed and updated. The most up-to-date version can always be found on the OLLI at UK website.
The Osher Lifelong Learning Institute (OLLI) is a distinctive part of the UK family. It is a special community committed to the cause of learning and steadfast in their pursuit of knowledge and new ideas. At its core, OLLI represents the crucible of creativity and imagination that defines a college campus.

The University of Kentucky’s multi-faceted mission of teaching, research, service and care guides an innovative curricular experience that prepares our graduates to compete and lead in a global society. The example set by the OLLI program and participants encourages students and their peers to add immeasurable benefits to their life through continuous learning.

This vibrant community of seasoned learners at UK has developed over more than fifty years. You, and the many OLLI members and Donovan Fellows who came before you, have been generous with your time, your leadership, your ideas, and your material support.

May your learning adventures with the OLLI continue to be exciting, creative, and discovery-filled.

Sincerely,

Eli Capilouto
President

University of Kentucky Mission

The University of Kentucky is a public, land grant university dedicated to improving people’s lives through excellence in education, research and creative work, service, and health care. As Kentucky’s flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being.
Welcome! We are pleased you are now a member of the OLLI at UK, a dynamic group of lifelong learners. This handbook is your program guide to how we operate and the many opportunities and experiences available to you. We look forward to having you involved!

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OLLII at UK Mission Statement
The Osher Lifelong Learning Institute at the University of Kentucky offers educational and enrichment courses, programs, and events for a diverse community of learners aged 50+.
I. Osher Institutes and Lifelong Learning at UK

OLLI institutes, all located within colleges and universities, are dedicated to lifelong learning. Our programs believe that adults need and seek intellectual stimulation, physical activity, creative outlets, and social engagement throughout their lives.

We value and incorporate life experiences in our programs. OLLI programs encourage learning for learning’s sake to expand our horizons and our understanding of the world around us. There are no grades or credits issued; all you need to participate is a desire to learn.

A. History of Lifelong Learning at UK

Lifelong learning formally began at UK in 1964 when a tuition waiver for regular UK academic classes was first offered to adults 65 years and older. Twenty-six students enrolled and began taking classes alongside traditional UK students that Fall. Community educational and enrichment courses were added in 1966 and the Donovan Forum presentation series in 1970.

The Donovan Fellows, the official name for the academic tuition waiver program, expanded to all state-supported post-secondary institutions through a 1976 mandate by the legislature available to Kentucky residents aged 65 and older. Donovan Fellows take regular academic courses on the UK campus for credit or audit. Numerous degrees have been earned over the years. For more information on the tuition waiver, please call the Donovan Fellows Registrar at 859-257-2657.

In 2007 UK received its first grant from the Osher Foundation to support the educational and enrichment courses offered in the community. This part of the program became the Osher Lifelong Learning Institute at the University of Kentucky (OLLI at UK) and joined the national network of Osher Lifelong Learning Institutes.

B. Osher Lifelong Learning Institute (OLLI) at UK

The OLLI at UK offers educational and enrichment courses, forums, seminars, shared interest groups (SIGs), day trips and social events for adults aged 50 and older. OLLI courses and programs are held in community locations, vary in format, offer a wide variety of topics, explore new subjects and may teach a skill. OLLI at UK has sites in Lexington and Morehead.

OLLI at UK is a volunteer, member-led institute. A Member Advisory Board is made up of elected members and appointed committee chairs. Members, also known as OLLI Scholars, serve on committees and task forces, teach courses, facilitate SIGs, assist instructors and volunteer for events. Committees develop curriculum, plan and implement presentations, trips, social events and promote the program as an OLLI Ambassador hosting exhibit booths, distributing materials, and more.
In the University of Kentucky’s organizational structure, our OLLI is a program of the Office of Lifelong Learning within the Office of Community Engagement. OLLI staff are the liaison between the university and the OLLI and manage the day-to-day operations of both sites. They work with OLLI Members, Leaders, Instructors and the Lexington community to administer the program, provide information, schedule classes, coordinate with host locations, arrange for class supplies and equipment, handle membership and course registrations, manage the budget, and promote the mission of the OLLI at UK within and outside of the University.

**OLLI at UK Mission Statement**

The Osher Lifelong Learning Institute at the University of Kentucky offers educational and enrichment courses, programs, and events for a diverse community of learners aged 50+.

C. The National OLLI Network and The Bernard Osher Foundation

The OLLI at UK is one of 120 Osher Lifelong Learning Institutes serving more than 160,200 members “50 and better” nationwide. OLLIs are situated in every state and in the District of Columbia. All OLLIs are connected to a college or university and are as individual as their universities, communities, and members.

The National Resource Center (NRC) for Osher Lifelong Learning Institutes is located at Northwestern University. The NRC provides learning resources, programing materials, links to other OLLIs and serves as a forum for an exchange of ideas. The network supports a community of learners who come together for the joy of learning. The NRC OLLI web site is: [http://nrc.northwestern.edu/](http://nrc.northwestern.edu/)

The Bernard Osher Foundation, based in San Francisco, supports and encourages each OLLI to target their offerings to meet the needs and the interests of their members and community. All OLLIs feature “intellectually stimulating, non-credit courses and educational activities that are specifically designed for students who are 50 years of age or older.”

[www.oshерfoundation.org](http://www.oshерfoundation.org)
II. OLLI at UK Operations

A. Semesters

OLLI at UK, Lexington offers learning opportunities over three semesters.

- Fall: September through December
- Spring: February through May
- Summer: June and July

B. OLLI Courses

Courses and SIGs are two of the many learning opportunities available to OLLI Members. Courses have a specific educational purpose and a set time and place where classes are held. The OLLI Office coordinates the implementation details of courses including their location, set up, a/v equipment, handouts, etc.

1. **Course dates & times** are determined by the availability of the instructor, an appropriate location and the content to be covered. The majority of courses meet during the day, Mondays through Fridays, between 9 and 5 p.m., although we do offer learning opportunities at other times.

2. **Spring Break:** OLLI at UK courses meet independently of both UK and Fayette County Schools’ spring break schedules.

3. **Scheduled deviations.** Courses typically meet continuously. Any scheduled days off will be communicated in advance. Reminders will be given by the instructor during class as the time nears.

C. Shared Interest Groups (SIGs)

A **SIG** is a group of current OLLI Members who share a particular interest. SIGs may evolve from an OLLI class whose members want to continue to explore a subject on their own. Other SIGs begin when a member proposes a new group to share an interest or experience. SIGs may offer a less formalized learning opportunity such as book clubs, story-telling, genealogy research, etc. SIGs have a designated Facilitator who is the liaison with the OLLI Office and has specific responsibilities.

SIGs do not have a fee since all resources needed and/or costs incurred are determined, coordinated and covered individually by the SIG Members. SIGs are responsible for locating and providing their own meeting location, determining their own meeting schedule, providing their own handouts, resources, etc.

SIGs may last one, two or three semesters in any given annual year. Members register for a SIG as they do for courses on a first come first registered basis. Once a member is registered for a SIG,
they can remain a member through to the end of that annual OLLI year. Wait lists are kept for SIGs. When OLLI Membership ends each July 31st, SIG membership ends as well.

D. Inclement Weather Policy and Delays

There are times when adverse weather causes classes to be cancelled. Staff will coordinate with our Instructors and Host Locations to reschedule missed classes, if at all possible.

NOTE: Even if the weather improves over the course of the day, our policy remains in effect.

OLLI at UK Inclement Weather Policy

OLLI at UK, Lexington follows Fayette County Public Schools (FCPS) and the University of Kentucky closings. Due to inclement weather, when Fayette Co. Public Schools and/or UK:

♦ **Are Closed:** ALL OLLI programs are cancelled (courses, SIGs, events, forums, meetings, etc.).
♦ **Dismiss early:** All programs scheduled from that point on will be cancelled.
♦ **Delay opening:** OLLI programs continue as scheduled.

Important:

♦ **Watch local media** for announcements regarding FCPS and the University of Kentucky.
♦ **Before heading out** in inclement weather, check your email and voice mails, there have been times when individual classes have had to cancel.
♦ **OLLI at UK expects that everyone**, Members, Instructors, Facilitators, Volunteers, Guests, Presenters, etc., **will always use their own judgment** when determining whether traveling is a safe choice for their individual situation. If you choose to travel, please travel with care!

E. Email Communication

Program information and updates are communicated by email due to the need for rapid communication to our growing number of members. This includes last minute course changes, new member-only opportunities, early bird registration catalogs, and much more. We strongly encourage members to check their email frequently and to keep the OLLI Office updated on all email changes throughout the year.

F. Membership & Registration Policies and Procedures

OLLI at UK is a membership organization open to adults 50 years of age and older. The $25 annual membership fee includes Fall, Spring and Summer semesters and is renewed annually prior to the Fall semester. New Members are welcome to join the OLLI at UK at additional times throughout the year. Summer membership only is prorated.

Note: Membership in the OLLI at UK is contingent upon following the policies and procedures of the OLLI at UK and our Host Locations.
1. There are two options for registration, online and by mail:
   a. **Online:**
      1. Step-by-step directions & the link to the online registration site are located on our website: [www.uky.edu/OLLI](http://www.uky.edu/OLLI)
      2. Online registration payments are made with credit card only.
      3. **Note:** Online registrants will be able to view and print confirmation information immediately after registering. Receipts and confirmation letters will automatically be emailed.
   b. **By Mail:**
      1. Registration opens by mail as soon as the catalog is received.
      2. Payment is by check or money order
      3. Registrations are sorted by postmark date prior to processing daily.
      4. Request of course on registration form does not assure enrollment.
      5. Membership and registration fees paid in full will be processed immediately in order of receipt.
      6. Registrations that do not match payment will be returned promptly to allow for quick adjustments and resubmission. Space cannot be held.
      7. **Confirmation** letters will be mailed and emailed.
      8. “Out of town” holds on mail delivery trigger bulk mail materials to be returned to sender. Bulk mailing is used for OLLI at UK catalogs, and other mailings.

2. **Prior to participation:**
   a. Enrollment must be confirmed;
   b. All required Risk Releases signed and submitted to the OLLI Office.

3. **Registration details to know**
   a. Please be advised that courses have limited space and will fill quickly!
   b. Risk Release(s) must be signed every semester prior to participation. **Note:** additional releases will be required for day trips and special opportunities.
   c. Instructors cannot override OLLI registration policies and procedures. Please call the office for assistance.
   d. When a course fills, a wait list is started with set procedures. Members are added to the waitlist in order of receipt. Members can add themselves to the waitlist online. There is no fee to be on the wait list. If a spot in the course opens up, members will be notified in order.

4. **Refund Policy:** Refunds will be given only if courses are already filled or OLLI at UK cancels the course. Wait lists are kept for each course. If you are on the wait list and do not get into your requested course, we will refund your course fee once we determine no spaces will become available, or upon request. If the course you requested is full, you may request another. Refunds of course fees are not available for students who have enrolled, but were unable to attend. **Membership fees are non-refundable.**
G. Host Locations for OLLI at UK

Our Hosts are extremely important to the success of the OLLI at UK, providing the spaces that allow our program to exist and to grow. We are dependent upon the goodwill of our Host Locations and greatly appreciate the opportunity to be guests in their buildings. We also recognize the significant in-kind donations of their time, staff and facilities willingly offered.

Instructors identify their needs for space and equipment in their course proposals. Staff identifies sites that match those requirements and negotiates facility use. Staff and Instructors work closely with the site manager to ensure the room set-up and equipment work optimally.

Each Host Location has policies and procedures for space usage by outside organizations, which OLLI Instructors, Facilitators, Members and guests are required to adhere. These policies and procedures will be communicated to OLLI Members at the beginning of each class, or as soon as possible if there is an addition or change.

Examples of Host Policies and Procedures include:
   i. Arrive and depart promptly;
   ii. Park in designated areas and use designated entrances only;
   iii. Comply with safety procedures;
   iv. Comply with food and/or drink restrictions.

In addition, as guests we must be tolerant of other activities at the host location, such as occasional music, shared parking spaces and the need to adjust the schedule and space now and then.

All Member concerns related to a site are to be communicated directly to the Instructor and/or the OLLI Office, not the staff of our Host Location. The Instructor will work directly with the OLLI Office regarding any concerns. All changes must be coordinated with and through the OLLI Office to prevent confusion and invalidation of an existing agreement with our Host.

H. Volunteer Opportunities

There are numerous opportunities to be involved in OLLI events, programs, courses, trips, etc. throughout the year.

1. Advisory Board
The OLLI at UK Advisory Board sets policies and procedures and collaborates with the OLLI at UK staff. Board Members & Committee Chairs serve a 3-year term. The Advisory Board includes 9 members elected from the OLLI membership at large and the appointed chairs of the standing committees: Connections; Curriculum; Development; Donovan Forum; Promotion and Membership; Social; Travel; and Volunteer.
2. **Committees**
   Committee members use their current skills, learn new skills, and have opportunities to take leadership roles in the many activities we offer. If you are interested in serving on a committee, please contact the Volunteer Chair or the OLLI Office. The Volunteer Chair keeps a current list of volunteer needs and can help determine your best fit. Committee Members typically serve a 1-year term, renewable based upon the needs of the committee. Each Committee Chair sets its meeting frequency, has various responsibilities, and reports monthly to the Advisory Board on committee activities.

3. **Course Instructors & SIG Facilitators**
   OLLI Course Instructors and SIG Facilitators are the face of the program and represent the University of Kentucky, the OLLI and our Members. Our Instructors and Facilitators take their role, and the interests of their students, very seriously. They spend untold hours preparing proposals, content and materials for their presentations and handouts. They also spend numerous hours outside the classroom constantly searching for ways to make learning exciting and fun.

   Instructors/Facilitators are passionate about their topics, have a love of learning, and an excitement to teach, formal training is not required. We offer support for members interested in teaching including: how to gather research, create curriculum, set agendas, organize course content, create handouts, etc. When ready, proposals are submitted to the Curriculum Committee for review.

   The Curriculum Committee (CC) reviews each proposal for specific criteria. Please see Appendix A for details on this process. If you are interested in serving as an instructor or facilitator, please contact the CC or the OLLI Office. We will be happy to provide you with the appropriate proposal form and answer any questions you may have.

4. **Event or Short Term Volunteer Opportunities**
   If you would like to get involved and make a difference but have limited time available, the OLLI offers short term volunteer opportunities. Most OLLI events, such as Open Houses, concerts, receptions, luncheons, etc., rely on member volunteers. Our Volunteer Chair keeps a list of people interested in event, one-time or short term volunteer opportunities. To be added to this list, contact the Volunteer Chair or the OLLI Office.

### III. MEMBER BENEFITS AND RESPONSIBILITIES

#### A. Benefits of Membership “OLLI Scholar”
Members receive a key tag each year upon payment of their membership fee. The key tag identifies one as an “OLLI Scholar”, a current member of the OLLI at UK. OLLI Scholars are eligible to register for a wide variety of learning opportunities and are encouraged to take advantage of the numerous ways to get involved!
OLLI Scholars:
- Register for:
  - courses and learning opportunities;
  - Shared Interest Groups (SIGs);
  - OLLI Travel opportunities;
  - Social Events.
- Register during Member-only, Early-Bird registration windows each Spring and Summer;
- Attend Donovan Forum Presentations;
- Attend OLLI Conversations on Diversity; and
- Participate in:
  - UK Wellness: Lancaster Aquatic Center Lap Swim and Johnson Recreation Center Fitness; and
  - Community engagement opportunities.

OLLI Scholars:
- Receive catalogs in the mail 3x a year;
- Receive special invitations to OLLI Events: performing arts, exhibits, concerts, etc.;
- Have the opportunity to volunteer:
  - For events;
  - Serve on a committee;
  - Serve on the Advisory Board.

B. Member Expectations, Responsibilities and Boundaries

The OLLI at UK is building a growing community of lifelong learners aged 50+. A thriving community requires that members comply with certain expectations and responsibilities.

*Please note:* Membership in the OLLI at UK is contingent upon following the policies and procedures of the OLLI at UK and our Host Locations.

1. Member Responsibilities
   a. Membership must be current in order to register for courses, SIGs and take advantage of OLLI programs, projects and benefits. Annual Membership can be renewed starting August 1 and runs from Fall through the end of July.
   b. Registrations must be confirmed prior to participation. (Please contact the OLLI Office if you have not received a confirmation of registration before attending courses.)
   c. All required Risk Releases must be signed prior to participation.

2. Member Expectations
   a. Respect your fellow members’, instructors’, and volunteers’ beliefs, property and the importance they place on learning.
b. Respect and support each other’s differences in belief, ethnicity, lifestyles, etc., and recognize that we learn from each other.
c. Recognize that members may have health conditions, some of which may not be noticeable. As a member of our caring community:
   1. Offer assistance, as needed and as you are able;
   2. Recognize and respect that some members could have increased susceptibility to pain or injury through even light physical contact;
   3. If you have special needs or limitations, please address any concerns with specific instructors and/or the OLLI Office.
d. Respect the requests, schedules and time of our Instructors and Facilitators.

3. Organizational Roles and Boundaries

Only with great involvement, commitment and dedication to creating the best OLLI possible, can we realize our maximum potential.

- Current OLLI Members are eligible to serve on the Advisory Board, as Committee Members and Volunteers. Please contact the OLLI Office for more information.
- New events of the OLLI are typically planned in committees then brought to the Board for review. If you have a suggestion, please contact us, we’d love to hear from you.

*Please Note:*

- Only OLLI at UK Staff can make commitments when the following are involved: Funding; Resources; use of “OLLI” and “University of Kentucky” names/logos;
- The “OLLI” and “University of Kentucky” names cannot be used in, or to carry on, propaganda, influence legislation, elections, voter registration, or for any political purpose;
- Views and opinions expressed in OLLI Courses, SIGs and programs are strictly those of the individual expressing them;
- Advice and Course Content: Any advice given is strictly that of the individual and not of the University of Kentucky. Course content has not been reviewed or approved by the University of Kentucky.

4. Disruptive Behavior

A. We encourage energy and excitement consistent with maintaining a safe and welcoming environment for everyone at all times. Therefore it is OLLI at UK policy that disruptive behavior cannot be tolerated. Examples of disruptive behavior include, but are not limited to:

- Impeding the delivery of services by the OLLI at UK or our Host Location;
- Interference with, or disruption of, activities of the OLLI at UK or our Host Locations;
- Disregarding rules, policies or procedures of the OLLI at UK or our Host Locations;
- Misuse or destruction of property;
- Disrespectful, offensive, abusive, speech or action;
- Threats or acts of violence.
If you experience disruptive behavior in an OLLI Program:

- Immediately report any concerns, threats, behavior to your Instructor/Facilitator and the OLLI at UK Director. If you are not sure who to contact first, err on the side of safety. **Safety always come first!**

  **OLLI at UK Director: 859-257-2658**  **OLLI Office: 859-257-2656**

- All reported incidents will be investigated.
- In response to disruptive behavior, OLLI Instructors & Facilitators have the right to:
  - Direct that person to leave the class and location immediately.
  - End the class immediately for the day if the behavior cannot be resolved.

**In response to disrespectful or disruptive behavior:** the OLLI Director may take action including, but not limited to, removal from the course; revocation of membership, and ineligibility for membership.
IV. FREQUENTLY ASKED QUESTIONS (FAQs)

FAQ-A. Why do I have a Name Tag & Key Tag?
You will get a new insert for your name tag each semester. Inserts will be mailed to Instructors to distribute in class. Please wear your name tag to all OLLI classes and events. The name tag builds community, assists your instructor(s) in getting to know his/her students, and avoids that annoying, “I know this person, WHAT is his/her name?” New to OLLI and don’t have a name tag holder yet? Instructors distribute plastic holders, lanyards and clip holders at the first class as well.

The key tag identifies you as a current member for the year listed on the tag. Many people keep the key tag in their plastic holder along with their name tag. The key tag is used for entry to UK wellness opportunities and for other benefits. Contact the OLLI at UK Office for additional details.

FAQ-B. How important are emails?
Emails are the quickest and most cost-effective way to send out information to our 1,500+ members. Through email you will receive the most up-to-date information on:

a. Class cancellations and changes;
b. Events and program news;
c. Forum and Speaker updates and changes;
d. Member-only opportunities and events;
e. Catalog and registration schedules;
f. Evaluations and program surveys;
g. Volunteer opportunities.

* Email addresses change frequently, be sure to update the OLLI Office when you have a new address.

FAQ-C. Can I just drop off my registration?
Registration is online or by mail only. Please do not bring them to the office.

FAQ-D. What else do I need to know about registration?
- Online
  o Members can view the courses offered before registration goes “live”. Watch the site and your email for the schedule of registration events prior to each semester.
  o To reduce the registration traffic, there will be a tiered registration schedule. Note when the category your course is listed under to determine when your course of choice will open for registration.
  o Register for the classes you know you want and proceed promptly through the payment process.
  o Class space is confirmed only after the payment process is completed.
By mail:
- Registration forms are available in the catalogs, are emailed and posted on our OLLI at UK website.
- As soon as the form becomes available, complete and mail promptly;
- Use the 4 numbers after our zip code for faster delivery: 40506-0442.

FAQ-E. Visitors and Guests: Can an OLLI member, potential member or guest of a member sit in on an OLLI class?

As long as all 3 of the following requirements are satisfied, a guest may sit in on one class without registering in order to experience the kind of lifelong learning opportunities the OLLI at UK has to offer. (See “NOTE” below.)

- **Prior approval by the Instructor.** Not all courses are a good fit for a guest.
- **The course does not have a wait list.** Guests are not permitted if the course has, or had, a list of people waiting to be able to participate.
- **A Risk Release is available and has been signed** - If a Risk Release is not available, guest are not allowed to participate

*NOTE: OLLI Membership must be completed prior to participating in the UK Wellness Opportunities (Johnson Recreational Center & Lancaster Aquatic Center).*

FAQ-F. What is the policy on photographs?

There may be times when a class member wants a keepsake photo. Photographs can be taken only with prior approval of the instructor and students/members in attendance. Photographs cannot be made for organizational or institutional use without prior approval from OLLI at UK, unless the photo is taken at an event open to the public.

FAQ-G. Can I audio/video record a class?

Videos recordings are strongly discouraged. They can only be allowed with prior written permission by the OLLI Office and the Instructor.

Occasionally class members ask permission to audio record an individual class they will miss. Audio recordings can be made ONLY

- If prior approval from the instructor and all other students/members in attendance are fully aware of the recording and agree in advance;
- If no copyrighted material is included.

**IMPORTANT: Musical Recordings**

Recordings (audio and/or visual) **cannot** be made of copyrighted music, in any class or at any performance.
Appendix A

Course and SIG Review and Selection Process

Course & SIG Proposal Forms can be found at: www.uky.edu/OLLI

The OLLI at UK thrives on our Members’ excitement for learning and their love of sharing knowledge. The OLLI Curriculum Committee (CC) is always looking for new courses, instructors and facilitators. If you have an idea, help is available from brainstorming possible topics to finalizing a proposal.

To ensure we offer the quality of learning experiences our members expect, the CC reviews all new proposals for content, format, instructor preparation, expected learning environment, resource availability, and how well it matches our program objectives which include:
- Provide learning opportunities with intellectual content;
- Match current interests of our membership;
- Will draw an audience;
- Support the offering of a balanced curriculum each semester; and
- Present information that is not already sufficiently available.

During the review process, additional information, clarification, or adjustments may be required. For courses/SIGs approved, the CC works with new instructors/facilitators to help ensure a successful and enjoyable learning experience for all. If a proposal is not approved, the CC will provide feedback to assist in creating a more successful proposal in the future.

OLLI at UK Instructors and Facilitators are responsible for, and work hard to ensure they are:
- Offering content that is educational in nature and is based on reliable research completed with due diligence;
- Serving respectfully, reliably and intently as the OLLI liaison with our Members, our Host Locations and the community;
- Creating a learning environment that encourages involvement, is accepting of different opinions, and offers opportunities for open and sincere discussions;
- Respecting and protecting the roles and boundaries of the OLLI at UK, its Members, Instructors, Facilitators, Host Locations and the University of Kentucky; and
- Following all OLLI policies and procedures.

Please note that:
- The views and opinions expressed in OLLI Courses, SIGs and programs are strictly those of the individual expressing them;
- Any advice given, at any time, is strictly that of the individual and not of the University of Kentucky.
- Course content has not been reviewed or approved by the University of Kentucky;
- The “OLLI” and “University of Kentucky” names cannot be used in, or to carry on, propaganda, influence legislation, elections, voter registration, or for any political purpose.
Appendix B
OLLI at UK Health, Physical Fitness & Wellness Course Policies & Procedures
(Updated: 3 31 2017)

The list of Policies and Procedures below were created to help keep everyone safe and provide a healthy and enjoyable experience for all. Please contact the OLLI Office (257-2656), or talk to the instructor, if you need clarification, have questions and/or for additional copies of the Host Policies and Procedures. Individual health and fitness courses may have additional policies and procedures which will be communicated to all students. Have fun and stay healthy!

All Participants in OLLI Health, Physical Fitness and Wellness Courses are required to:

1. Be a current OLLI at UK member;
2. Be registered for the specific OLLI physical fitness course/activity attending;
3. Sign all required risk releases prior to participation;
4. Sign in daily prior to participation in course activities;
5. Adhere to the policies and procedures of the Host Location;
6. Wear appropriate clothing for specific fitness course/activity;
7. Wear athletic or appropriately soled shoes for specific course/activity;
8. Ensure you have enough space for yourself and others to move safely, if you need assistance, please let the instructor know;
9. Not interrupt, walk through or impede the movement of instructor(s) or students;
10. Bring water in closed containers only, no food or drink;
11. Clean up your area and take everything you brought with you when you leave;
12. Notify instructor immediately if you have, or there is, an emergency or concern;
13. Arrive and depart promptly for your class at your scheduled time. If you arrive early, wait outside until it is time for your class. If you arrive late, find a spot around the edge of the group.
14. Address any concerns or questions regarding the host location directly to the Instructor and/or the OLLI Office.

- **Picture taking, audio or video taping** is not allowed without prior approval. See the OLLI at UK Handbook and the OLLI Office for details.
- **Guest Policy:** As long as all 3 requirements are satisfied, a guest may try out an OLLI at UK class prior to registering in order to experience our lifelong learning program.
  1. **Prior approval by the Instructor.** Not all courses are a good fit for a guest.
  2. **The course does not have a wait list.** Guests are not permitted if the course has, or had, a list of people waiting to be able to participate.
  3. **A Risk Release is available and has been signed** - If a Risk Release is not available, guest are not allowed to participate
- **Membership in the OLLI at UK is contingent** upon following the policies and procedures of the OLLI at UK and our Host Locations.
Appendix C

OLLI at UK Refund Policy

Refunds will be given only if courses are already filled or OLLI at UK cancels the course. Wait lists are kept for each course. If you are on the wait list and do not get into your requested course, we will refund your course fee once we determine no spaces will become available, or upon request. If the course you requested is full, you may request another. Refunds of course fees are not available for students who have enrolled, but were unable to attend. **Membership fees are non-refundable.**

Appendix D

OLLI at UK, Lexington Inclement Weather Policy

OLLI at UK, Lexington follows Fayette County Public Schools (FCPS) and the University of Kentucky (UK) closings. Due to inclement weather, when FCPS or UK:

- **Are closed:** ALL OLLI programs are Cancelled. (Courses, SIGs, Events, Forums, Meetings, etc.)
- **Let out early during the day:** All programs scheduled from that point on will be cancelled.
- **Have a delayed opening:** OLLI programs continue as scheduled.

* IMPORTANT *
- **Watch local media** for announcements regarding FCPS and UK.
- **Before heading out** in inclement weather, check your email and voice mails, there have been times when individual classes have had to cancel.
- **OLLI at UK expects that everyone**, Members, Instructors, Facilitators, Volunteers, Guests, Presenters, etc., **will always use their own judgment** when determining whether traveling is a safe choice for their individual situation. If you choose to travel, please travel with care!