The Osher Lifelong Learning Institute at Temple University is subject to the university’s rules and regulations. Courses are designed for the interests of the members, adults 50 years and older who want to continue to learn.
Philosophy

The OLLI at Temple philosophy is simple: **We can all learn from one another.** Members not only TAKE courses, they TEACH the courses. Class discussion is as important as the material presented by the instructors. OLLI’s mandate and mission are to make intellectually challenging courses available to adult learners throughout the Delaware Valley, whether or not they have any affiliation with Temple University. The goal of the program is to keep OLLI affordable, relevant, accessible, interesting, and eclectic, and to create an environment in which “the joy of learning” is paramount.

OLLI’s Diversity Statement

Now that OLLI’s membership has significantly increased, we have a more diverse community than in past years. This increased diversity has been an OLLI goal for some time and is very welcome. However, with this increased mixture of people, we need to make sure the atmosphere at OLLI is welcoming to all of our members.

We are asking all members to be thoughtful about comments made in class or during conversations so that these comments do not cause people of different backgrounds to feel left out or confused, or worse, alienated or offended. Something as harmless as an “inside joke” can make others feel like outsiders. Comments not intended to be offensive, can be hurtful to a person from a different racial, ethnic, religious background, political perspective or sexual orientation. In a diverse group, we must all try to put ourselves in other’s shoes before we say whatever comes into our mind. Respect and conscious behavior of this kind can lead a diverse group to succeed as a community.

ID Cards

Once you have joined as a member, the OLLI office prepares a membership/ID card with your name and member number. This card will provide you access to the building. You are required during each visit to OLLI and/or Temple University to show your membership card or a picture ID to the security desk staff in our lobby during each visit.

If, you have not yet received your membership/ID card please feel free to visit the OLLI office located at Suite 525 on the 5th floor. We no longer mail ID’s. They must be picked up at the office.
Visitor/Guest Policy

OLLI welcomes members to invite guests. Guests can pick up a two-day pass from our OLLI office at anytime. Guests must bring the pass in on the day s/he would like to attend a class or lecture and we will date the pass and record his/her name and telephone number. Guests are required to return the pass after his/her final visit.

Parking

Discount parking is available at the LAZ Parking Garage located at 16th & Ranstead Streets. Enter the lot on the east side of 16th Street (16th street is a northbound street). OLLI members pay $7.00 for up to 12 hours (if you stay longer than 12 hours you will be charged the full parking fee). Before retrieving your vehicle pick up your discount ticket in the OLLI office, Suite 525.

Moving Around The Building

OLLI members may only use the one entrance of the building, located on the plaza side of 1515 Market Street. Please do not enter or leave by any other doors. These doors are for emergency use only. Members are permitted to use the stairwells moving from floor to floor.

Class Registration

Most classes are open for you to attend on a first-come, first-serve basis. However, registration is required for select classes due to instructor capacity, room capacity, etc. There are two ways to register, online or by mail (not by phone, email, fax or in-office drop off). You may register online at noncredit.temple.edu. Otherwise, you may mail-in registration requests between a certain time period before the future semester.

Class Limitations

OLLI membership is increasing. Popular classes fill quickly. Because of the building’s fire regulations, classroom seating is limited to the number of seats in a room. If you find the class room at capacity, DO NOT MOVE CHAIRS from other rooms. If there are more members interested in a particular class than there is seating available, we will make every effort to move the class to a larger room. Sometimes, however, this is not possible. If this is the case,
thank you for understanding. We hope you can find an alternative class to your liking being offered at the same time.

**Class Changes**

After publication of the OLLI catalog, schedule changes do occur. You will be informed of all changes by printed material and by email as soon as possible. Feel free to call office for updates. Of course, when a faculty member is ill, we will inform you as soon as we know. Sometimes this is not as timely as we would wish. Thank you again for your understanding when this arises.

**Classroom Etiquette**

There are many reasons why members come to class late or leave before a class is over. Please make an effort to arrive on time and turn your cell phone off or on vibrate. Sign the attendance sheet, and stay until the class is over. If you must arrive late or leave early, please be considerate of the instructor and other members and do so as quietly as possible. If there is an option to enter and exit through a back door, please take advantage of this convenience. Also please refrain from any unnecessary talking during class time.

**Weekly Schedules**

OLLI at Temple publishes OLLI This Week, a weekly bulletin of classes and events throughout the week. OLLI This Week is sent out to members by email and a paper copy is located at the information table in front of the office. If you would like to receive OLLI This Week by email, send your name and include ADD ME in your subject line to: olli@temple.edu

The usual schedule for OLLI classes is as follows:

- 10:30 am – 12:00 pm
- 12:00 pm – 1:00 pm
- 1:00 pm – 2:30 pm

Check the bulletin boards daily for any changes in times and/or rooms.

**Bulletin Boards**

Please check our bulletin boards located on the south side of the 5th floor hallway. We include information such as the daily schedule of classes, Friday Forum Speakers (during fall and spring semesters only), new books added to our library, notices of Council meetings or Committee meetings, and
information about purchasing tickets for local events or upcoming trips. If you want to place a notice on the OLLI bulletin board, please check with the office before doing so. Personal announcements are generally not permitted to be posted.

**Instructors/Guest Lectures**

OLLI is fortunate in having members who are also instructors and volunteers, who spend a great deal of time in preparing their classes. They are one of the most important aspects of the program. Please let them know how much you appreciate their efforts.

Frequently instructors invite guests to speak to their classes. These guests are at OLLI voluntarily and provide another dimension to OLLI classes. Please show them consideration and courtesy, and thank them if you have the opportunity.

**New Instructors Welcome**

Have you taught before? Do you have a hobby, pastime, or experience or expertise in a particular area that you would like to share with members? You can present an individual class, or a course or series of lectures depending on your topic and availability. In order to become an instructor, the Curriculum Committee asks that you complete a course proposal form available in the OLLI office. The proposal requests a short course description, an outline of what will be covered in each class, a brief bio, and a resume if available. The course proposal is returned to the OLLI Director. After reviewing your material, the Curriculum Committee will schedule a meeting to discuss it further with you.

**Lost & Found**

If you leave something in the lobby or in a classroom, please check the OLLI office. For those who leave something in a computer lab see Media Services in Room 404. If you find articles of clothing, glasses, notebooks, etc., please bring them to the OLLI office immediately. Occasionally, Temple evening students find items and turn them in to Security on the ground floor lobby.

**Important to Know about OLLI**

When you join OLLI and pay your membership dues, 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, as well as many other
benefits beyond the courses, but we cannot guarantee that any particular class will be available. Nor can we promise that a course offered this semester will necessarily be offered next semester. The reason for this is that our faculty members are volunteers. This puts certain restrictions on what we can expect of them. On the other hand, because they are volunteers, you can be assured that they are teaching out of sheer joy for doing so and will offer you the best experience possible.

Refund Policy

As per Temple policy, refunds are only available during the first 2 weeks of the semester or for 2 weeks after you have joined. If a class is cancelled after the third week or later, perhaps due to an emergency illness of the teacher, we cannot provide a refund.

When you enroll in OLLI for the year, you pay $290. Two hundred and twenty five ($275) of this is the enrollment fee. This is the only portion that will be refunded. Fifteen dollars ($15) goes towards a member’s activities fund. If you happen to register for a computer class, you are charged $20 for computer access. Neither of these latter two fees are refundable. The only portion that is refundable is the $275 enrollment fee.

Snacks/Lunchroom

OLLI has two rooms where members can eat lunch: Room 525 and Room 518. These classrooms are open between 11:30 am and 1:00 pm specifically for lunch. Please remember to clean up after yourself.

There are three vending machines in the center lounge on the 5th floor: a snack machine, a soda machine and a coffee and tea machine. Also on the 5th floor lounge is a microwave.

Across the plaza from our building is Express Café, where soup, sandwiches and snacks can be purchased. There are also countless restaurants in the immediate vicinity. This food can be brought back and eaten in our lunchrooms.

Library

The OLLI Library is located in Room 523 and is open between 11:30 am and 1:00 pm five-days-a-week. You are welcome to take out books, videos, or DVDs for a three-week lending period.
Social Events

Open House: As a new member, you will benefit from attending an Open House at the beginning of the OLLI semester (fall/spring/summer). You will meet some of the OLLI instructors and other members, who will answer questions you have and suggest courses that may interest you in particular. The information sessions will acquaint you with how OLLI works and offer suggestions that can maximize your enjoyment of the program.

New Member Breakfast: Early in the fall semester, OLLI’s Membership Committee sponsors a new member breakfast, for “new” members to become acquainted with our staff, volunteer leaders, and “active” members.

Holiday Party: Every December, after the fall semester ends, OLLI holds a Holiday Party and Luncheon. It is usually conducted at a nearby hotel or at the Union League, a delicious lunch is served, and enjoyable entertainment is provided. It offers a wonderful opportunity to visit with fellow faculty and students and socialize in an informal environment.

Annual Meeting: Every May, after the end of the spring semester, OLLI holds an Annual Meeting. The director reports on the accomplishments of the year, faculty and volunteers are recognized, a delicious lunch is served and entertainment is provided.

Inclement Weather

OLLI is closed whenever the Philadelphia Public Schools are closed for inclement weather (check KYW radio or your local news). On days when the Philadelphia Public Schools open 1-2 hours late, OLLI morning classes are canceled. Occasionally OLLI makes the determination to close on its own. In addition, particular instructors may opt to cancel, even when OLLI remains open. Therefore, check your email or call the office (215) 204-1505, before you leave your home.