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OLLI staff contact information can also be found on the OLLI website at olli.fsu.edu.
Welcome to the Osher Lifelong Learning Institute at Florida State University. We hope the OLLI experience will be a great addition to your life, as it has been for so many lifelong learners through the years.

This handbook is intended as a brief introduction to our OLLI, both for new members and for veterans who might want a little behind-the-scenes information about what makes our organization tick.

If you’d like more detailed information about any of the topics covered in this document, you will find the website, olli.fsu.edu, a great resource. If you’re still looking for more information, feel free to ask staff or volunteers, including officers, member representatives and class hosts. If you have suggestions for additions or revisions to this member manual, please contact Fran Conaway, franconaway32312@gmail.com.

What is the Osher Lifelong Learning Institute at Florida State University?

Founded in 1991 as The Senior Connection: Academy for Resourceful Retirement, OLLI at FSU today is a scholarly and exciting program of classes, programs, activities and travel opportunities designed for individuals over 50 across Leon County and beyond who want to continue their education in a stress-free environment where there are no tests, no grades and no homework.

OLLI has been recognized by the Florida Legislature for its leadership in “engaging older Floridians and enriching lives.” Each year approximately 1,100 students enroll in OLLI to participate in over 100 classes, as well as related activities and travel.

OLLI at FSU is one of 123 institutes on college and university campuses across the country associated with the Bernard Osher Foundation of San Francisco and complies with Osher requirements for quality, financial viability and membership criteria.

OLLI at FSU is associated with the College of Social Science and Public Policy’s Pepper Institute on Aging and Public Policy. A detailed history of OLLI can be found at olli.fsu.edu.
OLLI staff salaries, instructor payments and other expenses are funded through membership dues, class fees, support from the Bernard Osher Foundation and other agencies, as well as member donations, private sponsors and partners. OLLI receives services and office space from Florida State University but does not receive financial support from the university.

**SUPPORT AND PARTNERSHIP**

OLLI at FSU is supported in part by the Pepper Institute on Aging and Public Policy in the College of Social Sciences at Florida State University as well as through membership fees, grants, contributions, a member endowment and with earnings generated from two million-dollar endowments awarded by the Bernard Osher Foundation, based on the quality of OLLI at FSU.

OLLI’s valued community partners include Westminster Oaks, Council on Culture and Arts, Allegro Senior Living, Capital Health Plan, Friendship Force International, Tallahassee Community College, FSU College of Social Sciences & Public Policy, FSU College of Medicine, LeRoy Collins Leon County Public Library, LocalSeniorDiscounts.com, Keiser University, Premier Health & Fitness Center, Choose Tallahassee, Safe Mobility for Life, and Challenger Learning Center.

OLLI at FSU welcomes additional community entities as partners and sponsors.

**HOW IS OLLI MANAGED?**

Administered by university staff, OLLI at FSU is supported through a volunteer council and a multitude of member volunteers for various shared interest groups.

Management consists of the Executive Director, the Program Coordinator, Accounting Representative and Webmaster.

OLLI at FSU’s leadership is a collaboration between staff and members on all committees, curriculum development and administrative support.
Staff and council work together strategically to plan and provide the best quality programs and activities possible. There is a long-term strategic plan in place, which is reviewed annually at the staff/council retreat.

**MEMBERSHIP**

OLLI membership is open to all area residents. There are no education prerequisites. The organization is committed to reflecting the community and supports diversity of race, ethnicity, religion, gender and ability.

The OLLI at FSU member experience is special. Becoming a member of OLLI at FSU means joining a community of lifelong learners who love learning for the sake of learning. Courses, activities, clubs and groups, and travel of all types are custom designed for people over 50 who are serious about enhancing their knowledge and their lifestyles, socializing, building friendships, and potentially living healthier, longer, more satisfying lives. Opportunities abound for volunteering, building leadership ability and serving both OLLI and the larger community.

Among the factors that make OLLI at FSU stand out from other OLLIs around the country are the facts that our instructors are esteemed professionals, and they are paid stipends to reward their efforts. Unlike many OLLIs, which are peer-taught, OLLI at FSU classes are usually taught by current or retired faculty from FSU, FAMU and Tallahassee Community College. FSU graduate students and community members who have expertise in their field of study are also invited to teach.

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### Benefits of Membership

- OLLI classes
- Clubs
- Social events and functions
- Culture and arts activities
- Special lectures
- Friendship Force International membership
- Local/regional field trips and out-of-town excursions
- Study-abroad programs
- Regular communications
- FSU library privileges
- Rewarding volunteer and leadership opportunities
HOW ARE CLASSES SELECTED?

Each semester OLLI at FSU offers a wide variety of classes on topics across the spectrum of learning. Classes are based on members’ expressed interest, issues of highest current concern, and the success of and demand for prior classes and instructors.

OLLI classes are selected and scheduled each semester by the OLLI Curriculum Team, comprised of the OLLI Executive Director, Program Coordinator, President of OLLI, First and Second Vice Presidents of OLLI, a representative of Westminster Oaks, past president(s) of OLLI, and the OLLI member who chairs the OLLI Curriculum Team.

Selection of classes begins with a review of the OLLI membership’s evaluation of the OLLI program and classes to determine members’ interests and opinions on prior classes and instructors. OLLI members are encouraged to offer ideas on their preferences for future classes and instructors through evaluations and via suggestions to officers, member representatives, class hosts and staff. A suggestion box is located in the lobby of the Pepper Center and electronically on our website.

The OLLI Executive Director and Program Coordinator manage all the necessary administrative duties related to selecting and scheduling classes, including soliciting course proposals from FSU faculty and graduate students, informing deans of OLLI’s desire for faculty involvement in OLLI, as well as establishing partnerships with the FSU Retired Faculty Association, Tallahassee Community College, FAMU and community agencies to search for additional faculty and subject expertise.

Together with staff, the OLLI Curriculum Team Chair researches potential courses and faculty, sends course proposal letters to potential faculty, reviews all proposals that have been received, vets faculty, meets with faculty who are interested in teaching, answers correspondence, and organizes material for the Curriculum Team. The Curriculum Team then reviews and approves/disapproves proposals, based on subject matter, proposal quality and schedule capacity.

Based on the time availability of instructors of approved courses, the Curriculum Team schedules the semester’s classes.
**BEYOND CLASSES**

Shared Interest Groups (SIGs) are important membership benefits that provide an opportunity to join with other OLLI members who share similar interests. More information about our clubs is available on the website. Meeting information and updates are found on the calendar at olli.fsu.edu. To participate in an OLLI Club contact the OLLI volunteer club leader. You can meet them at each Showcase of Classes and the All Member Reception.

**TRAVEL**

**Study Abroad.** Each year OLLI offers travel to explore a new country or two with an OLLI instructor who offers expert guidance on the culture and history of the places visited. These two-week trips are coordinated by the OLLI Executive Director and a professional travel agency to ensure a safe, comfortable and educational experience.

**Travel Club and Tours.** The Travel Club gives members the opportunity to enjoy the best the world has to offer at very reasonable prices, travel with friends and enjoy well-planned trips. At meetings, information is shared about upcoming trips or host presentations, including “Armchair” Travel meetings at which the presenters are our very own OLLI globetrotters. Each year a tour or two to a new location in the U.S., Canada or overseas is offered just for the delight of travel. These tours last about a week and are planned around a destination such as the islands of New England, the wine county of Oregon, Ireland, Iceland or the Canadian Rockies. Our travel agency provides local guides, air and ground arrangements, and comprehensive travel insurance. For more information, see the calendar at olli.fsu.edu.

**Friendship Force International.** The Tallahassee chapter of Friendship Force International (FFI) is affiliated with and sponsored by OLLI at FSU. FFI is a non-profit cultural organization focused on promoting understanding, cultural education and citizen diplomacy through home-stay journeys and personal friendships. Through these exciting personal encounters, strangers become friends and, by experiencing different views, discover common ground. FFI brings diverse people together into each other’s homes. All OLLI members are automatically members of FFI. For more information, visit https://friendshipforce.azurewebsites.net/clubs/olli-activities-at-fsu/.
CULTURE, ARTS AND FIELD TRIPS

OLLI members go together to concerts, operas, theatrical performances, museum tours and specialty dinners. Many of these activities are exclusive to OLLI. These activities are usually part of the registration process, whether or not an extra fee is required. Descriptions of activities and special instructions are provided in each semester’s Course and Activities Catalog. A contact person is listed to answer questions about the activity.

Each semester OLLI takes short trips to museums, art galleries, historical sites, laboratories and any other destination that tickles our imaginations.

SOCIAL ACTIVITIES

From the weekly Get Happy with OLLI Happy Hour to the annual Holiday Bash, from the FSU School of Hospitality’s Little Dinner Series to after-class chats, OLLI offers social opportunities of all types. OLLI members like to say, “Come for the classes, stay for the friendships.”

SHARED INTEREST GROUPS

Current clubs include:

Book Club. The Book Club meets on the second Wednesday of each month, September through June. To allow for choice of locations, one group meets at the Main Library downtown from 12:00 Noon-1:30 p.m., and a second group meets at the Westminster Oaks Pool Clubhouse from 4:00-5:30 p.m. Each spring OLLI Book Club members are asked to nominate fiction or nonfiction books from classics to best-sellers. The submissions are voted by the club members for the next year. Dates, times and locations are on the OLLI website calendar.

Club Español. OLLI Spanish Club meets every Friday at Allegro, 11:00 a.m.-12:00 Noon, except for the last Friday of the month, when they meet at a different Hispanic restaurant to enjoy lunch and learn in a stimulating venue! We practice our conversation skills in Español. The object of our fun get-togethers is to speak as much Español as possible, thereby learning vocabulary, correct pronunciation and the culture of our Hispanic neighbors.
**E-Device.** Most OLLI members have a smart phone, and many of us have a tablet or other small device. OLLI’s newest SIG, E-Device Technology Club, gives members an opportunity to get together to share our knowledge and learn a trick or two about our devices. We also have friendly experts come to our gatherings to demonstrate how to use the features that frustrate us. For more information, see the calendar at olli.fsu.edu.

**Men’s Group.** The Men’s Group meets every two weeks from 11:30 a.m.-1:00 p.m. at the Bagel Market Bistro to discuss common issues and challenges faced by older men, to share each other’s knowledge and expertise on a range of topics, and to socialize in an informal environment. Group meetings are self-directed. Responsibility for facilitating discussions is generally rotated among the participating members.

**OLLI Paddlers.** The OLLI Paddlers meet on the rivers, streams, lakes and bays of North Florida. We paddle every Friday during the class term and continue between semesters when we can. Occasionally we do more ambitious trips. We focus our paddling on the local ecology, wildlife, natural beauty and culture of each venue. We try to incorporate an opportunity to socialize and debrief over lunch after each trip. Members supply their own equipment. Some experience is called for; participants should be able to paddle for at least two hours at a stretch.

**Walking Club.** The OLLI Walking Club provides year-round opportunities for walkers of all fitness levels. Whether you are new to Tallahassee or a long-time resident, you will enjoy walking with us on paved and unpaved trails through local parks and neighborhoods. OLLI Walkers also participate in community walks and organize a hiking field trip each semester. We have opportunities for both gentle or beginning walkers and intermediate to advanced walker/hikers. Walks take place on weekday mornings and afternoons at various times depending on the season. Check the OLLI calendar at olli.fsu.edu for the walking schedule.

**Writers’ Group.** The Writers’ Group meets the second Monday of the month all year long at Westminster Oaks, in the Pub Room in the Parry Building from 10:00 a.m. to Noon. Members share their writings and engage in writing exercises to improve their craft. Periodically, we have presentations and/or workshops by published authors. Join us and let us help you get your story on paper.
HOW TO REGISTER FOR CLASSES

Registration for classes and activities is scheduled soon after Fall and Spring Showcases of Classes and Activities and well in advance of the Maymester. The opening of registration is announced in the Course and Activity Catalog and online at olli.fsu.edu.

Registration can be done online at olli.fsu.edu, in person at the Pepper Center, or by phone at 850-644-3520 or 850-644-7947. Because you must become a member before you can register for classes, registering for membership is always the first item to place into your “shopping cart” prior to selecting a class. If you have not added membership to your cart, your option to select a class or activity will not appear. You can create an OLLI account in advance without cost. Therefore, when registration opens, selecting membership and then the classes (and activities) can be completed efficiently.

All classes have a maximum capacity. Lecture classes usually have a larger seating capacity, but some classes have very limited enrollment. If you are joining OLLI only for one particular class, please check the Course and Activity Catalog or the OLLI website (olli.fsu.edu) for advice on how to proceed.

You must be registered for all classes you attend. This includes attending a different section of a class. If you would like to register, or change sections after the semester begins, please contact the office before attending the class – or go to the OLLI website at olli.fsu.edu to register. You will be accommodated on a space-available basis. Sitting in on a class disrupts the experience for those students who are legitimately registered. Please respect your fellow students and instructors by not attending classes for which you are not registered.

HOW TO REGISTER FOR ACTIVITIES

Membership must always be purchased or placed in your cart before you can view the activity cart for purchasing. Registration for activities is open to all current OLLI members and is available when class registration begins. To register online go to olli.fsu.edu and select View Activities from the menu. To sign up for an activity, you must be a member and you must be signed in. You must be registered for all activities you attend.
REFUND POLICY

Check the Course and Activity Catalog and the OLLI website (olli.fsu.edu) for information on refunds.

SCHOLARSHIPS FOR MEMBERS

Funds are available for members who may be unable to afford OLLI membership or class fees. For more information, contact the OLLI Executive Director.

OLLI PHILANTHROPY — YOUR GIFT TO OLLI AT FSU

A hallmark of a truly sustainable program is the ongoing support of its members, who are excited by what the program offers and passionate about helping sustain it well into the future. OLLI members show their love of OLLI classes and activities with the financial gifts they make.

How might your gift make a difference? By investing in the future of OLLI, supporters can expand course offerings, lecture series and other activities; maintain affordable membership fees and tuition rates; increase the salaries of our professional instructors; and support scholarships for deserving students. There are many giving options available to help ensure that our distinctive environment will be available for future generations.

In addition to legacy and estate giving, cash donations are the most common kind of outright gift. One of OLLI at FSU’s most popular opportunities occurs during the campus-wide Great Give 36-hour marathon of giving. As part of the Great Give, OLLI members are asked to donate in any amount to the OLLI Scholarship fund. Currently there are three scholarships designated for FSU students. These scholarships have been largely funded through this giving program.

Members of OLLI at FSU are recognized for all types of gifts, from annual donations through legacy and estate gifts. We want to recognize our members as true supporters. Donors can receive additional benefits such as early registration and school recognition. Details on the donor program are on our website.
Donations may be made online through the OLLI website, olli.fsu.edu, or by personal check, made out to FSU, mailed to the OLLI office. The FSU Foundation staff offers professional advice and support for members who wish to consider the many different ways to support OLLI at FSU.

The Osher Lifelong Learning Institute at FSU is rightfully proud of the strong culture of giving in support of continuing a program that so enriches the lives of the community’s lifelong learners.

For further information, contact Debra Herman, Executive Director, OLLI at FSU, dherman@fsu.edu, 850-644-3520.

VOLUNTEERING FOR OLLI

Member activities and events are planned, organized and provided by committees of member volunteers. Volunteers also assist our OLLI staff in various ways when requested to do so. OLLI members love to promote OLLI programs, events and activities to enhance and enrich the OLLI classroom experience.

OLLI at FSU volunteers are vital to OLLI at FSU’s mission to promote a community of lifelong learning through intellectual, social and cultural programs. Volunteerism is critical to the sustainability of OLLI at FSU.

There are numerous opportunities to volunteer for OLLI. These can be small tasks that are very important but occur only once in each term, like preparing for the Showcase of Classes and Activities, calling to welcome our new members, helping to assemble the Course and Activity Catalog for mailing, and helping other members with registration for classes and activities. Volunteers can also take on slightly longer-term tasks, like serving as a class host throughout a six-week class session or working on the OLLI member newsletter, the OLLI Times.

OLLI also needs a wide variety of other types of volunteer service, including administrative, clerical, hospitality, member relations, fundraising and development, member recruitment, marketing and promotion, among others.
The OLLI membership has a governance structure that is in constant need of volunteers to serve on the leadership team. Various committees need chairs, as do subcommittees. There are clubs that need OLLI members with new and creative ideas to keep members engaged and enjoying the experience. There are Advisory Committee slots that need to be filled every year. And we’re always on the lookout for that OLLI member who has a great plan for a new club!

Volunteer hours are recorded and reported to the Osher Foundation as an element of sustaining the endowments they have provided. All members are urged to consider volunteering to support OLLI.

We have created a database to identify your skills, talent and energy. Whether you are a new or current volunteer – such as class host, assisting with online registration, calling members or analyzing class evaluations – we want your input. Please complete the online Volunteer Questionnaire at olli.fsu.edu.

As OLLI at FSU continues to grow, the need for volunteers will increase. The ultimate goal is to have 100 percent volunteer participation. Email the Membership and Volunteer Chair at ollivols@gmail.com to sign up. Bring your enthusiasm, skills and talents, and don’t forget to complete the volunteer opportunities survey online – OLLI needs you!!

OLLI is a membership-centered organization in which members serve in many active roles for maximum engagement and to ensure the best organization possible.

**OLLI’S ORGANIZATIONAL STRUCTURE**

**ADVISORY COUNCIL**

The concept of shared leadership between the professional staff and the members for the operation of OLLI at FSU takes many forms, such as collaboration on curriculum development; long-range planning; and financing special projects. The Advisory Council meets at least twice a year to conduct business, review reports on OLLI projects, activities and finances, and engage in strategic planning.

Council members act in an advisory capacity to the Executive Director to facilitate program excellence and to promote member participation. Sharing leadership with the Executive Director, the Council engages in
strategic planning and establishing procedures. Council members serve without compensation. The Executive Director of OLLI at FSU serves as an ex-officio, non-voting member of the Advisory Council.

The Council has the responsibility for providing leadership for the membership and for directing the social and cultural agenda in collaboration with the Executive Director of OLLI at FSU.

Council members are expected to take a leadership function in the organization, e.g., serving as chair of an activity that is Council approved. Council members represent OLLI at FSU within the University system and the community, and are responsible for fundraising and working with the Executive Director to establish annual goals, objectives and curriculum.

The Advisory Council is comprised of the following officers and members listed below. The Executive Committee consists of the president and the two vice presidents.

- President
- First Vice President
- Second Vice President
- Immediate Past President
- Member Representative (5)
- Chair of the Society of Past Presidents
- Chairs of the Philanthropy, Scholarship, Curriculum, Succession Planning, Inclusivity, Volunteer, Communications and Marketing, and other committees as approved by the Council*
- Recording Secretary (non-voting)
- Executive Director of OLLI at FSU (ex-officio)

*Chairs of the Standing Committees serve as Council members and are appointed by the President, in collaboration with the Director. Current committees are: Curriculum, Volunteer, Philanthropy, Scholarship, Succession Planning, Inclusivity, and Communications and Marketing. The Council may appoint additional committees to meet the needs and interests of OLLI members.
HOW ARE OLLI LEADERS CHOSEN?

The President, First Vice President, Second Vice President and Member Representatives are elected by the Advisory Council. Notice of upcoming elections is announced by the OLLI Executive Director. Nominations are sought from all members of OLLI, and self-nominations are welcome. The Succession Planning Committee manages the process of nomination and selection.

Each year, as the President completes his or her term of office, the First Vice President becomes President, and the Second Vice President becomes First Vice President. A new Second Vice President is elected, based on the procedure explained above.

The announcement of the selection of the Second Vice President and new Member Representatives is made at the annual Spring gathering and posted on the OLLI website.

MAINTAINING OLLI’S QUALITY AND MEMBER SATISFACTION

OLLI at FSU members shape the classes, activities, clubs and other social events offered each semester. In addition to collecting and recording individual course evaluations at the end of each OLLI class to measure the quality of courses and instructors for future consideration, we conduct a Member Survey annually, which gives insight from our members’ point of view.

These surveys allow us to:

- Gather member preferences on course subjects – History, Humanities, Current Events/Politics, Science and Wellness/Longevity, among others
- Look for new opportunities for you to consider – learn a language, improve your fitness or play an instrument
- Measure your satisfaction with all aspects of the OLLI academic and social experience, courses offered, venues, registration process, activities, clubs, special events and accessibility
- Find out how best to market OLLI at FSU programs (the overwhelming majority of respondents have told us they found out about OLLI courses and activities from other OLLI members)
Track OLLI at FSU performance to maintain the quality of our programs

The Annual Online Member Survey is delivered to your email address during the Fall Semester. We hope you will take this opportunity to influence and improve the Osher Lifelong Learning Institute at Florida State University.

Members with expertise in constructing and analyzing member surveys are needed. To volunteer for this important OLLI function, contact the OLLI President and/or Executive Director.

**MEMBER COMMUNICATIONS/ SOURCES OF INFORMATION**

Communicating with members is key to OLLI’s success. OLLI attempts to use a broad spectrum of vehicles to promote OLLI membership and affiliation and to stay in touch with members. Communications responsibilities are shared between staff and volunteers. If you have communications skills, OLLI is always looking for volunteer writers, editors, graphic designers, social media experts, and public relations and marketing professionals. To volunteer, contact the OLLI Executive Director.

Among OLLI’s communications tools are:

- **Website:** [olli.fsu.edu](http://olli.fsu.edu)
- **Each semester’s Course and Activity Catalog**
- **OLLI calendar at olli.fsu.edu**
- **OLLI Helpline:** 850-644-1347
- **Weekly e-newsletter during class terms sent to all members**
- **Occasional additional information emails**
- **Olly Times** monthly online magazine format
- **Member Handbook**
- **Facebook accounts (public and private)**
- **Twitter account**
GENERAL INFORMATION FOR MEMBERS

CLASS AND ACTIVITY PARTICIPATION

Participation in OLLI at FSU classes, clubs and activities is a member benefit. A member may invite a guest (who is not a member) to lunches and dinners. Quantities of guest tickets may be limited and specified by event. Other activities, such as day and overnight travel, are for members only.

Additionally, a guest (who is not a member) may attend one OLLI lecture class or club meeting when accompanied by a member. (Note: some special lectures may be advertised as open to the public.)

A member hosting a guest for a class or lecture must contact the OLLI Executive Director or staff for notification. A member who hosts a guest for a club must contact the club chair(s) in advance. When classes and clubs have limited capacity, members have first preference over guests.

Visiting OLLI members from other OLLI organizations are welcome to participate in OLLI at FSU activities when space allows and with payment of any fees due and the signing of a liability waiver if needed.

Name badges will be provided to all new members at the beginning of the semester, either by mail or in classes to keep year after year. Members are asked to wear their name badges and lanyards at all classes and activities.

CLASS HOSTS

Every OLLI class is supported by a member who has volunteered to serve as class host. Hosts provide needed services to instructors and members as well as playing a vital role as communications liaison between OLLI administration and volunteer leadership with instructors and students. Hosts extend hospitality to new members, provide weekly OLLI information items, manage class attendance sheets and class evaluations, and help maintain order, as needed. Your class host is your first line of communication in case of problems or concerns with the class. Volunteering as a class host is a good introduction to the OLLI volunteering community.
COURTESY/CIVILITY

OLLI at Florida State University is a community of people sharing space and engaging in dialogue. OLLI welcomes the full spectrum of ideas and opinions, with the proviso that we express ourselves politely, with respect to everyone in our classes. To avoid disruption of program activities and classes, members should refrain from inappropriate behavior and demeanor. A focus on civility is especially important during classes that may include areas of controversy and conflicting opinions. Inappropriate behavior that should be avoided may include:

- Speaking in a disruptive manner towards faculty, students or staff.
- Failing to take turns during classroom discussion or dominating discussion. Please remember to leave time for other’s comments and questions.
- Interrupting others while they are speaking.
- Resisting an instructor’s effort to direct class discussion or bring it back to topic (the instructor is in charge). If you disagree strongly with something that is said, consider talking with that person after class rather than monopolizing class time.
- Engaging in impolite or uncivil behavior toward an instructor, member or staff.

In addition, members should avoid using electronic devices in a distracting manner. Phones and related devices should be silenced during classes.

OTHER ITEMS FOR YOUR INFORMATION

SAFETY/SECURITY

OLLI is committed to the safety and security of all members. An Automated External Defibrillator (AED) is located in the Pepper Center near the Broad Auditorium, and fire exits are clearly marked.

Staff and volunteers receive FSU training regarding safety issues. All OLLI members are highly encouraged to download the SeminoleSAFE app on their mobile phones to stay current with campus security, weather and safety alerts. Emergency guides, including an Active Shooter or Assailant response video, are included in this app.

As a program of Florida State University, OLLI is subject to the rules
and regulations of the university, including holiday and weather-related closures.

PARKING/TRANSPORTATION

For classes offered at the Pepper Center or other nearby on-campus sites, parking passes may be purchased for parking during class hours from 9:00 a.m. to 4:30 p.m., Monday through Thursday, in the Macomb/Call Street Garage. These passes assure the availability of parking space. They also permit members to use the valet parking in the circle at the Pepper Center during class hours. This is particularly useful for mobility-impaired members and as an alternative during inclement weather. To utilize these parking venues, the parking pass must be visible on the dashboard. Users are asked not to block the street if there is a lineup to use valet parking. Space is limited in the loop but attendants can park your vehicle in the garage and deliver it to you after class.

Off-campus sites generally have free parking at or near their classrooms. Parking for the Westminster Oaks McGuire Center is across the street in the parking garage. Parking for classes at Allegro Senior Living Community is across the street at the strip mall/church. Specific sites with parking and directions are shared each semester in the registration information.

If you prefer not to purchase a parking permit, timed parking is available in the parking lot of the Collins Library on MLK Drive. Other nearby off-campus parking spots may sometimes be available. The walking distance is at least twice as far from the Pepper Center, so plan time for longer walks.

OLLI encourages public transportation and carpooling.

FOOD AND BEVERAGES IN CLASSROOMS, LABS AND BROAD AUDITORIUM

Complimentary coffee for OLLI members is available in the lobby of the Pepper Center during class hours. Eating and drinking is not allowed in the Broad Auditorium as is the policy for any auditorium on FSU campus. Coffee, other drinks and food must be consumed prior to entering the Broad Auditorium. For other locations, check with the class host to see if food or drink is allowed in the classroom.

Coffee drinkers are asked to help keep the coffee area clean and clear of clutter.
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