MOLLI Member Handbook 2016-2017

An introduction to the MOLLI Program at the School of Extended & Lifelong Learning
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Welcome to MOLLI

Welcome to the Osher Lifelong Learning Institute at the University of Montana, affectionately known as MOLLI. We are pleased that you have chosen to join us.

As a MOLLI member, you will enjoy an array of educational and social opportunities that promote the lifelong learning and personal growth of older adults through a diverse collection of noncredit short courses, special member events, lectures, and community activities. Program offerings cover a range of topics from the Humanities, Natural and Social Sciences, Fine Arts, as well as Current and Political Affairs. Special member events and other activities happen year round.

Taught by distinguished UM faculty, emeritus faculty, as well as other professionals and scholars from the community, MOLLI courses are held during three six-week terms in the fall, winter and spring, and a shorter three-week term in early June.

Initially started in 2005, MOLLI was created to promote the simple joy of learning. MOLLI offers an array of classes and events that are lead by experts in that field who want to share their knowledge as well as learn from the students they are teaching.
Our Mission

The mission of the Osher Lifelong Learning Institute at UM (MOLLI) is to promote lifelong learning and personal growth for adults 50+. Older adults are a valuable resource for society, and through the Institute, we will speak to their continuing intellectual needs.

MOLLI Shared Governance

MOLLI shares governance between the UM School of Extended & Lifelong Learning (SELL) and the MOLLI Council. The MOLLI Council is comprised of 9-14 volunteers who work collaboratively with SELL in the general management of the program. Additionally, there are four standing committees who are also all comprised of volunteers. SELL and the MOLLI Council and committees work together to keep the program successful and sustainable, providing interesting and engaging courses, special member events, and community activities for our membership throughout the year.

Council members may be elected to serve two consecutive three-year terms, at which time they must step down for a year before becoming eligible to serve again.

The four standing committees are each chaired by a member of the MOLLI council. These committees are:

- **Program Committee** – recommends courses and special events offered based on the interests of the membership and qualifications of the potential instructors
- **Membership and Marketing Committee** – recommends, in consultation with the SELL marketing director and MOLLI program manager, marketing strategies for the program; recommends, in consultation with the Program Committee, special member events; and organizes volunteers opportunities for members, including class facilitators.
- **Fundraising Committee** – recommends annual and long-term fundraising strategies and organizes the executive of fundraising campaigns approved by the council.
- **Finance Committee** – works with SELL leadership to develop an annual projected budget, end of year final budget analysis, as well as providing an annual report to the Osher Foundation that includes an overview of financial statements, UM Foundation reports in relation to Osher Endowments. All of these materials are reviewed and approved by the full MOLLI council.

The listing of current MOLLI Council and Committee members can be found on the MOLLI website at: [http://www.umt.edu/sell/programs/molli/about/council.php](http://www.umt.edu/sell/programs/molli/about/council.php)
**Office Information**

The MOLLI office is located on the third floor of the James E. Todd Building on the campus of the University of Montana.

Our mailing address is:
University of Montana
School of Extended & Lifelong Learning – MOLLI
32 Campus Drive
Missoula, MT 59815

Phone: (406) 243-2905
Email: molli@umontana.edu
Website: [www.umt.edu/molli](http://www.umt.edu/molli)

Office hours: 8:00 a.m. – 5:00 p.m., Monday through Friday. The MOLLI office is closed on holidays.

**MOLLI Staff:**

Karen Hendrickson, Program Coordinator  karen.hendrickson@umontana.edu

**MOLLI Membership**

MOLLI is a membership organization with an annual membership of $20. The membership period runs from July 1st through June 30th of the following year.

The purchase of an MOLLI annual membership includes the following benefits:
- Free admittance to MOLLI Special Member Events and Member Presentations offered throughout the year.
- Quarterly e-newsletter with features of interest to the MOLLI membership.
- Access to the UM Maureen and Mike Mansfield Library.
- 10% discount at the Bookstore at UM for textbooks and art supplies for MOLLI courses.
- Access to MOLLI need-based financial assistance to participate in MOLLI courses.
- Opportunity to create social networks of engaged peers.
- Volunteer opportunities.
- Connection to the academic and cultural resources of the University of Montana.

**Volunteer Opportunities**

MOLLI depends on volunteers from our membership to maintain a thriving program. Sharing of time and talent makes a valuable contribution to our operation and sustainability. Volunteer opportunities include serving as class facilitators, office assistants, committee members and council members. To inquire about volunteering, contact the MOLLI office or email molli@umontana.edu.
MOLLI Online

Over the past three years, MOLLI has been incorporating improved technology into our operations and creating a stronger online presence. By doing so, we are working to increase sustainability and provide a better experience for the MOLLI members. Members can take advantage of the following online resources to enhance their MOLLI experience. Please remember that if you ever have a question or need help accessing these resources, the MOLLI staff is happy to help. Simply call the office at 406-243-2905.

MOLLI Website: umt.edu/molli

The MOLLI website is your window into the program with information about current and upcoming classes, special member events, important dates to remember, how to register, accessing course materials in Moodle, where to park, and much more. No username or password is required for the MOLLI website so take some time to browse.

Email

Like many other programs, MOLLI encourages our members to join our email list to receive news of our latest offerings. We also use email to provide class and event updates when necessary, send registration receipts, and distribute MOLLI’s e-newsletter. Because we value your privacy and do not want our members to be overloaded with seemingly endless advertisements, MOLLI does not share its email list with outside organizations nor do we send announcements regarding non-MOLLI sponsored events. Please note: MOLLI does not mail paper receipts for class and event registrations unless requested.

Go Green and Opt Out

MOLLI members may choose to “Go Green” by opting out of receiving a printed copy of the class brochure. Classes and special member events are listed on the MOLLI website each term and a copy of the brochure may be downloaded from the program offerings page. To opt out, email the MOLLI office at molli@umontana.edu with your request. You may choose to opt back in at any time.

E-newsletter

MOLLI produces a quarterly e-newsletter featuring information about upcoming classes and events, as well as articles of interest to our membership, written by MOLLI members. The newsletter is distributed via email to the current and immediate past year’s membership and posted on the MOLLI website. If you wish to receive a paper copy of the newsletter, please email the MOLLI office at molli@umontana.edu or call 406-243-2905. If you would like to contribute an idea or article to the newsletter, email SELL’s Marketing Director, Beth Burman Frazee at beth.burman-frazee@umontana.edu.
Facebook

Follow MOLLI on Facebook to learn about upcoming events on campus and around the community, read articles about a variety of topics, and share MOLLI news. Find us with the name The Osher Lifelong Learning Institute at UM.

Course Materials

Many MOLLI instructors choose to post readings, links, videos and other supplemental course material online through Moodle. Read more about Moodle on page 10.

Register online for a class or event

MOLLI members may register for classes and events online at umt.edu/molli, clicking on the Registration option in the menu on the left side of the page. Instructions for using the online registration system can also be found on the web page. Although you can browse our offerings, you will need a Username and Password to register.

Computer Assistance

Need a computer with internet to access web sites, videos, and other materials for your MOLLI courses? The Mansfield Library has public computers available for use on Level 1 during business hours. We can also provide assistance and training on how to access course materials. To schedule a time to use the MOLLI computer, call the office at 243-2905.

Privacy

MOLLI does not share the personal contact information of its members or instructors with outside sources. Student information is kept on a secure web server and sensitive data, such as credit card information, is not saved. If you wish to contact an instructor or fellow student, the MOLLI office would be happy to pass your contact information to that person as applicable and relay your request to be contacted.

Course Terms

The MOLLI calendar follows the seasons of the year. Courses are generally offered during six-week sessions in fall (early October to mid-November), winter (mid-January to late February), and spring (early April to mid-May) and a short summer session (late May to mid-June). Other events and activities may fall outside of these time frames.
Financial Assistance

MOLLI tries very hard to keep costs at a minimum so everyone can participate. However, we know that some people may need some help. Therefore, MOLLI is pleased to offer a tuition waiver program to ensure everyone 50+ has the opportunity to engage in lifelong learning. This program is supported by donations from MOLLI instructors and generous members via our annual fundraising campaign. A member in need of financial assistance may receive a tuition waiver for no more than two classes per term by completing and signing the Tuition Waiver Application. Persons requesting a tuition waiver will be asked to pay what they can for the class. Tuition waivers cannot be applied towards the annual $20 membership fee or any additional costs associated with a course beyond the cost of tuition (e.g. performance tickets and art supplies are not eligible). To learn more about the MOLLI tuition waiver program, please call 406-243-2905.

This is a confidential process - Please direct any inquiries regarding financial assistance to the MOLLI office.

Registration

Registration for courses and events begins approximately four weeks prior to the start of classes. Schedules are available one week prior to the start of registration. Registration begins at 8:00 a.m. on the designated day.

Members may register in one of four ways:

- Online at www.umt.edu/molli
- By calling (406) 243-2905
- In person at the MOLLI office
- By mailing an order form, along with payment, to the MOLLI office

Mail orders received prior to the first day of registration will be date-stamped and filled in the order in which they were received beginning at 8:00 a.m. on the first day of registration.

If you wish to register online, you will need your username and password. If you are currently a member or have been since 2013, you already have an account. Please DO NOT create a new account. If you are unsure of your username and password, contact the MOLLI office at 406-243-2905.

Please do not email or fax a registration form to MOLLI.
**Minimum and Maximum Class Size**

Although the average size of a MOLLI class is about 35, class sizes may vary from as few as 15 to as many as 300.

*Classes not achieving an enrollment of 15 one week prior to the start of the class will be cancelled and members offered the opportunity to enroll in another class, receive a credit, or a refund.*

A class is closed to further enrollment when it reaches capacity. Capacity is determined in one of two ways: either by request of the instructor due to the nature of the class or by established fire code limits for the classroom. We do everything possible to accommodate as many members as possible in our classes.

**Repeat Classes**

Due to demand and/or space limitations, MOLLI offers repeat classes from year to year (e.g. Exploring the Universe, Beginning Bird Watching, Understanding Color). In order to give all students an opportunity, preference will be given to students who have not taken the class previously. Any student interested in repeating the class will be put on the waitlist. Depending on class space, the MOLLI office will begin contacting students on the waitlist two weeks prior to the start date of the class.

**Auditing Classes**

THE AUDITING OF MOLLI CLASSES IS NOT ALLOWED. All members wishing to attend a class or event must be registered. If a course or event is full, members may be added to the waitlist. Although there may be empty seats in a classroom, those seats must remain available for the registered members should they arrive late. The safety of our members and respect for our instructors requires class enrollment limits be honored.

**Tuition Refund Policy**

Members may receive a full refund of course tuition if a course is dropped at least 48 hours prior to the first class session. A refund, minus a $10 processing fee, will be offered if a course is dropped no later than 24 hours after the first session. If members elect to receive credit for a future course, full credit will be granted if used prior to June 30th of the applicable academic year.

Membership, course fees and parking permits are non-refundable.
Course Materials

Textbooks and Supplies

Textbooks are available at the Bookstore at UM at a discounted rate of 10% for MOLLI members. Some instructors may also choose to put a textbook on reserve for MOLLI members at the Mansfield Library. Special supplies may also be available for purchase through the Bookstore at UM. Check the course description for more information.

Additional Course Materials

Additional course materials, such as supplemental readings, notes, and PowerPoint presentations, may be accessed through UM’s online learning platform, Moodle. Directions for using Moodle can be found on the MOLLI website at http://www.umt.edu/sell/programs/molli/moodle.php

Copies will also be available to members through Reserve Services at the Mansfield Library.

All MOLLI members have Mansfield Library access based on their membership to MOLLI.

Please note that not all instructors will choose to make their presentations available outside of class.

Student Evaluations

MOLLI values feedback from our membership. As such, members are given the opportunity to complete anonymous Student Course Evaluations during the fifth and sixth weeks of classes. Completed anonymous student course evaluations are reviewed by the Program Committee before being sent to the instructor.

Classroom Etiquette

In order to provide the best possible experience for you and your fellow MOLLI members, please be respectful by observing the following requests:

- Turn off your cell phone during class.
- Keep a lid on any beverages in the classrooms to help avoid spills.
- Consider refraining from wearing perfume/cologne/aftershave as classmates may be allergic.
- Attend only the classes for which you are registered.
- Refrain from taking a reserved seat if you have not asked for one in advance. If you require special accommodations, please see the MOLLI staff.
- Be cognizant of monopolizing discussions. Allow others to participate as well.
Parking at the University of Montana

Campus Parking Options

$12 MOLLI Six Day Parking Pass is valid for six individual days of parking on campus. This pass is good for use in pay-by-hour and decal parking lots at UM for MOLLI classes, events, or affiliated activities.

$3 University of Montana Parking Pass is valid for one day of parking on campus. This pass is good for use in decal parking lots only at UM.

Please DO NOT park in Reserved parking spaces. Your vehicle will be ticketed and/or towed. The MOLLI office is not responsible for assisting with parking tickets; please go directly to the UM Police Department to address any complaints, questions, or concerns.

When parking in disability parking areas, you need both a disability parking permit and a University of Montana parking permit.

Parking permits may be purchased anytime during the MOLLI term from the MOLLI office.

Guest Wireless Access at UM

The University of Montana provides a courtesy guest wireless network for campus visitors. The network uses open, unencrypted transmission, so it should not be used to send or receive sensitive information.

How to access guest wireless:

If you have a laptop, you can see a list of available wireless networks, and then connect to one of those networks, no matter where you are on the University of Montana campus. The wireless networks appear only if your computer has a wireless network adapter and driver installed and the adapter is enabled.

- Click on the Wi-Fi icon on your computer. Be sure to verify that your wireless is on.
- View available wireless networks and select "grizzlyguest".
- Open a web browser. You should be redirected to a Guest User login page.
- Read the terms of use.
- Enter your email address and click on the "I accept" button.
- You should now be able to access the guest wireless service.

For questions about visitor wireless access for visitors, please contact IT Central in Social Science 120, (406) 243-HELP (4357).
Field Trip and Offsite Classes

MOLLI courses may include field trips as a part of the educational experience. Students may be asked to walk a variety of terrain and should feel comfortable doing so. *If you have any questions regarding the physical requirements for participation in classes or field trips, please contact the MOLLI office at 406-243-2905.*

MOLLI does not provide transportation to courses held at alternative locations and per University policy, does not provide primary automobile liability or personal injury protection coverage for personal vehicles driven by University employees, authorized volunteers, or students, even if the driver is engaged in conducting University business. Although it may be suggested or encouraged, car-pooling is at a student’s own risk for both passenger and driver.

Inclement Weather or Emergencies Affiliated with Campus

If UM closes for severe weather or other emergency reason, information will be posted on the University of Montana website (http://www.umt.edu). The MOLLI office will attempt to contact all students by e-mail or by phone (if no e-mail is provided), if possible. If UM is closed and/or UM classes have been cancelled for any reason, MOLLI classes will be cancelled.

In case of concern or questions, contact the MOLLI office at 406-243-2905 and, if applicable, listen to the instructions in the voicemail. Please keep in mind that in a serious emergency, the MOLLI office may be busy addressing the needs of the MOLLI students and may not be able to respond immediately.

Every effort will be made to make up classes cancelled due to weather, catastrophic events and anything that is beyond MOLLI’s control. Due to these events, you may not be able to attend all classes. Refunds will not be available in such cases.

The Bernard Osher Foundation

Headquartered in San Francisco, The Bernard Osher Foundation was founded in 1977 by Bernard Osher, a respected businessman and community leader. The Foundation seeks to improve the quality of life through support for higher education and the arts. In addition to providing funding for post-secondary scholarships to colleges and universities across the nation as well as programs in integrative medicine, The Bernard Osher Foundation also supports a national lifelong learning network for seasoned adults. The Osher Lifelong Learning Institute at UM (MOLLI) is one of 119 Osher Lifelong Learning Institutes (OLLIs) that The Foundation has funded on college and university campuses from Maine to Hawaii. To learn more about The Bernard Osher Foundation, please visit their website: [http://www.oshерfoundation.org](http://www.oshерfoundation.org).