# **General Information and Policies**

## **Animal/Pet Policy**

As per UNL policy, animals/pets are prohibited at all functions, except for service animals approved by the UNL Office of Equity and Compliance. Animals which are approved must be confined or otherwise physically restrained. Review UNL policy at https://www.unl.edu/ssd/content/policies-regarding-animals-campus.

## **Course Recording Policy**

OLLI at UNL selects certain courses to record for future use. Recordings are not shared with members due to a missed session. Recorded courses are edited, archived, and used for future instructional purposes.

## **Drop a Course or Event**

To be eligible for a refund, please notify the OLLI office 24 hours prior to the date and time of the first session of the course/ event you want to drop. Please contact us during business hours, 8 a.m.-4:30 p.m. central time, Monday-Friday. This policy does not apply to courses and events with cancellation deadlines. For eligible cancellations, you may choose to receive a refund or donate the course fee to OLLI.

### **Email Notifications**

Make sure we have your correct email address. The OLLI office sends emails to notify members of Zoom invites and course changes, course cancellations, upcoming events, as well as for our email newsletter. Instructors or facilitators may also want to contact students regarding class information. Your information is always confidential.

#### **Guest Policy**

Members may bring a guest, an individual who is NOT currently an OLLI member, to one session of a course *if* space is available. Contact the OLLI office at least two days in advance for approval and to make arrangements. Some exclusions apply.

## Membership

Memberships are non-transferable and non-refundable.

## **Postponed, Cancelled or Full Courses**

If a class is postponed, you will be informed of the rescheduled date. If a course is cancelled or full, you will receive notice as soon as possible. You will be given the following options:

- Add your name to a wait list
- · Register for an alternate course
- · Receive a refund
- Donate your course fee

#### **Weather-Related Cancellations**

If UNL closes due to weather conditions, OLLI in-person and multi-format courses, and events will be canceled. Zoom-only courses may take place. Call the OLLI office after 8 a.m. or check the OLLI website (olli.unl.edu) for weather-related information.

# **UNL East Campus Parking Permits**

Courses meeting on UNL's East Campus require a parking permit unless otherwise indicated. Hang your parking permit from your rear-view mirror. Parking permits are:

Parking permits are:

- Included in the course fee unless otherwise indicated
- Available in the OLLI office the week prior to the course or event stated date
- Valid only on the day/dates/times/lot indicated on the permit.
- Not valid for metered parking, visitor parking or reserved parking spaces
- For handicap parking, a UNL permit plus a handicap permit is required

All times are Central Time (CT).