



## OLLI at UVA Course Policies

### Waitlists:

**If a course reaches its maximum enrollment:** you have the option to place yourself on the waitlist. Members do not pay for the waitlist. If a seat becomes available, OLLI will email you directly. If you wish to enroll at that time, staff will request payment.

**In some cases, a waitlist may open because of the following:** the instructor allows more members in, we move the course location to allow for more members, or a second section may be scheduled.

**OLLI will email enrolled members of a waitlisted course:** *three weeks* before the course begins to ensure all those enrolled still plan to attend. Some enrolled members may drop the course, and this will open seats for waitlisted members.

### Course reminders:

**All OLLI courses:** enrolled members receive an email reminder *one-week* before the first class.

**Online Courses:** enrolled members will receive the following:

- A link to the online meeting within the one-week reminder.
- A second email reminder with the same link, *one day* before each class/session.
- The link to the online meeting will remain the same throughout the course.

### COVID19 considerations:

**Please wear a mask during the Spring 2022 semester to protect your community members against COVID19.**

### **Possible course changes due to COVID:**

OLLI staff have prepared for whatever might come our way this semester. If COVID conditions change and we need to adjust, some courses will move online and some courses will move to a future semester – staff will work to schedules all courses as soon as possible. The decision will be largely based on each instructor's preference, and staff will do all that we can to accommodate changes and minimize disruption to enrolled members in each course.

### **If we need to move a course:**

Enrolled members - will be contacted and should inform OLLI staff of their preference to either stay enrolled and take the course online or withdraw from the course.

For those who wish to withdraw – you can choose to donate or request a refund for the remainder of the course fee.