

Frequently Asked Questions

OLLI Open House: The Open house is an event held before the start of each term. The Open House provides a great venue to meet with potential students and to talk about your class. Many community members attend the open house to learn more about OLLI, sign up for classes and enjoy the opportunity to meet faculty. We ask that you or a representative attend this event.

All Faculty members who attend the open house will also receive a \$25 gift certificate, which can be used to offset the cost of OLLI course fees. Faculty will also have a chance to register for classes before doors open to the public.

Note about Display Boards: Your display at the open house can be presented on a display board with information about you and your class; some instructors also bring props and handouts. All displays should be ready for viewing by 12:30 p.m. Typically, faculty create a display using a 3-panel display board (like the kind used for science fairs). The boards vary in creative style and should include whatever content you would like potential students to know about your class and work group. Please ask us if you would like to see some examples.

Communication

Our office relies heavily on email to communicate with faculty and students. Please see the enclosed list of **who to contact** in the OLLI office.

Course Enrollment: When a student signs up to take an OLLI class, they are sent an automated notification of enrollment via cashnet, our payment technology system at HSU. Once processed and approved (typically within 48 hours), students also receive a course enrollment confirmation from our office.

Two or three days before class starts, we will send a reminder to the student with the personalized information you provided about your course. You will receive a copy of what the student receives, so you will have the opportunity to review what this confirmation looks like and make any changes. If a student does not have email, we send this information via USPS.

Technology and classroom set-up: We have classes scheduled in many different locations. We will be contacting each faculty member individually to share information about your specific venue, classroom set-up and technology needs.

Handouts: The College Extended Education & Global Engagement will photocopy materials that faculty need to teach their classes. However, we are bound by the copyright laws, which state:

Teachers may not photocopy workbooks, texts, standardized tests, or other materials that were created for educational use.... Educational publishers do not consider it a fair use if the copying provides replacements or substitutes for the purchase of books, reprints, periodicals, tests, workbooks, anthologies, compilations, or collective works.

OLLI faculty are responsible for obtaining the appropriate permissions prior to requesting photocopies. The College Extended Education & Global Engagement will not be responsible for obtaining permissions.

We encourage you to share handouts, articles etc. with students electronically whenever possible (we can include links in the course enrollment confirmation if you like). **Requests for photocopies must be made at least two weeks prior to the start of your class.**

Faculty paperwork: It is very important that you complete all necessary faculty hire paperwork. HSU has revised requirements for new and returning faculty and background checks are now required. **** If you have not taught at or been paid by HSU in the past 12 months, this policy revision applies to you.****

In addition, we **require** all OLLI faculty to be current OLLI members. The membership fee is \$35 per year and runs from July 1-June 30 of each year. All memberships for the 2019-2020 year will be due by July 1. **If you are not taking payment for your class, the OLLI member fee will be gratis.**

Payment: We offer faculty a stipend of half of the course fees collected after material fees or class expenses, if any, have been subtracted. Payroll is processed on the 15th of each month. All paperwork must be submitted by the beginning of the month in order to be processed for payment in that month. Please contact the OLLI office if you have questions about our pay structure.

In order to process payroll we must have the following forms:

1. Signed Faculty Agreement
2. Faculty Hire Paperwork completed
3. Signed Pay request form
4. Signed Final Roster for your class (will come by email a day or two before your class)

Guest Lecturer: In some limited cases, you can teach with OLLI as a guest lecturer. If you think you might be in this category, please contact Amelia at 826-5879 or by email at ac48@humboldt.edu.

Course Enrollment: Once you have turned in your faculty hire paperwork you can monitor your course enrollment using Faculty Center. Please plan to attend the next OLLI training that is offered on how to use Faculty Center to run a class roster. You can also contact us for enrollment (email to olli@humboldt.edu).

We monitor course enrollment and will contact you if your class has not met the minimum enrollment or if your class does fill up. If your class does fill up, we ask that you do not accept any walk-in students, even if a space has opened up.

Class Rosters: You will receive a class roster one or two days before your class so it should be complete except for possible late registrants. Please print and bring your roster to your class to take roll. Following your class, sign and return your roster to the OLLI office. Once received, the signed roster will initiate the payroll process.