



University  
of Dayton



# UDOLLI MEMBER HANDBOOK

Special Programs and Continuing Education



*Celebrating 28 Years of Lifelong Learning!*

---

# OSHER LIFELONG LEARNING INSTITUTE AT THE UNIVERSITY OF DAYTON (UDOLLI)

UDOLLI is one of the programs under the auspices of the University of Dayton Office of Special Programs and Continuing Education. It operates with its own board of advisors, consultants, bylaws and committees, and it relies on the many contributions of volunteer members who assist the executive director with program delivery and logistics.

Julie Mitchell, Executive Director  
937-229-2605  
[jmitchell1@udayton.edu](mailto:jmitchell1@udayton.edu)

Susan Keith, Administrative Assistant  
937-229-2605  
[skeith1@udayton.edu](mailto:skeith1@udayton.edu)

Rosey Terzian, Registration Specialist  
937-229-2347  
[vterzian1@udayton.edu](mailto:vterzian1@udayton.edu)

Hours of Operation: Monday - Friday  
8:30 a.m. - 4:30 p.m., otherwise by appointment  
937-229-2605  
Fax: 937-229-3500  
[go.udayton.edu/udolli](http://go.udayton.edu/udolli)

## UDOLLI BOARD OF ADVISORS 2022-23

Laureene Bollinger  
***President***

Fran O'Connor  
***Vice President***

Deb Harvey  
***Secretary***

Larry Stockmyer  
***Financial Advisor***

Bruce Muir  
Barbara Denison  
***Curriculum Advisory  
Co-Chairs***

Jim Miller  
***Immediate  
Past President***

Dave Borchers  
Jim Brooks  
Sally Dunker  
John Eilerman  
Tom Gaudion

Janet Hess  
Cheryl Kern  
David Vomacka  
Jude Walsh Whelley

***Consultants to  
the Board***

Carol Bucklew  
Annette Casella  
Tim Hrastar  
George Kibler  
Patricia Madden  
Bill Schaff

---

## CONTENTS

Mission and Vision	4
Letter from the Executive Director	4
Welcome to UDOLLI	5
Things You Should Know	5 - 12
Parking	12
Emergency Procedures and Closings	13 - 14
UDOLLI Member Checklist	15
UDOLLI Wifi	16
Volunteer Opportunities	17
UDOLLI Committee Descriptions	18
Letter from the President	19



---

## OUR MISSION

The Osher Lifelong Learning Institute at the University of Dayton offers adults 50 years and better a wide variety of seminars based on the peer-learning concept and designed to be intellectually stimulating in an informal and noncompetitive environment.

## OUR VISION

The Osher Lifelong Learning Institute at the University of Dayton is recognized as the preeminent university-based organization for continuing education of adults 50 years of age and better.

Dear UDOLLI Member,

Thank you very much for your dedicated support of the Osher Lifelong Learning Institute at the University of Dayton. The overwhelming success of our program is due largely to your willingness to share your time, talent and expertise. For this, the University of Dayton community and the members of our UDOLLI are sincerely grateful.

We hope you find this information helpful. As always, please do not hesitate to contact the UDOLLI office, or the Office of Special Programs and Continuing Education, if you have questions or need assistance.

Best regards,

Julie Mitchell, Executive Director  
Special Programs and Continuing Education

---

## WELCOME TO UDOLLI

Welcome to the Osher Lifelong Learning Institute at the University of Dayton! This handbook is designed to make your learning experience as enjoyable and rewarding as possible. Please take a few minutes to become familiar with the contents.

## THINGS YOU SHOULD KNOW

**ASKING QUESTIONS:** Students are encouraged to ask questions of the moderators. Speak clearly in a loud voice when asking questions.

**ATTENDANCE:** In fairness to members who are closed out of a particular seminar, you must immediately notify the Office of Special Programs at 937-229-2347 if you cannot attend the *first* seminar. This must be done to avoid dropping your registration from that seminar. Please do not attend a seminar if you have not been notified you are registered in that seminar, since each classroom has a specific limit. It is very important that you sign in for every seminar. A continuing drop-off in attendance may mean there is a problem that we should address. Write “absent” on the attendance sheet if you missed or will be missing a seminar.

**BECOMING A MODERATOR:** Moderators are the life blood of our program: without Moderators there is no UDOLLI. Moderating can be great fun - just ask a moderator! It can also be a lot of work, but it's work that you'll enjoy. If you have passion for a subject, consider sharing it with others in the form of a UDOLLI seminar. Several times a year all UDOLLI members are invited to submit proposals for seminars. These are reviewed by Julie Mitchell, executive director of Special Programs and Continuing Education, and our curriculum committee. Once your seminar proposal is accepted, you'll be sent a Moderator Seminar Information form. This asks for a description of the seminar and bio that will be published in our course catalog, along with other information about what you will be offering. That's all it takes!

**BOARD OF ADVISORS:** An advisory board assists the executive director of the Office of Special Programs and Continuing Education with the operation of the UDOLLI. Board advisors may be identified by their silver name tags. See them or the executive director if you have questions, suggestions or concerns about the program.

**BREAKS:** There is usually a 10-minute break in the middle of each seminar. Please be quiet in the hall during your break because other seminars may still be in session.

---

**CAMPUS MAP:** Available in the Office of Special Programs and Continuing Education. There is also a map in your seminar catalog.

**CELL PHONES AND ELECTRONICS:** When in class, turn off your cell phones and other audible electronic devices.

**CLOSINGS:** If UD is closed, then UDOLLI is cancelled. If the opening of UD is delayed until, say, 10 a.m., then a 9:30 a.m. seminar session is cancelled. Check your radio or TV or the UD website. Seminar sessions can be rescheduled with the concurrence of the moderator and participants. There is more information in the section on weather-related school closings on pages 13-14.

**COVID RESTRICTIONS:** It may at times be necessary to ask participants to wear masks when on campus. (Some members may choose to wear them at other times as well.) The dining room may also be closed. During such periods, food and drink may be prohibited in the classrooms. Note that there's a sanitizing cloth dispenser in each room if you want to clean your table.

**DONATIONS:** Friends of the Institute are individuals donating \$80 or more each year to support UDOLLI's goals. Life Members are people making a onetime donation of \$2,000 or more. Life Members may attend seminars at no cost. Donations are tax-deductible.

**DROPPING A SEMINAR:** If you are dissatisfied with a seminar and decide to drop it, please fill out the feedback form that will be emailed to you, so we will know how to improve what went wrong. You may be entitled to a refund.

**EMERGENCIES:** In the event of a tornado, go to the lowest level of the building. In the event of a fire alarm, use the stairs to go outside. For more information, see pages 13-14.

**END OF THE DAY:** Classroom doors automatically lock at 5:30 p.m., so to be sure take all your belongings. The main entrance locks automatically at 4:30 p.m. You'll still be able to leave the building but you won't be able to reenter after that time.

**FEEDBACK PROCESS:** Feedback from participants is very important for the continued success of our program. Seminar liaisons will explain the feedback process at the end of the last seminar and participants will be asked to complete an online seminar feedback form in which they evaluate the seminar and suggest areas for improvement. This will be sent out via email. An analysis of their scores and comments will be sent to the moderator. You'll also be asked to evaluate the overall program at the end of the spring term.

---

**FOOD AND DRINK:** As a member of UDOLLI, you are welcome and encouraged to use the Daniel J. Curran Place dining room. The operating hours are 10:30 a.m. to 1:30 p.m. You are also invited to use the Osher resource room (S2075) on the second floor and the nearby vending machines. You may take food and drink into the classrooms, although we ask you to dispose of your trash.

**FOOD DRIVES:** We sponsor food drives to benefit the Dayton area food bank. Collection barrels will be located in the resource room (room S2075). We also accept donations by cash or check or you can donate by PayPal on the food bank website. Let Julie Mitchell know if you'd like to organize a food drive!

**GRANTS:** We want UDOLLI seminars to be available to all who wish to participate. If you need financial help, please call Julie Mitchell at 937-229-2605 in the Office of Special Programs and Continuing Education. All requests are confidential.

**GUESTS:** Guests may not attend seminars due to the popularity of the program. Special events are offered throughout the year and guests are encouraged to attend.

**HANDOUTS:** Seminar handouts are distributed by the moderator via email. Make sure your email address is correct when you register.

**HEARING PROBLEMS:** People who have hearing difficulties may want to move toward the front and center of the room. The Office of Special Programs and Continuing Education also has "Listen" headsets that amplify what's being said over the microphones in the three larger classes.

**LATE ARRIVAL (ROOM S2006 ONLY):** If you arrive late for a seminar held in Room S2006, please use the end door if it is open. Then sign the attendance sheet during the break. This will minimize disruption to a seminar in progress.

**SEMINAR LIAISONS:** UDOLLI seminars are conducted by people called moderators. Seminar Liaisons are assigned so that the moderators focus on their subject material. The primary job of the liaison in on-campus seminars is to take attendance every week. Zoom seminars have technical liaisons who both take attendance and keep the seminar running smoothly. Moderators and liaisons are volunteers, and we're always looking for more! Interested? Let Julie Mitchell know.

**LOCATION:** We are located on River Campus in Daniel J. Curran Place, 1700 S. Patterson. Our office is open from 8:30 a.m. until 4:30 p.m. Monday through Friday and visitors are always welcome. Let us know if we can help in any way. If you are not sure where to go with a question, then start with a call to 229-2347 or 229-2605 or stop in the Office of Special Programs and Continuing Education Office. If we do not have the answer, we will try to find it for you!

---

**LOST PROPERTY:** There is a lost and found drawer in the Osher resource room (S2075) near the vending machines. You may also want to check with the Office of Special Programs and Continuing Education for missing property.

**LOCKERS:** You can rent one of the 30 lockers near the vending machines on the second floor of Daniel J. Curran Place. Moderators and liaisons choose which lockers they want before members. Each locker is 16 inches wide, 22 inches deep, 37 inches high, and comes with two coat hooks. They're great for storing things like musical instruments, and in the winter might come in handy for coats and umbrellas. They're available on a first-come, first-serve basis. There's a \$20 deposit, refundable when you return your key at the end of the program.

**MAIN CAMPUS:** UDOLLI members, identified by their name tags, are welcome to use the main library and various other campus facilities and services. You will regularly receive announcements of other programs, seminars and events on campus, and you are encouraged to take advantage of the variety of educational opportunities the University has to offer. An example of facilities available to UDOLLI members is the RecPlex, UD's 125,000 square foot gym and recreational facility. Admission fees may be paid by the visit or via yearlong membership. Because parking is limited, you might be wise to take the free shuttle bus. It leaves from the UDOLLI parking lot every 30 minutes and makes several stops on campus.

**MODERATORS:** Moderators are the key to our program and without them this is no UDOLLI. If you have a passion for a subject, consider offering it as a seminar that others will enjoy. Simply send a brief description to Julie Mitchell, Executive Director of Special Programs and Continuing Education and she'll get back with you. You can also talk with your moderator to get his or her perspective. Or you can simply wait till the office emails you a moderator recruiting document, which happens several times a year.

**MOVING FURNITURE:** Classrooms are set up for maximum capacity, consistent with safety. Please do not move furniture without the approval of the Office of Special Programs and Continuing Education. If the furniture is moved, it must be returned to the original setup.

**NAME TAGS AND TENT CARDS:** UDOLLI members receive a distinctive UDOLLI name tag. This must be worn in Daniel J. Curran Place and preferably whenever you are on the main campus. These will be provided during the first week of the term. Keep the tag and your tent card from term to term. You'll have a chance to request replacements during registration.

**PARKING:** If you requested a parking permit, you will receive one during the first week of seminars. Hang it on the rearview mirror of your car with the campus map facing you.



---

**RECORDING:** There is no recording of any sort (including photography) without the approval of the executive director of the Office of Special Programs and Continuing Education.

**RECYCLING:** Please recycle your cans, bottles and papers. There is a container near the vending area and often in the classrooms.

**RED LANYARDS:** Most UDOLLI members have a blue lanyard. People with red lanyards are there to help moderators solve technical problems associated with the audio-visual equipment. Talk with your liaison if you'd like to become a red lanyard. UDOLLI will train you!

**REFUNDS:** Please contact the Office of Special Programs and Continuing Education if you decide to withdraw from the program. Refer to the UDOLLI catalog and your seminar confirmation letter for the refund deadline date.

**SEMINARS:** We offer many seminars in a wide variety of subjects during the fall, winter, and spring, and a smaller number in the summer. Each seminar is led by a knowledgeable moderator with a passion for his or her topic. Each moderator is assigned a seminar liaison to help keep things running smoothly. Seminars normally meet for two hours a week for six weeks. The winter program usually accommodates 50–65 seminars and the spring and fall programs about 70–85 seminars. We do our best to provide something for every taste and interest.

**SHUTTLE BUS:** Parking is very limited on the main campus. If you go there (for example, to the Bookstore or the RecPlex), you might want to take the shuttle bus. It's free and leaves from the UDOLLI parking lot every 30 minutes. The shuttle makes three stops on campus, along with the UD Marriott and 1401 South Main Street.

**SPINOFF GROUPS:** Individual members may choose to continue meeting after a UDOLLI session is completed. Continued exploration of a topic can be a positive result of UDOLLI seminars and we encourage it. However, all such groups are independent of UDOLLI, and UD assumes no responsibility or liability. Moderators have no obligation to continue with such groups. You should not expect to use UD facilities or personnel for your meetings and spinoff groups should not interfere with UDOLLI programs.

**TENT CARDS:** UDOLLI members receive a name tent card. Put this on the table in front of you so the moderator will know who you are. New members receive these during the first week of the term. Keep your tent card from term to term. You can request a replacement when you register.

---

**TOTE BAGS:** Participants who have not received a UDOLLI tote bag should pick one up in the Office of Special Programs and Continuing Education or request one from you seminar liaison.

**TRANSPORTATION:** If you prefer to take the bus to and from your seminar, the RTA can provide schedule and senior discount information at 937-425-8300.

**UD BOOKSTORE:** As members of UDOLLI, you are entitled to use the University Bookstore, located in Marianist Hall on the main campus. The store is open Monday through Thursday from 8 a.m. to 8 p.m., Fridays from 8 a.m. to 4:30 p.m. and Saturdays from 10 a.m. to 4 p.m. They accept all major credit cards and personal checks with proper identification. Be sure to wear your name tag.

**VOLUNTEERS:** Moderators and seminar liaisons are volunteers and receive no direct compensation for their time. Volunteers are the key to a successful program. We also need greeters during the first week of seminars and office helpers throughout the term. Volunteer forms are available. You'll find information about UDOLLI Volunteer Opportunities on page 17. You can also talk with your seminar liaison or stop in the Office of Special Programs and Continuing Education for more information. We need you!

**ZOOM:** Some of our seminars are offered virtually using Zoom, rather than on campus in Curran Place. We've provided some Zoom tips below. Note that these are specifically meant to enhance your UDOLLI experience, rather than be a general guide to Zooming.

1. Before your first seminar, make sure you have Zoom installed on your computer; you'll need Zoom 5.3 or newer to participate in breakout rooms.
2. Become familiar with the attendee's controls at the bottom of the screen.
3. The Special Programs and Continuing Education Office will send you a link before the seminar that lets you join the session.
4. Log on early to make sure your link and equipment work; use any spare time to renew old acquaintances.
5. Test your speaker and microphone before you start Zooming.
6. Adjust your camera to show the image you want on the screen.
7. Turn off your camera if you don't want to be seen all the time; you can have a still image automatically appear when your video is off by adding it through your Zoom profile settings.
8. You don't need a webcam or microphone to watch a seminar, but your participation will be limited to typing text into the "chat" box.
9. If you're using a laptop computer, make sure it's fully charged or plugged in.

- 
10. Things work better if you're close to your router and nobody else is using your bandwidth; to check bandwidth, go to "speedtest.net." You can buy more bandwidth from your service provider.
  11. Rename yourself to however you want to be addressed in class; simply click on your image and type in your new name; if you don't do it, your technology liaison may do it for you.
  12. Mute your mic unless you're asking questions aloud; the easiest way to unmute is by holding down the space bar; you can also click on the microphone icon.
  13. Silence your cell phone in case it goes off when your mic is not muted.
  14. Turn off your video when taking breaks.
  15. Turn on your "chat" window at the start of the session; that will let you send and receive messages to and from the moderator, liaison, and other students.
  16. You can send "chat" message to one person or to everybody, but not more than one *private* message at a time; press "enter" on the keyboard to send your comment.
  17. Don't bother the moderator or technology liaison with frivolous comments; they'll be busy.
  18. Send questions to "everyone" through the "chat" window; the moderator will probably be too busy to look at them while he or she is talking but the technology liaison will keep track.
  19. Don't send "chat" messages telling the group that you're leaving or taking a break.
  20. Click on "speaker view" to see the moderator's visual aids.
  21. The "side by side speaker" view shows both the slide the moderator is sharing and the face of whoever is talking.
  22. Move faces on the screen by clicking and dragging.
  23. Only you can unmute your microphone and turn on your video camera.
  24. Wiggle your computer mouse to make missing icons reappear on the screen.
  25. Be sure to thank the moderator at the end of the seminar, either verbally, through the "chat" box, or using an appropriate emoji.
  26. Send a "chat" to your technology liaison if you're having technical problems; they'll do whatever they can to help.
  27. If something goes wrong with your Zoom, leave the meeting and get back in using the link sent to you by the Special Programs and Continuing Education Office in the seminar confirmation notification.

- 
28. If that doesn't work, leave the meeting, restart the computer, and log back in.
  29. Be sure you're using the latest version of Zoom. To see what version of Zoom you're using, click on the tiny green shield in the upper left-hand corner of the screen, then click on the gear icon in the upper right-hand corner of the new window to reach "settings." Choose "statistics" in the sidebar to see what version you're using. Go to [zoom.us/download](https://zoom.us/download) to learn the latest version of Zoom. The company updates frequently; each edition seems to have new features, so you'll want the latest version.
  30. Do Not record UDOLLI Zoom seminars.

### **For more information**

There are quite a few books on Zooming, including *Zoom for Dummies*, *Zoom for Beginners*, and *Zoom Made Easy*. There are lots of informational videos on YouTube. Follow these links from UD's information technology office to learn more:

[Download Latest Zoom Client](#) - Download and install the top option - Zoom Client for Meetings

[Sharing a PPT](#) (and utilizing 'Reading View') in Zoom (3 minutes)

[Sharing a YouTube Video in Zoom](#) (2 minutes)

[Create a Test Meeting in Zoom for Practicing](#) (3 minutes)

## **PARKING INFORMATION**

**PERMITS:** You will be issued a permit at the beginning of each program. Keep it safe because replacements cost \$60. This permit is valid Monday through Friday from 8:30 a.m. to 5:30 p.m. in parking lot R1. It is only good for the dates of the program in which it was issued. Permits are transferable from one vehicle to another but are not transferable among persons. Your permit must be clearly visible from outside the car. Hang it from your inside rearview mirror with the campus map facing you. A valid permit must be displayed at all times when parking on campus grounds, unless parking in a spot designated "UD Visitor." (The Office of Special Programs and Continuing Education can provide specific guidance.)

**MISSING PERMITS:** If you forgot your parking permit or if it is lost or stolen, contact the Office of Special Programs and Continuing Education for temporary parking instructions. The replacement fee of \$60 will be waived for stolen permits accompanied by a police report.

**RETURNING YOUR PERMIT:** If you need to withdraw from your seminar before the end of the program, please contact the Office of Special Programs and Continuing Education for special instructions.

---

**CITATIONS AND FINES:** You may be cited and fined for not displaying a parking permit or displaying it improperly, for parking during restricted hours, parking in a lot other than R1, parking in more than one space (i.e., not parking between the lines), or using a forged, stolen or altered permit. Other restrictions may apply. When in doubt, check with the Office of Special Programs and Continuing Education.

**HANDICAPPED PARKING:** This parking is available on a first come, first served basis. Your UD parking permit and your state-issued handicapped placard must both be clearly visible.

**MORE INFORMATION:** Contact the Office of Special Programs and Continuing Education at 937-229-2347 or 937-229-2605 with questions on special parking needs. You will receive a detailed list of parking terms and conditions when you pick up your parking permit.

## EMERGENCY PROCEDURES AND CLOSINGS

**MEDICAL EMERGENCY:** In the event of any emergency, such as personal illness or injury, natural disaster, terrorist attack or other dangerous situation occurring in or around the location of UDOLLI activities or seminars, the moderator, seminar liaison or participant should immediately contact the Department of Public Safety at 229-2121 and follow their directions. When UDOLLI seminars are off-site, follow the off-site general safety rules or guidelines for emergency procedures.

### **FIRE EMERGENCY**

- Consider all fire alarms to be the result of a real fire.
- Evacuate the building immediately using the stairs.
- Know evacuation routes. Fire exits are located on the second floor. Be familiar with at least two exit routes.
- Never use the elevator.
- Avoid smoke-filled areas but, if unavoidable, crawl.
- Feel doors for heat before you open them.
- Once outside, stay outside and keep at least 50 feet from the building.
- If you're trapped inside a room, call 911 with your location, keep the door shut, open the window if possible, and yell for help.
- Wait for emergency personnel to give the all-clear signal before re- entering the building.

---

**TORNADO:** In the event of a warning that threatens the University of Dayton environments, UD will activate its campus emergency notification system. If you receive such a warning, please keep calm and take shelter immediately by going to an interior room without windows on the lowest level of the building. Do not go outdoors or attempt to outrun the storm.

**WEATHER-RELATED CLOSINGS:** The provost decides whether to close the university. If UD is closed, then UDOLLI will be canceled. If unsure, check radio and TV. The University's media relations personnel will notify local radio and television stations by 6 a.m. to announce any closings. The official closing order will not specifically mention UDOLLI or any other specific program or seminar.

In the event that authorities in the UD area declare a level three emergency, all UDOLLI seminar sessions will be canceled. Participants living in an area where a level three emergency is declared are not expected to attend a seminar session even if UD is open.

**WEATHER-RELATED DELAYS:** If UD is delayed until 10 a.m. then a 9:30 a.m. seminar session is canceled. However, seminar sessions can be rescheduled with the concurrence of the participants. Let the office know of any changes. If a moderator cannot make it to the seminar, we request that the he or she contact the Office of Special Programs and Continuing Education at 229-2347 as soon as possible so that we can notify you. If the situation is ambiguous or if other local schools or universities are delayed, there will be a message on the Office of Special Programs and Continuing Education phone at 937-229-2605 or 937-229-2347.

---

## UDOLLI MEMBER CHECKLIST

- ✓ Sign in every week. Write “absent” if you were not here or will not be here. Special Programs and Continuing Education tracks attendance to see if there may be problems that need to be addressed.
- ✓ Turn off your cell phones and other noise-making electronic devices.
- ✓ Speak up when asking questions. Conversely, be quiet in the hall because other seminars may be in session.
- ✓ See a board advisor or Julie Mitchell with compliments, questions, suggestions or complaints. Board advisors have silver name tags so you can spot them easily.
- ✓ *Seminar* feedback forms will be emailed at the completion of your seminar. Please submit one soon after the end of the term. The more information you provide, the more it will help the moderator and the Osher Lifelong Learning Institute.
- ✓ *Program* feedback forms for the previous year will be emailed after the spring program. Please submit one in a timely manner. The more information you provide, the more it will help the Osher Lifelong Learning Institute.
- ✓ Read this handbook. It has almost everything you need to know. Let us know what else we should include.

## UDOLLI WIFI

UDOLLI members may request a guest account from the Office of Special Programs and Continuing Education. You will be issued a User Name and password that expires quarterly. User Names are typically your first name and last name followed by \_g (for guest). Example: johndoe\_g. Passwords are assigned and randomly generated.

On your mobile device select the network UDConnect. You will see the wifi symbol on your screen, but you still must sign in to access the internet from your browser.

If a logon screen does not automatically appear, you can generate this screen by typing into your browser: [go.udayton.edu/logon](http://go.udayton.edu/logon).

Type in your Username and password when requested. You can choose to save this in your browser when prompted to avoid the need for logging in on future visits.

Once the UD website comes up, you are online and connected to the internet. Your device should connect automatically the next time you enter the building (or campus) until your guest password expires.

UNIVERSITY of DAYTON

## CONNECT TO WIRELESS

**STUDENTS, FACULTY AND STAFF**  
Set up your device to automatically connect to UD's secure wireless.

**CONFIGURE YOUR DEVICE**

**GUESTS**  
Campus visitors can self-register for temporary wireless access with a valid email address and cell phone number. Register as a guest.

**Login to UDconnect**

**WI-FI HELP**

- About UD's wireless networks
- Having trouble connecting to EduRoam? Re-run the set up.
- Contact the IT Service Center at (937) 229-3888

Successful authentication to any UD network implies your acceptance of the **Fair, Responsible and Acceptable Use Policy**.

UNIVERSITY of DAYTON

## CONNECT TO WIRELESS

**STUDENTS, FACULTY AND STAFF**  
Set up your device to automatically connect to UD's secure wireless.

**CONFIGURE YOUR DEVICE**

**GUESTS**  
Campus visitors can self-register for temporary wireless access with a valid email address and cell phone number. Register as a guest.

Use your University of Dayton username and password.

Username

Password

Your IP Address is: 131.238.199.33

**Log In**

**WI-FI HELP**

- About UD's wireless networks
- Having trouble connecting to EduRoam? Re-run the set up.
- Contact the IT Service Center at (937) 229-3888

Successful authentication to any UD network implies your acceptance of the **Fair, Responsible and Acceptable Use Policy**.



---

# VOLUNTEER OPPORTUNITIES

## ADVISORY BOARD

\_\_\_ UDOLLI Board of Advisors

## COMMITTEES

\_\_\_ Curriculum Advisory Committees

(Check all that apply)

\_\_\_ Fall

\_\_\_ Winter

\_\_\_ Spring

\_\_\_ Summer

\_\_\_ Volunteer Advisory Committee

\_\_\_ Seminar Liaison

\_\_\_ Greeter

\_\_\_ Marketing Advisory Committee

## OFFICE HELP

\_\_\_ Answering Telephones

\_\_\_ Mailings

\_\_\_ Copying

\_\_\_ Proofreading Materials

\_\_\_ Stuffing Packets

\_\_\_ Name Tag Assembly

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please select the area(s) in which you can assist, and return to the Office of Special Programs and Continuing Education.

---

## OSHER LIFELONG LEARNING INSTITUTE UNIVERSITY OF DAYTON (UDOLLI) COMMITTEE DESCRIPTIONS

**CURRICULUM ADVISORY COMMITTEE:** Under the guidance of the executive director of the Office of Special Programs and Continuing Education, the curriculum advisory chair convenes a curriculum committee of board advisors and UDOLLI members. Their goal is to satisfy active minds by using curriculum as the instrument that furthers their pursuit of lifelong learning. The committee dedicates their time and talent to provide an extraordinary variety of seminars that are diverse and offer high-quality educational opportunities to meet your expectations. Using research, recommendations and feedback, a selection of moderators and seminars are developed for each of the quarterly programs.

**MEMBER RELATIONS ADVISORY COMMITTEE:** This committee works with the executive director to help retain current members through positive communication and adaptation to their needs, and encourage new members to join UDOLLI by ensuring that those eligible persons know of the programs and its benefits. Responsibilities of this committee include assisting the UDOLLI office with keeping information updated on the bulletin board located in the Resource Room, informing members who were closed out of a seminar of their priority, and reminding members who register for special seminars of their upcoming sessions.

**VOLUNTEER ADVISORY COMMITTEE:** Volunteers assist the volunteer chair and executive director by finding UDOLLI members to serve in the role of seminar liaison, greeter or as an office helper in the Office of Special Programs and Continuing Education with projects, such as mailings, telephone follow-up, photo copying, etc.

**NOTE:** UDOLLI members are encouraged to join the curriculum, member relations and volunteer advisory committees. Only UDOLLI board advisors are eligible to be members of the finance, nomination and policy advisory committees. Please do not hesitate to contact Julie Mitchell or any UDOLLI Board Advisor for more information.

---

Dear Members:

If this is your very first seminar or your eightieth, we want you to know how very much we appreciate your attendance and support of the Osher Lifelong Learning Institute at the University of Dayton. UDOLLI has consistently been one of the top programs in the network of 123 universities that comprise the Osher Lifelong Learning Institute... thanks to your attendance and participation.

UDOLLI is a program of peer-driven education with volunteers sharing their time, knowledge and talent with their fellow lifelong learners. UDOLLI members attend to learn new subjects, expand their minds and learn from other members with years of professional experience or a lifelong hobby. The Curriculum Committee works to plan a wide variety of seminar topics and help ensure the highest quality learning experiences. It is a continuous process as we work to keep up with the changing interests of our members. Members are encouraged to submit proposals for new topics, recommend or become new moderators and encouraged to volunteer to help within the organization.

Having started out in a rather humble building, we are now most fortunate to have the beautiful Daniel J. Curran Place at the South Campus of the University of Dayton for our classrooms and for space to socialize. You can take advantage of the UDOLLI social activities, have coffee or lunch in the cafeteria, enjoy the Reflection Garden or take a break in the Resource Room. Meeting new people, discussing sports, music, books, travels or art, all are important to keeping the mind and spirit invigorated.

Once again, if you are a new member or one of our many yearly repeating members, we sincerely appreciate and thank you for your attendance and support of our programs. And, as always, if you need assistance or have any questions please don't hesitate to contact Julie Mitchell, Special Programs and Continuing Education, or any UDOLLI Board Advisor.

Laurene Bollinger  
President, UDOLLI Board of Advisors