

WELCOME TO OSHER AT W&M

Policies & Procedures – Spring 2025

Important! When you sign or consent online to the Participation Agreement, you are also agreeing to the policies stated here and the Zoom policies at right.

Membership & Attendance

You must be an Osher Institute at W&M member to register for and attend courses and events. Choose classes intending to attend every session. Absences result in loss of a seat for a member on a wait list or a less beneficial experience when a minimum number of members is essential to discussion or an activity.

Fees & Course Load

The Spring membership fee is \$175. Members may enroll in a maximum of 16 courses total, with no more than 8 being multi-session classes.

Lessons & Luminations (L&L) fundraisers (p. 14-15) do not count against your semester course load. Choose L&L events *in addition to* a max of 16 courses total (no more than 8 multi-session). Payment is due upon registration (including when you select an L&L event during early registration.)

Early Registration

Early registration opens on Jan. 3 and closes Jan. 15 at 5pm. Early registrants are included in the lottery for oversubscribed courses and are automatically put on the wait list for classes that they requested but in which they were not assigned a seat. Class schedules are sent to early registrants via email by Jan. 24.

Open Enrollment

Registration reopens on Jan. 27 at 8am. Members who missed early registration may now enroll immediately in classes with available seats. Early registrants may also add classes. The course load limits (16 total; no more than 8 multi-session) still applies. If a class is at capacity, you can place yourself on the wait list via your Osher account.

WE'VE MOVED!

William & Mary no longer leases the offices and Discovery 3 classroom space in New Town. Nor do we have access to the outdoor mailbox there. The Osher office is now located on

campus at Boswell Hall. If you intend to mail or drop off your registration form and payment, they must be in our hands in Boswell Hall, Room 028 (basement) by 5pm on Jan 15 to qualify for the lottery. Exceptions will not be granted for registrations lost/delayed in the mail, dropped at our former office location, or otherwise received after the deadline.

Locations & Parking

Visit LearnAtOsher.wm.edu, Resources, Parking for classroom locations, addresses, and parking options.

Members may purchase an Osher parking permit for \$17, valid through August. Visit LearnAtOsher.wm.edu to print the parking registration form. Then take the completed form to Parking Services at 104 Jamestown Rd. (Campus Center) to buy the hang tag.

An Osher parking permit is required at the School of Ed (student lots only). If you have business at our office located in Boswell Hall, your Osher hang tag allows 30-minute parking in the Boswell lot at 656 Jamestown Rd., which offers sidewalk access to the building's rear entrance. If you intend to use ADA credentials to park anywhere on campus, an Osher hang tag is also required.

Payment & Refunds

Osher at W&M is self-funded; 100% of membership fees support our program. Membership fees apply each term. Payment is due when you register via major credit cards and checks payable to *William & Mary*. Additional fees (if applicable) are due and immediately payable at the time your seat in the class is confirmed.

You may request a refund of your membership fee through 9am Feb. 3 by email to osher@wm.edu with a reason for the refund. There are no "per class" fees; thus, no "per class" refunds. A \$20 service fee applies to all refunds.

Parking permits, gift certificates, and fees for materials, events, Lessons

& Luminations fundraisers, etc. are nonrefundable. Osher does not reissue lost or expired gift certificates, coupon codes, or credit certificates.

Dropping a Class

To drop a class, notify us ASAP at osher@wm.edu. This allows us to offer the seat to a member on the wait list.

Wait List

When a seat opens in an oversubscribed class, we contact the first person on the wait list. Depending on the class date, we will hold the seat as long as we can (usually 2-3 days) before offering it to the next wait-listed member. Thank you for replying promptly with a "accept" or "decline." Please be respectful of our program, your peers, and instructors. Do not attend a course for which you are wait-listed or not enrolled in anticipation that there will be an open chair.

Required/Suggested Reading

Instructors specify "Required Reading" when the material is essential to learning. "Suggested Reading" is useful but not essential. The library or websites like Project Gutenberg may have the information available for free.

Zoom Class Policies

Refer to information at right for details.

Name Badges

Wear your current semester name tag to all Osher classes/events. Attendance may be taken. Name tags are emailed a week prior to the semester start for you to print/cut to size. Plastic badge holders are available upon request.

Inclement Weather

Closures mirror W&M and are announced on our voicemail greeting at (757) 221-1506. You will not be notified personally.

Guest Requests

Guests are encouraged; pre-approval is required. Guests are allowed once a term, for a single class on a single date, if the course is not fully subscribed. You must accompany your guest. Call (757) 221-1506 to request a guest.

Zoom Class Policy & Procedures

1. Full ID Required

Zoom participants must identify themselves (their device) with a first and last name. This is the digital equivalent of wearing your Osher name badge to an in-person class. Members who use a generic name (e.g., *Joe's ipad*, or just a phone number) will be placed in the waiting room for the duration of the class. Click here to learn how to [rename your device](#).

2. One Seat Per Enrolled Member

Sign-ins by a single member on multiple devices are not permitted.

3. Link is Emailed Day Prior to Class (first session only)

Links are emailed at 6am the day before class (Friday noon for Monday classes). Check your junk folder, too.

4. Link Remains the Same for Multi-Session Courses

For courses with 2 or more sessions, save the link! It remains the same for the entire course.

5. Lost the Link? Find it in Your Osher Account

Misplaced the email with the link? No worries. The link is posted in your Osher account. Sign in to your Account at LearnAtOsher.wm.edu. Click on Class List. Voilà!

6. Zoom Waiting Room

When you click the link for your Zoom class, you are placed into a "Waiting Room." The waiting room is an intentional Zoom feature and does **not** indicate a technical issue on your end or ours.

What's happening is that the Osher staff and instructor are working to set up the presentation, test settings, etc., (just like the setup for in-person courses).

Please be patient. We see your name and know you are waiting. Our goal is always to start on time.

A Word About Free & Amicable Discussion in the Classroom

A vibrant member community can bring equally vibrant viewpoints to the classroom.

Explicating, defending, or criticizing a given claim does not translate to personal endorsement or rejection of that claim.

Advocating a given position does not necessarily translate to personal agreement with it. Likewise, offering criticisms of an argument in the spirit of intellectual inquiry does not necessarily translate to disagreement with it.

The academic value lies in the examination and understanding of various viewpoints that thoughtful people offer.

In matters where reasonable people may disagree, it is unlikely that we'll settle on "right answers"; controversial issues are controversial for a reason.

Examining them responsibly requires a mature, respectful approach. Disagreement over controversial matters of political, ethical, legal, or social policy is healthy; disagreeableness is not.

– Offered by Bill Rhodes, Osher at W&M Veteran Instructor and former Curriculum Committee Chair and Subject Area Coordinator

HOW TO REGISTER SPRING 2025

Early registration: Jan 3-15
Open enrollment begins Jan 27

- 1 Go to LearnAtOsher.wm.edu.
- 2 Sign In or Create a Account.
- 3 Click Register (Home page, under 'Spring 2025').
- 4 Add a Membership to your cart **FIRST** (but don't check out yet).
- 5 Click Return to Home.
- 6 Search for classes (under 'Spring 2025') and add to your cart. Choose up to 16 classes with no more than 8 multi-session courses.
- 7 When finished choosing courses, proceed to checkout and pay.
You will have a chance to review your registration before paying by credit card.
- 8 Check your email for confirmation of your order and a separate receipt for credit card payment.
- 9 **IMPORTANT:** The early registration lottery requires that you rank your course selections. For oversubscribed classes, the "lottery," i.e., an algorithm, randomly assigns seats based on all members' priority selections. Initially, courses are prioritized in the order you place them in your cart. You can reprioritize your choices once you check out and pay. Just log back into your Account, click My Priorities, and re-rank your selections. Rank your choices in order of preference. Label your first choice as 1; second as 2; and so on. When ranking choices, do not differentiate between multi-session and single-session classes. You'll automatically be placed on the wait list for overenrolled classes that you requested.
- 10 **DROPPING OFF OR MAILING YOUR REGISTRATION?** We've moved to Boswell Hall, Rm 028. 30-minute and ADA parking in Boswell Lot requires an Osher parking permit. See prior page.