

# WELCOME TO OSHER AT W&M

## Policies & Procedures – Spring 2026

*Important! When you sign or consent online to the Participation Agreement (p. 50), you are also agreeing to the policies stated here and the Zoom policies on p. 47.*

### Membership & Attendance

You must be an Osher Institute at W&M member to register for and attend courses and events. (Exception: Featured Alumni Lectures; p. 16, 26.) 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 \$200 and is due when you register for classes. Members may enroll in a maximum of 16 courses total, with no more than 8 being multi-session classes.

Two classes require an additional fee for art supplies. Payment for the added fee(s) is due when you are confirmed with a seat in the class (i.e., after the early registration lottery is completed.)

### Early Registration

Early registration opens on Jan. 6 and closes Jan. 14 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. 23.

### Open Enrollment

Registration reopens on Monday, Jan. 26 at 8am. Members who missed early registration may now enroll immediately in classes with available seats. Early registrants may add classes. Course load limits (16 total; max 8 multi-session) still apply.

### We've Moved to Campus

If you mail or drop off your registration form and payment, they must be in our hands in Boswell Hall, Room 28 by 5pm on Jan. 12 to qualify for the lottery. This allows time for order entry. There are no exceptions for registrations lost/delayed in the mail or otherwise received after Jan. 12.

### Payment

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. We accept major credit cards and checks payable to William & Mary. Additional fees (if applicable) are due and payable at the time your seat in the class is confirmed.

### Refunds

You may request a refund of your membership fee through 9am on Feb. 2 by email to [osher@wm.edu](mailto: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, Featured Alumni Lectures, etc. are nonrefundable. We do not reissue gift certificates, coupon codes, or credit certificates.

### Dropping a Class

To drop a class, notify us ASAP at [osher@wm.edu](mailto: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 person. 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 waitlisted or not enrolled in anticipation that you can take an open seat.

### 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.

### Class Locations & Parking

[Visit our website](#) for class locations, campus map, and parking options.

### 2025-26 Parking Permits

A W&M 2025-26 permit is needed to park for classes at School of Education and other select locations. The permit is valid August 2025 through August 2026. Cost is \$17. If you purchased a permit for Fall 2025, it is still valid.

During Spring early registration, you may apply online for a permit at [learnatosher.wm.edu](http://learnatosher.wm.edu) to pickup **at our office in Boswell Hall** starting the week of Jan. 26. Permits purchased during early registration **MUST** be picked up at our office.

If you opt to wait to buy an Osher parking permit, your first opportunity to do so is when open enrollment starts on Jan 26. Take your completed form in person to Parking Services, 104 Jamestown Rd. (Campus Center). Visit our website to print the parking form.

### Member Parking on Campus

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

### Instructor Parking on Campus

The Osher Institute at W&M will pay for an instructor's 2025-26 parking permit upon request. However, the instructor must present the application in person to Parking Services. Call us for the required form.

### Inclement Weather

Closures mirror W&M and are announced on our website and voicemail at (757) 221-1506. You are not 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 or email [osher@wm.edu](mailto:osher@wm.edu) 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.

## Osher Institute at William & Mary Participation Agreement 2025-26 Academic Year

I acknowledge that I am at least 18 years of age and intend to participate in courses, lectures, workshops, tours, events, and/or activities ("the Program") offered by the Osher Lifelong Learning Institute at William & Mary ("Osher at W&M") for the 2025-2026 academic year (July 1, 2025-June 30, 2026). By signing below, I agree to abide by the policies, procedures, and protocols of Osher at W&M as provided here, and in the semester course catalog, during my participation in the Program, whether as a member, instructor, co-instructor, community volunteer, guest, or other associate.

### Participation Parameters

Osher at W&M seeks to create a vibrant learning environment where participants engage in free, open, and amicable discourse in a safe and supportive environment. Our community of learners, instructors, volunteers, and staff embodies a wide range of experiences, cultures, abilities, and perspectives. Intellectual honesty, mutual respect, courtesy, and civility are the foundation of the Program. I understand that engaging in disruptive conduct, including aggressive behavior, use of obscenities or profanity, failure to follow the direction of an Osher at W&M official, or harassment or discrimination of any kind may result in the termination of this agreement and my ability to participate in the Osher at W&M Program. Information about current membership fees, registration, refund policy and applicable administrative fees is provided in the current course catalog. I acknowledge and agree that Osher at W&M reserves the right in its sole discretion to cancel any element of the Program at any time.

### Assumption of Risk – Program Participation

Participation in the Program and selection of specific coursework is voluntary, and individuals should assess their own readiness and ability to engage in the activities described before registering for a course. Courses may include travel to off-site locations and engagement in events and facilities managed by third parties for which Osher at W&M has no oversight or responsibility. Activity-based coursework may involve low-impact exercise, and outdoor coursework may involve uneven terrain and exposure to the elements, all of which include the risk of falling, strain, or overexertion. Cooking or food-based courses may involve use of products that constitute allergens for some people. I agree to stop any activity and request assistance if I experience symptoms such as dizziness, fatigue, shortness of breath, pain, or any other condition(s) that would make it difficult or unsafe to continue. I acknowledge that none of Osher at W&M's courses constitute physical therapy or the provision of medical treatment or advice. With regard to tours, field trips, events, or travel programs, I agree to follow all instructions given to me by Osher at W&M staff or instructors.

I further understand and agree that the College of William & Mary, Osher at W&M, and the Commonwealth of Virginia do not provide any indemnification or insurance coverage, such as life, accident, automobile, or health insurance coverage for the Osher at W&M Program courses, lectures, tours, events, activities, performances, travel programs, special interest groups, and/or clubs.

### Consent for Use of Image and Information

As a member of Osher at W&M (or as a non-member attending a member event), I give my permission to: 1) take and use without payment, any photographs, slides, or films of myself, as may be needed for public relations purposes, marketing/advertising, press releases, website development, or training purposes; 2) I further understand that my name and contact information will be distributed to Osher at W&M staff and Osher at W&M instructors in order to conduct classes, programs, and activities; and 3) I give my permission to receive emails from Osher at W&M unless I provide written notification to opt out.

### Release of Liability

By signing below (or if registering online, by checking the acknowledgment box when prompted), I acknowledge that my participation in the Osher at W&M Program is strictly voluntary and I knowingly assume all risks thereof, including any financial or other obligations I incur as a result of any medical care I receive during or in connection with the Program, and release Osher at W&M and the College of William & Mary in Virginia, and their officers, directors, employees, and agents, from responsibility for any and all injuries or damages caused by the inherent risks of the activity and/or the negligence, recklessness, or intentional acts of myself and/or any third parties.

I knowingly bind myself my heirs, executors, and representatives and agree that if any of the provisions of this agreement become invalid, illegal, or unenforceable in any respect under any law, such provision shall be changed and interpreted to best accomplish the objectives of such provision within the limits of applicable law.

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Participant's Signature

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Printed Name

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Today's Date

Osher Institute at William & Mary

PO Box 8795 Williamsburg, VA 23187-8795

(757) 221-1506 [osher@wm.edu](mailto:osher@wm.edu)