

AUDITING PROCEDURES FOR OLLI MEMBERS

Auditing is one of the great benefits of participating in the Osher Lifelong Learning Institute.

Many of our university professors welcome OLLI students in their classrooms. If you're just starting out with OLLI, you may want to audit only one course. However, after you get the hang of it, you may be ready to audit multiple courses in one semester. Whether it's one course or multiple courses, auditing is a great benefit - Do it!

What is auditing?

An auditor is one who enrolls as an observer or listener only. The professor will indicate if he/she wants to include you in the classroom interaction. Auditing is permitted in most credit lecture courses only when there is space available in the classroom and OLLI has received permission of the instructor and clearance from the Director of OLLI. Auditing is not permitted in laboratory, creative writing or performance courses, where audit status is not appropriate. Auditing is not permitted in Law or Medical School classes.

OLLI auditors must remember that students are the university's priority and attention to their needs and education must be its focus.

Auditing is a privilege

Auditing for OLLI students is a privilege granted to us by the University of Miami. Abuse of this privilege by any person can jeopardize this benefit for all OLLI students. It is important, therefore, that persons electing to audit follow the all the procedures outlined in this policy. All requests to audit must be first cleared by the Director of OLLI. Persons abusing this process will risk either temporary suspension or revocation of their OLLI membership.

How to access course list

1. Go online to www.miami.edu – U of Miami's home page
2. Click on "Academics" (one of the tabs on top)
3. Click on "Courses and Scheduling" (on the right side of the page)
4. From the drop down menus, choose the semester, academic group, and department and then click "search" (you do not have to choose a course career or course number).
5. The page that opens will give you course numbers, names, days and times offered, as well as seats offered and seats available. Even though all seats may be taken, that does not necessarily mean that there is no room for auditors.

To request permission to audit

Send your request via e-mail to OLLI at: osher@miami.edu (**do NOT contact professors**)

Place "Request to Audit" in the subject line.

Cut and paste the courses you want to take into your e-mail. See example below.

ARH107 TX		3	HIS OF PHOTOGRAPHY	T	5:00-7:40P	Full	J. Lopez	0	40	LC 180
SPA101 A		3	ELEM SPANISH I	M W F	8:00-8:50A	Full	G. Zaviezo	0	25	MM 300

If you are unable to cut and paste, list the name and number of the course (**including any letters that follow the course number**), time, days, and professor's name in your e-mail.

Notification of permission to audit

You will receive notification of permission via e-mail as soon as it has been granted.

Blackboard access

Once you receive permission to audit, you may wish to have Blackboard access for the course syllabus and reading assignments, etc. The OLLI office will request Blackboard access for you once all your auditing and membership fees have been received. Once you are in the Blackboard system, an automatically generated e-mail will be sent to you.