

# **OLLI Class Cancellation Policy and Procedures:**

## **Class is canceled when:**

- The course takes place at the U of M, and the U of M is closed.
- The course takes place off-site (not at the U of M) and the site is closed.
- The course leader cannot make it to class.
- Other unforeseen circumstances.

## How you will know:

- To determine whether the U of M is closed, check the U of M website: [www.umn.edu](http://www.umn.edu) or any major news outlet.
- If your class has been canceled, OLLI staff will send you an email as soon as possible.
  - o HINT: Make sure that the email address in your OLLI registration account is accurate and up-to-date.
  - o HINT: If class is canceled because the course leader cannot make it, we send you the email as soon as we are informed by the course leader.
- If you do not have an email address associated with your OLLI account, we will call you as soon as we know the class has been canceled.
  - o HINT: If class is canceled because the course leader cannot make it, we will call as soon as we are informed by the course leader.
- OLLI staff will contact only members whose classes are canceled. If you do not hear from us, assume your class is “on”.