Thank you for being a part of Lifelong Learning at Wofford! We are happy to welcome all participants to our program. For your own reference, please review the following for answers to common concerns and questions.

- **Class Cancellations or Class Replacements**
  - If you find that a particular course is not suited for you, we ask that your request to possibly consider registering for another class instead be turned in immediately during the first week of classes. Due to class space and out of respect for the instructors teaching the courses, requests to move into another class cannot be honored after the first week of classes. Participants wishing to transfer into a class may need permission from the instructor of that class, in order to ensure space and supplies.
  - If you wish to cancel a class after the first week, you will be issued a refund for the amount you paid for the course ($40). Requests for refunds should be submitted during the first week of classes. After the first week of classes is complete, refunds may not be issued and changes in class enrollment may not be made.

- **Copies**
  - In an effort to become more aware of the resources we consume, Lifelong Learning at Wofford encourages instructors to **minimize** the use of **paper copies**. A class roster with participants’ email addresses and contact information will be provided to each instructor prior to class. Please check your email regularly for
materials from your instructors. Instructors are expected to preserve the privacy of the Lifelong Learning participants in their classes.

**Course Proposals**
- If you think you might be interested in being an instructor or a one-time presenter for a specific topic, we invite you to submit a course or topic proposal. Course proposals should be submitted by the appropriate course proposal due date for consideration. Proposals for courses or one-time workshops, events or presentations may be submitted online by going to Wofford.edu/lifelonglearning and clicking on the Course Proposal option under the Courses tab.

**Dining Hall**
- Lifelong Learning participants are welcomed onto campus to eat lunch together in the Wofford College dining hall in Burwell Building, the open-air dining area in The Space on Evins St., or in Zach’s Café in the Campus Life Building. As Wofford College has over 130 full-time teaching faculty members and over 420 employees, access to the Faculty Dining Hall is limited to Wofford faculty members. Lifelong Learning participants that choose to dine on campus are asked to be sensitive to the limited space in the Faculty Dining room and choose to eat meals in the upstairs Wofford Dining room for $5.50.

**Emergency Protocols**
- Campus Safety, Spartanburg City Fire, Spartanburg EMS or Wofford College employees who have been assigned the duty of providing emergency care will conduct emergency medical duties.
- Do not move injured personnel, unless not moving the person would further jeopardize the likelihood of survival (i.e., fire, explosion, collapse). Keep the person in a comfortable position.
- After calling 911, notification of medical emergencies should be made to Campus Safety at 864-597-4911 (ext. 4911 on campus phone).
- Each instructor will be provided a copy of the college’s emergency procedures before the beginning of their first class. Please acquaint yourself with the procedures with your instructor during the first week of classes.

**Equipment**
- The equipment used in classrooms on campus and in off-campus classroom setups belongs to Lifelong Learning at Wofford. Please do not download or save personal information on the computers. It will not be saved. This is to ensure that Lifelong Learning is compliant with Wofford College’s network safety and security expectations.

**Evaluations**
- Evaluations of the courses are conducted either online in the last week of classes. During the last week of class, you will be emailed (or given a paper copy) of an evaluation for your class. We encourage you to complete an evaluation for your class, as your response and feedback directly affects decisions about courses and instructors for future semesters. Your evaluation will remain anonymous.

**Gifts**
Lifelong Learning at Wofford factors the costs of running the program and planning for basic supplies and necessities into the membership and registration fees. Lifelong Learning at Wofford appreciates donations and gifts to the program intended to help cover the cost of scholarships for the Lifelong Learning community, extra supplies needed for classes, and long-term planning. If you would like to make a gift to Lifelong Learning at Wofford, please contact the Advancement Office at 864-597-4210.

• **Guests/Visitors**
  - If you have a friend or guest that might be interested in becoming a member of Lifelong Learning at Wofford, we invite you to bring them to a class with you using your Guest Voucher. As a courtesy, please request permission from your instructor prior to bringing a guest to a class. All adult guests over the age of 18 are welcome. Children and/or grandchildren will be permitted to classes only during specific, intergenerational events and workshops.

• **Parking**
  - Parking is available on campus and at Central United Methodist Church, where some courses will be held off-campus. You may park your car in spaces not already designated for faculty/staff or students or not already marked “Reserved” at off-campus locations. If you have a mobility concern, please park in the designated handicapped spaces with your license or sticker in plain view for campus safety to see.

• **Photography**
  - Some events and classes may have a photographer present. The photos taken during classes and events may be included in future brochures, posters, or on the Lifelong Learning at Wofford website or social media pages.

• **Smoking Policy**
  - Wofford College is committed to providing a smoke-free environment. Smoking is not permitted in any building on campus. People who smoke are asked to do so 50 feet away from any building. Please dispose of cigarette remains in the proper containers. Out of respect for the school and others, please refrain from leaving cigarette remains on the ground.

• **Textbooks and Additional Supplies**
  - Some courses will require a book or specific additional supplies (such as a book for a writing workshop class or art supplies for an art class). Instructors will provide a list of needed books or supplies preferably before class begins via email or during the first class meeting. Participants are responsible for those supplies and costs, as they are not incorporated into the initial course registration fee unless specified.

• **Volunteering**
  - As Lifelong Learning at Wofford grows, we are incredibly grateful for the generous time volunteered by our members for assistance in classroom setups, advertising, committee involvement and office work. If you are interested in
volunteering with our program, please contact Morgan A. Jordan at (864)597-5304 or lifelonglearning@wofford.edu.

- **Weather Cancellations:**
  o If Wofford College closes due to inclement weather, Lifelong Learning classes will also be cancelled.

- **Wofford College Policies**
  o Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.
  o Wofford College aims to provide a safe and drug-free environment for faculty, staff, students and visitors.
  o Wofford College believes that all members of the College community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Wofford College will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. **Those participants that do not adhere to the college policies may be asked to forfeit their involvement with Lifelong Learning at Wofford.**

- **Things of which to be aware:**
  o Please note that Wofford College is committed to a safe and healthy learning, living and working environment. **In keeping with this commitment, pets and other animals are prohibited from all college-owned buildings** (and places in which Wofford classes are held off-campus). A copy of the pet policy may be found on Wofford.edu. Exceptions to the policy include an animal used in the service of a person with a disability. Service animals (dogs that have been individually trained to do work or perform tasks for the benefit of an individual with a disability) are generally permitted in all public areas on campus, unless public health or a safety issue prohibits them from a particular area (e.g. a lab where protective clothing or gear is required). The animal must be in the direct service of the person bringing the animal on campus. Assistance Animals (also known as Therapy Animals) are only permitted at the college in the owner’s private residence hall on campus. As there are not any residence halls available to participants in Lifelong Learning at Wofford, assistance animals are not permitted in the classrooms or on/off campus during Lifelong Learning activities. Special exception may be given for classes involving animals (such as a companion dog-training class). Instructors are encouraged to uphold Wofford College’s policy concerning pets, along with the participants in their classes.
  o Wofford College is committed to sustainability. When possible, we encourage the use of reusable items (such as coffee mugs or non-disposable supplies). **Instructors and participants are encouraged to bring their own mugs for coffee or tea, as there will be a limited supply of disposable or single-use cups and supplies.**