



AUBURN UNIVERSITY COMMUNITY ID CARD INFORMATION FOR OLLI MEMBERS

PROCEDURE TO OBTAIN A COMMUNITY ID CARD

OLLI members who have paid the \$25 membership dues for the current OLLI year may obtain an AU Community ID card. The cost to receive the AU Community ID card is an additional \$25. The procedures outlined below should be followed to obtain this card. Please read thoroughly the steps to obtain your card.

1. Notify the OLLI staff of your intention to obtain a card. Email us at olli@auburn.edu.
2. Submit your birthdate in an email to olli@auburn.edu. The OLLI staff will prepare the paperwork **prior** to your visit to the Identity Management Office at Auburn University (IDM).
3. You will pay for your card when your photo is made at the IDM Office. The IDM Office accepts VISA, MasterCard and Discover cards for the \$25 card fee. No checks, cash or American Express accepted.
4. After IDM approval has been received, the OLLI staff will notify you. You will have 90 days to obtain the card.
5. Next, you will go to the Identity Management Office located at 300 Lem Morrison Drive, Auburn, AL 36849. Parking is available in the parking deck or you may park in the service space in front of the building; turn on your flashers when using the service space. The office is open Monday - Friday from 7:45 - 11:45 a.m. and 12:45 - 4:45 p.m. CST. Phone: 334/844-4386. *The website for Identity Management is: <http://www.auburn.edu/oit/idm/affiliates/olli.html>*
6. Take one of the following documents to IDM to secure your card: A valid government issued photo ID such as a driver's license, military ID card, passport, etc.
7. You will receive a user name and user password. Please write this information in a safe place. You will need your user name to register as an auditing student. The OLLI staff is unable to submit your request without your user name.

AU Community ID cards are automatically renewed when you renew your OLLI membership each year. AU Community ID cards become invalid on September 30 of the year that you do not renew your OLLI membership. OLLI members who have been issued an AU Community ID card will be allowed to use all Auburn University libraries (after activating your AU Community card at the R. B. Draughon Library) and make use of the AU Tiger Transit bus system. Members with a card are also allowed audit privileges for Auburn University courses and receive a 10% discount at the AU Bookstore. OLLI members do not receive olli@auburn.edu email accounts. ***Please keep your card and it automatically is validated with renewal of your membership.***

Effective July 1, 2013, Auburn University will impose a \$25 fee to obtain a new or replace a lost ID card. OLLI members who pay their \$25 membership dues may take advantage of this optional privilege. If a member chooses to obtain a card, he or she will pay the additional \$25 for the card.

AUDITING AUBURN UNIVERSITY COURSES

OLLI members must have an AU Community ID card and an email account to audit Auburn University courses. Email is necessary to access Auburn University's internet-based course materials. To audit a course, take these steps:

1. Visit the AU website to view courses, https://ssbprod.auburn.edu/pls/PROD/bwckschd.p_disp_dyn_sched
2. Select the course you wish to take.
3. Contact the professor via email and seek enrollment permission from the professor.
4. Once approval is granted, ask your professor if he/she uses Canvas, the university software.
5. After receiving written approval (an email) from the professor to audit, forward **the email of approval along with your user name, the title of the course, the course number, section, day and time of the course, and Canvas usage** to Linda Shook at olli@auburn.edu.

Use this format for sending the details of the course:

Name of OLLI Member Requesting to Audit (as it appears on your AU ID Card):

Username:

Course Name:

Course Code:

Name of Instructor:

Term: Summer 2013

Day and Time of Course:

Location of Course:

Canvas Usage (Y/N):

6. Upon receipt of an email containing all the details above with the instructor's permission for you to audit, the OLLI staff will notify the AU Registrar to arrange your enrollment in the course. After registration has been confirmed, the OLLI staff will notify you.
7. To avoid delays in being registered as an auditor, submissions for audit requests may be submitted two weeks in advance of the course start date.

AU PARKING PERMIT

Short term parking permits are available to OLLI members. You must identify yourself as an OLLI member (wear your name tag or use our AU Community ID card). A Welcome Guest permit for one semester or for the year may be purchased from AU Parking Services. The cost one semester is \$40 and for the year the cost is \$60. The permit may be used in any A, B or C space on campus. Parking Services is located on campus, 330 Lem Morrison Drive. Contact info: 334/844.4143 and parking@auburn.edu.

AU LIBRARY INFORMATION

OLLI members with a valid AU Community ID card may use the Auburn University libraries after obtaining a library card. To use the library system, take your AU Community ID card to the Draughon Library. Your AU Community ID card also serves as your library card. The main library is located at 231 Mell Street, Auburn, AL 36849. The Ralph Brown Draughon Library phone number is (334)-844-4500. Cards may be obtained at the main library Circulation Office (located behind the Circulation desk) on the first floor, Monday - Friday between 8 a.m. - 4 p.m. CST.

MEMBERSHIP DURATION

OLLI membership is for the calendar year, September 1 – August 31, and dues and academic fee are paid annually. All members pay \$25 membership dues and additional fees are paid to participate in academic courses. Academic fees are \$115 for one term, \$165 for two terms, or the entire year of academic courses may be purchased for \$200.

Auburn University Bookstore

The Auburn University Bookstore provides a 10% discount for OLLI members on certain items when you show your Auburn University Affiliate ID card or OLLI badge (<http://www.aubookstore.com> Phone: 334-844-4241 or 800-880-0392). If you are interested in software and electronic equipment, be sure to ask if the 10% discount extends to those purchases. The bookstore is located at 1360 Haley Center (first floor, Thach side of Haley). Its usual hours of operation are 7:45-4:45 Central Time on Monday, Wednesday, and Friday and 7:45-5:15 on Tuesday and Thursday. However, the bookstore is also open for special events, including football games.

Tiger Transit

With your Auburn University Community ID card or your OLLI badge, you are eligible to ride Tiger Transit (http://www.auburn.edu/administration/parking_transit/transit/index.php Phone 334-844-4757). The Tiger Transit website provides information about schedules, stops, pick-up places, and game day services. All of the routes have wheel-chair accessibility. It is important to remember, however, that Tiger Transit is not a city bus service; its routes are primarily limited to on-campus, except for pick up at student housing and for game day pick up at off-campus locations listed on the website.