

Dear OLLI Members,

We are pleased to announce the spring-semester 2017 OLLI course registration, which begins on Tuesday, December 13 at 9 a.m.

You will register through your OLLI membership account. ****If you are a current member with an active membership account you will use that to register. Please do not create a new account for your registration****; having multiple accounts for an individual member can be difficult to resolve. If you have any problems or questions, please allow us to assist you!

To make your registration experience as smooth as possible, please read through this entire message before you begin the registration process.

The 8-week spring semester begins on Monday, January 23. There are also several 4-week courses; those dates are listed in the course descriptions. The full course list can be found here: <http://olli.illinois.edu/courses/current.html>.

*** * * Registration opens to all OLLI members at 9:00 a.m. on Tuesday, December 13. * * ***
You will receive a reminder email and link shortly before the start of registration; or, you may go directly to your account using the link below.

How to find your OLLI account:

The sign-in page is <http://reg138.imperisoft.com/Ollillinois/search/registration.aspx> You may wish to bookmark this page for easy access, or you can always find the link at the center of the OLLI homepage.

How to log in to your account:

In the upper right corner of the page, there is a box marked Login. Enter your Username and Password and click "enter."

If you have forgotten your Username and/or Password:

Click on the link marked "Forgot your password?" and your login information will be sent to you immediately via email.

Two important notes about registration:

OLLI courses often generate a great deal of enthusiasm, and new initiatives have allowed us to expand many of the most in-demand courses to meet the enrollment needs of our members. We can accommodate most registration requests, so there are fewer closed courses – and most people will find it easy to register for their preferred selections. If you do encounter a course that has filled, we encourage you to add your name to the waitlist for that course; you will be contacted if a spot opens up. (See more about waitlists at the bottom of this message.)

While we are glad to drop you from a course during the first week of the semester if it doesn't suit your needs, please do not over-subscribe to courses with the expectation that you'll drop some of them eventually. This takes available slots that might be filled by people with a strong interest in the course. Read our full drop policy later in this message – and we thank you for observing this courtesy to your fellow members.

Ways to register:

The preferred way to register is **online**, using your member account. This will give you the fastest real-time access to courses. When you register online, you are immediately assigned to a class roster.

Members are welcome to **come in to the OLLI office** to register, and registration will be conducted on a first-come, first-served basis. We will begin registering people promptly at 9:00 a.m.

After 11:00 a.m., you may also **phone** us at 244-9141 or send an **email** with your preferences to olli@illinois.edu. You will receive a confirmation from us when your registration has been completed. Please note, though, that phone and email registrations may be subject to delays as we process multiple incoming requests – and registration is not complete until you receive a written confirmation.

REGISTRATION INSTRUCTIONS – STEP BY STEP

1. On Tuesday, December 13 starting at 9:00 a.m., go to your member account and **log in** with your Username and Password – <http://reg138.imperisoft.com/OlliIllinois/search/registration.aspx>

2. In the "Semester" box, select "Spring 2017" and click "search" – the list of courses will appear (10 per page). Courses are arranged according to their meeting times, Monday through Friday. (The site may also show an Arizona time, which refers to the location of the server; please disregard.)

3. Scroll through the list to find the course you wish to select; click "Register" next to the green arrow.

4. Select the student you wish to register for this course. (Those with two members on one account will have the choice to register either or both members.)

5. Click "Register" – A page will appear that says "Your selection has been saved" –PLEASE NOTE that at this point your registration is NOT yet complete. **Proceed to the next step.**

6. Choose from the items listed below:

- a. search for more courses** – you will be returned to the course list
- b. view your class details** (course description)
- c. complete your registration**

7. If you wish to register for additional courses, repeat steps 3 through 6

8. When you are finished choosing your courses, **click on "complete my registration"** and your list of selected courses will appear.

9. Indicate if you will pay by credit card by choosing **"pay in full."** **OR**, click **"pay later"** to pay by cash, check, or credit card in the OLLI office. **If you have any questions about your balance, please select the "pay later" option. Your registration will still be entered, and we can process your payment at a later date.**

10. All members receive one free course **per year**. You may **redeem your free course** by entering **learn** (in all lowercase letters) in the coupon box, and **click on "apply coupon code."**

- The code can only be used once during the membership year (July 1, 2016 – June 30, 2017). If you have any questions about the use of the coupon code, we encourage you to use the "pay later" option for your registration so we can resolve the matter before processing your payment.

11. If you choose to pay by credit card, the payment screen will appear; please **enter the requested information here, and click "submit."** **Please click this button only once.** **You will receive an email confirmation with a summary of your registration.**

Waitlists:

If you attempt to register for a course that is already full, you can **check the box** on that page to be added to the waitlist. If spaces open up before or shortly after the semester begins, you will be notified by email, and if you still wish to take the course, your registration and payment will be finalized at that time. If you do not receive notification from OLLI, then you are **not** registered for the course. Open spaces in a course will be filled according to the order in which people added themselves to the waitlist. Spaces may be filled prior to the start of the semester, or during the first week of the semester if someone drops the course.

The Curriculum Committee also uses the waitlist information to gauge interest in a course and will endeavor to re-offer a very popular course in a future semester. **We strongly encourage you to sign up for the waitlist if you are interested in a course.**

"Pay Later" Option:

The registration site allows you to register for courses or events and pay online using your credit card – OR, you can select the "pay later" option and pay in the office with cash, check, or credit card. **IF YOU HAVE ANY QUESTIONS ABOUT YOUR BALANCE**, we urge you to check "pay later" and then complete your registration. This will allow us to help you resolve the problem before any charges are made. This won't affect your registration status, so please be sure to do this if you have any questions or problems related to your payment!

Dropping a Course:

We want you to be satisfied with your OLLI courses. If you find that a course does not meet your needs or your schedule, we will be glad to cancel your registration and either register you

for another available course or issue a refund of the course fees. To receive a refund, you must contact the OLLI office and formally withdraw from the course no later than 5:00 p.m. on Friday of the first week in which the course meets. After the first week, a student may withdraw from a course, but no refund will be given.

**Thank you, as always, for making OLLI the vibrant and generous community that it is!
Please let us know if you have any questions or if we can be of assistance during
registration, or anytime.**

**Best wishes,
Chris, Janet, and Kate**