

College for Seniors Registration Instructions – Spring 2017

Step 1 - Sign in.

- Click on the **Sign In** link at the top right of the page.
- If you were a member in 2015-16 or joined since August 1, 2016, you have a username and password. Scroll down to “Sign In to Existing Account” and enter your username and password.
- If you are a new member, scroll down to the “Create New Account” box and enter a username and password (write them down for future reference).
- If you have entered everything correctly, at the top of the screen it will say “Welcome [Your Name]”
- Click on **Registration Home** page to proceed.

Step 2 – Have you purchased your OLLI Annual Membership?

If you took courses in fall or winter, you have; skip to Step 3.

If you have not joined OLLI in 2016-17, purchase an OLLI Annual Membership.

- Scroll down, click on **Membership and CFS Fees** then click on **OLLI Annual Membership**
- Add that fee (\$70) to cart.
- Return to **Registration Home** page.

Step 3 – Put the CFS Registration Fee in your cart. You MUST do this before you may add any courses.

- Scroll down, click on **Membership and CFS Fee**, then click on **CFS Registration Fee**.
- Add that fee (\$115 for the Spring 2017 term) to cart.

Step 4 - Request Your College for Seniors Courses and add them to cart.

- If you know what courses you want to take, click on **Search Catalog** at the top left of the page.
- You can look up a course by typing the title (or part of it) into the Keyword box, **or** you can select the instructor, **or** you click on the box for the day of the week of the course. Then click on **Search**.
- When you see the title for the course you want, click on the title.
- Review course information and click on the **Request Course** button to add it to your cart.
- Return to the **Search Catalog** page and repeat the process. During the initial registration period, you may request up to six courses. You will be enrolled in the top 3 available priorities (see Step 6).
- Another way to view and select courses is to click on the **Registration Home** link at the top of the page. Under **College for Seniors** a list of topic areas will appear. You can click on the topic you want and then see the titles of the courses in that topic. Click on the course title to review the course information and click on the **Request Course** button if you want to select that course.

Step 5 - Purchase the items in your cart.

- Click on the **View Cart** link to review your purchases, then click on **Check Out**. Be sure the billing address for the credit card you use is correctly entered. Follow the instruction steps to pay by MasterCard or Visa.
- If there is an error in processing your payment, the system may not allow further attempts at payment. If that occurs, you will need to mail or bring in a check (or cash - exact change, please) for your purchases.

Step 6 – Prioritize your College for Seniors requested courses after your purchase.

- After you see your payment receipt, click on the **My Account** link at the top of the page.
- Click on the **Course Priorities** link and choose the #1 for your first priority course, #2 for second priority, etc.
- Click on **Save Priorities** to save your selections.
- As courses are allocated, you will be enrolled in your highest priority courses where seats are available. If you are enrolled in three courses, you will be dropped from all other choices. If you are not enrolled in three courses, you will be waitlisted on your remaining choices unless there is a time conflict with a registered course.