

# College for Seniors Registration Instructions – Summer 2017

**Note:** You may complete steps 1 – 5 in the same order. You do not need to create separate orders for membership, CFS Registration Fee and Requesting Courses or for Workshops, Gift of Time, etc. All can be completed in the same order

## 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, winter or spring, you have; **skip to Step 3.**

If you have **not** joined OLLI in 2016-17, **purchase an OLLI Summer Membership.** You must do this before you add the CFS Registration Fee to cart

- Scroll down, click on **Membership and CFS Fees** then click on **OLLI Summer Membership**
- Add that fee (\$35) 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 (\$75 for the Summer 2017 term) to cart. If you do not see an Add to Cart button, click on “My Account” in the upper right corner, then click on **My Membership** to see if it shows a membership with the current expiration date.

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

- You can find courses two ways:
  - 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.**
  - **OR** click on the **Registration Home** link at the top of the page and then click on one of the topic areas listed under **College for Seniors.** Scroll down to see the titles of the courses in that topic.
- 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. (If you do not see a Request Course button, you have not signed in or you have not added the CFS Registration Fee to your cart.
- Repeat the process. During the initial registration period, you may request up to six courses. You will be enrolled in up to 3 available priorities (see Step 6) during this initial allocation phase.
- Note: For some courses, you will see an extra course fee or materials fee. You are not able to pay for these charges through the online registration system or with a credit card. If you are enrolled in one of these courses, you are responsible for paying these fees by check or cash by the due date stated in the course description or you will be dropped from the course.

## Step 5 - Purchase the items in your cart.

- Click on the **View Cart** link to review your purchases, then click on **Check Out** and follow the steps as requested to pay by MasterCard or Visa. Be sure the billing address for the credit card you use is correctly entered and be sure the name is entered exactly as it appears on the credit card.
- **If there is an error during the processing your payment**, the system may not allow further attempts at payment. If that occurs, you will need to mail or bring a check (or cash - exact change, please) for your purchases to the OLLI office. All payments must be received by June 9, noon.

## 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. See **Add-Drop** below for additional information.

### Notification

- After you complete your order, you are automatically sent a confirmation by email of the CFS Registration Fee purchase and the courses you requested. Note: you are not automatically registered/enrolled in all the courses you requested during the initial registration period. See next bullet:
- On May 25, 4:30 p.m. you will be sent an email that confirms your course schedule (which courses you have been enrolled in for the Summer term).
- Look for the **Status** of those courses for which you registered.
  - **Registered** means you are enrolled in that course
  - **Waitlisted** means you did not receive up to three course selections due to the course being at capacity. You are waitlisted in that course and will receive an email if a seat becomes available and you are enrolled.
  - **Time conflict** means you requested two courses that meet at the same time. You will be registered in the higher priority course and dropped from the other course.
  - **Dropped** means you registered for more than three courses, were enrolled in the highest priority courses for which seats were available and you are dropped from the other choices. If seats are available, you can register for those additional courses during Add-Drop or add your name to the waitlist.
- If you do not receive an email or the information is not complete in the email, please sign in to the registration system and click on the **My Account** link, then on the **Course Priorities** to find your courses and the registration status (see the Frequently Asked Questions page for more information).

### Add-Drop – Opens May 26, 10 a.m.

- If you missed the initial registration period, you can register for courses with available openings during this time. If a course is full you can add yourself to the waitlist. Add-Drop ends after the second meeting of a course (unless the instructor has indicated no adds after the first session).
- Add a course through the online registration system. If you have already paid the CFS Registration Fee, sign in, find the course you want and click on the **Add to Cart** button. Go through the check-out process – you will not need to pay an additional fee.
- To drop a course send an email to [chan@unca.edu](mailto:chan@unca.edu) and include your name and the name of the course you want to drop.
- To drop all courses and receive a full refund, please submit your request by Friday, June 9, 3 p.m. via email to [chan@unca.edu](mailto:chan@unca.edu) or call 828.251.6140.

**Need more help?** Please come to the OLLI office for registration as follows:

- May 10, 11, 12, 15 – 10 a.m.-3:30 p.m.
- May 15 – 8:30 a.m.-noon
- May 26 for Add-Drop assistance – 10 a.m.-3:30 p.m.

You may call the OLLI office for help (828.251.6140) during regular business hours of 8 a.m.–5 p.m., Monday-Friday. Be aware that we may be very busy helping others and we may not be able to help immediately. Since we cannot see your computer and watch what date you are entering, we may not be able to effectively trouble shoot any problems you are having.

Please don't wait till the last day of the initial allocation period to register. If you do experience problems with registration, you may not be able to complete the process in time, we may not be able to help you and you will not be included in the initial allocation.