

To register for College for Seniors courses if you are not a member

Step 1 - Sign In by clicking on the **Sign In** link at the top of the page. Follow the directions to create a new account. When completed, click on **Registration Home** to return to this page.

Step 2 - Purchase membership – Click on **OLLI 2019-20 Membership Fee** and add the OLLI Annual Membership to cart. To check the status of your membership, click on “My Account” in the upper right corner, click on “My Membership” in the pull-down menu. The information displayed will be the expiration date of your current membership status. Unless the expiration date is 7/31/20, you will need to purchase membership. Return to the **Registration Home** page

Step 3 – Purchase the CFS Fall 2019 Tuition Fee – Click on **CFS Fall 2019 Tuition Fee** and add the CFS Tuition Fee to cart. Return to **Registration Home** page.

Step 4 – Select College for Seniors Courses and add them to cart

- Click on the **College for Seniors** link below to choose by category or click on the **Search Catalog** link at top of page.
- Click on the course title and it will open a description. If you are registering during the allocation period and all required fees are in your cart, you will see the “**Request Course**” button. If you are registering during the Add/Drop period with all required fees are in your cart, you will see the **Add to Cart** button if the course has available seats or your will see the **Add to Wait List** button if the course is full.

Step 5 - Purchase the items in your cart.

- Click on the **View Cart** link above to review your purchases, then click on **Check Out** and follow instructions to pay by MasterCard or Visa.
- At the **Payment Method** page, be sure to click on **Credit or Debit Card** (instead of **Incomplete - Payment on Hold**) to complete the order with a credit card. If you wish to pay your balance via cash or check, please select “**Incomplete - Payment on Hold.**” Follow the prompts after this selection and send/mail or stop by the Reuter Center with your payment. If you are paying with an alternative method such as a scholarship, CFS Credit Voucher, or Gift Certificate, please call the office, 828.251.6140, prior to your enrollment, for guidance on the steps to make a payment via those alternative ways.
- If an error is made on the secure credit card payment site, the payment process may be cancelled in the system. The order is still on file but payment will need to be made in one of several ways: you can always pay with a check or cash brought to the OLLI office, or call the office at 828.251.6140 to have your order reset to make a second charge card attempt.

To register for College for Seniors courses if you are a current member but have not yet registered for the current term

Step 1 - Sign In by clicking on the **Sign In** link at the top of the page. Follow the directions to sign in to existing account using your user name and password. If you need help in signing in, contact the OLLI office at 828.251.6140. We can tell you your current user name, but we will have to reset your password. When completed, click on **Registration Home** to return to this page.

Step 2 - Purchase the CFS Fall 2019 Tuition Fee – Click on **CFS Fall 2019 Tuition Fee** and add the CFS Tuition Fee to cart. Return to **Registration Home** page.

Step 3 – Select College for Seniors Courses and add them to cart

- Click on the **College for Seniors** link below to choose by category or click on the **Search Catalog** link at top of page.
- Click on the course title and it will open a description. If you are registering during the allocation period and all required fees are in your cart, you will see the “**Request Course**” button. If you are registering during the Add/Drop period with all required fees are in your cart, you will see the **Add to Cart** button if the course has available seats or you will see the **Add to Wait List** button if the course is full.

Step 4 - Purchase the items in your cart.

- Click on the **View Cart** link above to review your purchases, then click on **Check Out** and follow instructions to pay by MasterCard or Visa.
- At the **Payment Method** page, be sure to click on **Credit or Debit Card** (instead of **Incomplete - Payment on Hold**) to complete the order with a credit card. If you wish to pay your balance via cash or check, please select “**Incomplete - Payment on Hold.**” Follow the prompts after this selection and send/mail or stop by the Reuter Center with your payment. If you are paying with an alternative method such as a scholarship, CFS Credit Voucher, or Gift Certificate, please call the office, 828.251.6140, prior to your enrollment for guidance on the steps to make a payment via those alternative ways.
- If an error is made on the secure credit card payment site, the payment process may be cancelled in the system. The order is still on file but payment will need to be made in one of several ways: you can always pay with a check or cash brought to the OLLI office, or call the office at 828-251-6140 to have your order reset to make a second charge card attempt.

To add College for Seniors courses if you have already registered and received your course list

Step 1 - Sign In by clicking on the **Sign In** link at the top of the page. Follow the directions to sign in to existing account. When completed, click on **Registration Home** to return to this page.

Step 2 - Click on the **College for Seniors** link below to choose by category or click on the **Search Catalog** link at top of page.

- Click on the course title and it will open a description. If the course has available seats, you will see the **Add to Cart** button.
- Continue adding any courses you want that have available seats.

Step 3 - Check Out

- Click on the **Check Out** button and follow the instructions. You will receive a receipt that shows you have registered in additional courses and have a \$0 balance owed.

To drop a College for Seniors course, you must either call the OLLI office at 828.251-6140, send an email to olli@unca.edu or come into the office.