OLLI GUIDE TO ON-LINE REGISTRATION

If you have access to a computer, OLLI On-Line Registration is your best way to get the classes you want, and it’s easy to do! Follow these step-by-step instructions:

1. **Direct your computer’s browser to http://olli.uscb.edu.**

   ![OLLI On-Line Registration System](image)

   Here you can enter your email address and password, or request a new password if you have forgotten it. If you receive a message to the effect that your email address was not found, then call the OLLI office. The email you are using may not match the one we have on file for you.

   If you are new to OLLI, you can “Add New Account,” fill out the data on the next screen that appears and then continue on to register for membership and courses. Note that all can view Classes by Category, Location, Region, etc., even if not logged in to the OLLI registration system.

   The next screen will explain OLLI membership options to you. To attend classes, you must be an OLLI member, so your first choice as a new member should be the course **15_OLI**, your $40 annual membership. You will find this course under the category “Membership.”

2. **Choose how you would like to take your OLLI courses.** You may take an unlimited amount of OLLI courses within a semester by choosing “Unlimited” (as shown below) at a cost of $85 per semester. Otherwise, you will pay for each course individually, either $12 or $20 depending upon class sessions. **It is important to choose “Unlimited” FIRST, before registering for individual courses so the registration system charges you correctly.**

   **Membership**

<table>
<thead>
<tr>
<th>Inc/Memberships/Donations</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 OLLI Membership</td>
<td>Membership</td>
<td>40.00</td>
</tr>
<tr>
<td>2015 SPRING OLLI Unlimited Classes Option</td>
<td>Membership</td>
<td>85.00</td>
</tr>
<tr>
<td>2015 SPRING Pay As You Go Semester Option</td>
<td>Membership</td>
<td>0.00</td>
</tr>
</tbody>
</table>

3. **Choose your OLLI courses.** Go to Box on right, and look up courses by group. You can search for classes by category/group, such as Art, History, Science, etc., or by location, instructor, as shown on the right. Once you choose a course, the next screen will bring up a more complete course description. You now have the option to “Enroll Yourself” in courses.
Frequently Asked Questions for On-Line Registration

“I forgot my password, can you tell me what it is?” We don’t know your password but you can reset it for yourself by pressing the “Forgot” button to the right of the password box on the OLLI Member Login page. A temporary password will be mailed to you. You can also call the OLLI office and we can reset it for you.

“Can I cancel a class on-line?” Not at this time, but if you call or email the OLLI office, we will be happy to do it for you.

“Can I enroll my husband/wife on-line?” Only if you know his/her password and do it in a separate web session. However, if you call the OLLI office, we would be happy to do it for you.

“What courses am I enrolled in?” You can check your classes on-line, by choosing “My History” or “Your Registration History” (depending on which page you access) and you will be given a choice of viewing Upcoming Courses, Current Courses, or Completed Courses. You can also call the OLLI office and we can generate a class registration report which can be mailed or emailed to you, or picked up at our offices.

“I want to take Unlimited Courses but on-line registration is billing me for each course. What gives?” To take Unlimited Courses for the $85 fee, you must choose the membership course “2015 Spring OLLI Unlimited Classes Option” first. After you do this, subsequent courses will be at no charge, and you can have the courses already charged reversed by calling the OLLI offices.

“I can’t make a course I enrolled in. Is it important to call and cancel?” Yes! Many of our courses, especially the tours, fill quickly and have waiting lists. By cancelling courses you know you cannot attend, we can fill your space from our waiting list. We monitor waiting lists and attendance records very closely.

“I take classes on the Pay as You Go basis and have to cancel a course I have already paid for. Can I get a refund?” In most cases, we will issue a credit instead of a refund. Credits do not expire and will be applied against any future OLLI charges (except fees payable to non-OLLI parties), including future membership fees. If a credit will not work for you, please call the OLLI offices to discuss it.