Step by Step Instructions to Register Online

SEARCH FOR A CLASS

- Log into the member portal by clicking "register/member portal" under quick links on the OLLI website: olli.gmu.edu.
- Forgot your login information? Contact the registrar (information below).
- If you know the title/number of the class you are interested in, type it into the search box at the top right of the member portal page. Hit return and the class will pull up.
- If you want to browse class options, click "register" and you will be brought to a page with categories of all courses and special events by campus. Click the topic and location of interest to you.
- Make note—If you cannot register or pull up classes, your membership may have lapsed. You must complete your membership renewal before you can view classes.

REGISTER FOR A CLASS
OLLI classes and events are registered in two ways: "request" a class and "add to cart."

Request a Class
Most of OLLI's classes and special events are registered via request and prioritization process. This means you request classes and then rank them by order of importance to you when you register.

- Identify the class you want in the member portal. Click "request class."
- You will see a pop up box with three options: "continue," "serve as liaison," (welcomes/introduces instructor) or "prioritize classes."
    - If you would like to serve as liaison, choose this option.
    - If you have more classes to request, click "continue." Search and request classes until done.
    - If you are done selecting classes, click "prioritize." You will be taken to a screen that asks you to rank your classes by importance to you. Be sure to click "confirm priorities" when all classes are prioritized. You should see a pop-up window that congratulates you for completing the process.
- If you request only one class, you will not need to prioritize as the system assumes it is your 1st choice.
- Please note, multi-session courses and one-session special events are prioritized separately.
- If you are not sure you prioritized your requests or you want to change your priorities, click "prioritize-finalize" on the left hand toolbar to view and/or prioritize your requested classes (see below).
- OLLI assigns classes a week after the priority registration period closes (priority registration dates are on the front and back of catalog). **At that time, you will receive an email confirmation listing the classes in which you are successfully enrolled and the classes in which you are waitlisted.**
- **** MAKE NOTE **** Once priority registration closes, all classes at OLLI are registered as "add to cart."

Add to Cart
Only classes and special events with fees, social offerings, clubs and between term events are "add to cart." This means, if space is still available, you are immediately enrolled in the class/event after you request it (and make payment, when applicable). **You will receive an email confirmation immediately. Make note of these events on your calendar as you will not receive another enrollment confirmation notice.**

- Identify the class you want in the member portal. Click "add to cart." Repeat process as needed.
- When you are done selecting classes, be sure to visit your cart and check out. To do so, click "view cart" at the top right of your registration page. Complete check-out, including making any necessary payments.
- Always check your cart before you leave a registration session to make sure you have not left any "add to cart" selections pending action.
- **** TIP **** All "add to cart" classes are indicated in the catalog with a shopping cart icon next to the title.

NEED HELP?

- Contact the OLLI registrar who is happy to assist you in this process: **ollireg@gmu.edu or 703-503-3384.**
- See the OLLI YouTube registration tutorials under Quick Links on the OLLI webpage: olli.gmu.edu.