

# Membership and Registration, Continued

## When to Register

### Priority Registration Period

- Members are encouraged to register for courses and special events during the priority registration period (priority registration dates are listed on the front and back cover of the catalog and on page ii). Requesting classes at any time during this period offers registrants the best chance to gain access to classes they most desire.
- When you register, you must click **Request Class** or **Add to Cart**. See the instructions below.
- To complete your registration, you must assign a priority to each course or event—the order of their importance to you. To prioritize classes or to see what you have requested, click **Prioritize/Finalize** on the left side toolbar of the member portal. Courses and events are prioritized separately.
- Members are placed in courses and special events based on the priority number they assign to their requests.
- If course enrollment reaches capacity (a number limited by the instructor or Zoom capacity) those who have designated that course as priority one will get in first, then the priority twos, and so on.
- In addition, a random number is assigned by the registration system to each course request. If all members of a priority group cannot be included in the course, those with the lower random numbers will be admitted into the course first. Therefore, requesting a course does not guarantee enrollment.

### Space-Available Registration Period

Space-available registration begins after the priority period ends. You may still register for courses and special events, but you will be placed into courses on a space-available basis after all registrants in the priority period have been assigned.

## Request Class vs. Add to Cart

- **Request Class** is the link you click when you are registering for a course or event during the priority registration period. ***These require a priority assignment by you.***
- **Add to Cart** is the link you click when you are registering for courses or events in which you are immediately enrolled or which are designated in the catalog as first-come, first-served. This includes all clubs. All **Add to Cart** courses and special events are clearly indicated throughout the catalog with the following shopping cart icon: 
- If there is a fee associated with these offerings, they will also be clearly marked with a shopping cart

followed by a dollar sign:  \$

Payment for these courses and special events with fees must be made at the time of registration.

- **IMPORTANT NOTE: You are urged to register early for Add to Cart offerings. These popular offerings can fill up quickly, even as early as the first day of registration. Early registration will increase your chances for enrollment.**
- Please remember to go to **View Cart** and **Check Out** to complete enrollment before logging off the member portal.

## Making Changes to Your Registration (Add/Drop)

- You may add courses at any time online through the member portal.
- If you are unable to attend a course or event in which you are enrolled, **please drop the course or event as soon as possible.** You may drop courses by emailing **[ollireg@gmu.edu](mailto:ollireg@gmu.edu)**.
- Watch for OLLI communications to sign up for courses with spaces still available.

## Emails Confirming Class Enrollment and Payments

You will receive email confirmations for your enrollment in OLLI classes per below. If you want to see your enrollments thereafter, log in to the member portal (**[olligmu.augusoft.net](http://olligmu.augusoft.net)**) and click “current registrations.”

- Confirmation emails for **Add to Cart** classes will be sent immediately after checkout.
- Confirmation emails for **Requested Classes** will be sent once these classes are assigned (about 3 weeks before term). At that time, you will receive a series of emails, including notification of wait-listed courses.
- **Read your confirmation notes carefully.** They will include any updates to courses, including changes in times or dates.
- If you do not have an email address on file, the confirmation notes will be mailed to you.
- Event fees must be paid in full by all participants regardless of any special transit, food, or other arrangements. **OLLI cannot guarantee a refund for courses or events once you have paid and are enrolled.** As such, please consider carefully before signing up for offerings with fees.

## Wait Lists

- OLLI does everything possible to maximize enrollment, including changing venues if necessary. If you do not make it into a course, you will be wait-listed based on the priority you assigned to the course.
- When someone drops a course, the OLLI office will call members on the wait list until the vacancy is filled. In most cases, the office will not leave a message.