Membership and Registration
Policies and Procedures

** Special **
Spring 2022 Promotion!

OLLI is offering a low fee of $300 for those new to OLLI who purchase an annual membership spring term.

(Available to those who have never been OLLI members, are returning to OLLI after a hiatus of more than one year, or have previously been introductory members and have not converted to an annual membership.)

Welcome to OLLI Mason, one of the best lifelong learning institutes in the United States! If you are a returning member, you already understand the great value of OLLI Mason. Thank you for being a valued OLLI member. Members are advised that OLLI's spring term programming will be presented in a variety of formats: in-person, remote (via Zoom), or using a hybrid approach, based on instructor preference and as circumstances allow.

Two Types of OLLI Membership

Memberships at OLLI can be purchased at any time during the year and are renewed on a rolling basis.

- **Annual membership.** Register for unlimited courses and activities held at any OLLI Mason location for four consecutive terms. You will be eligible for a Mason ID card to receive certain university privileges and discounts (see p. ii). The cost is **$450.**
- **Introductory membership.** Register for unlimited courses and activities held at any OLLI Mason location for just one term, <u>one time only</u>. An introductory membership is not available to former OLLI members; it is intended for new members who want to sample OLLI before committing to a full year. Introductory members are not eligible for a Mason ID card or its privileges. The **one time** introductory membership is **$150**.

The term date on your catalog mailing label reflects the end of your current membership. If it is time to renew you must log into the member portal and purchase your membership renewal *before* you can view classes or register.

Payment Options

- **Online.** You may join or renew online at **olli.gmu.edu**. Click **Join** at the upper right corner of the home page. Credit card payment is required when joining/renewing online.
- **Hardcopy Registration Form.** Using the registration form to join or renew, payment can be made by check or credit card. If paying by check, submit a separate check for each unique expense (class fee, membership renewal, etc.) The form can be mailed to: Osher Lifelong Learning Institute, PO Box 4088, Fairfax, VA 22038. Do not fax.
- **Installments.** OLLI encourages members to pay in full at time of registration. However, OLLI offers a payment plan of monthly or quarterly installments by credit or debit card. Your application for the installment plan must be filled out completely, mailed to the address on the form, and approved each year before you can register for courses or activities. Act early so your application can be processed before the registration period ends. For security reasons, we cannot accept the form by email or fax. Installment applications are available on the OLLI website at **https://olli.gmu.edu/installment-plan** or under "Quick Links" in the "DOCSTORE".
- **Financial Assistance.** OLLI offers financial assistance for members or prospective members who find it a hardship to pay the full membership fee. Email the registrar (**ollireg@gmu.edu)** to request an application. All inquiries are kept confidential.

Refunds

Members may only obtain a full refund of their membership fees by applying in writing to the executive director before the beginning of the third week of classes in the first term after enrollment or re-enrollment. We cannot honor proration or reimbursement requests after this deadline.

Prospective Members

Not ready to commit? Prospective members may experience OLLI by sampling one or more classes during any consecutive two weeks of a term, provided the course is not oversubscribed. Check with the registrar at **ollireg@gmu.edu** before attending a class.

REGISTRATION PROCESS

- **Online.** You may register for OLLI courses online at **olli.gmu.edu**. Click **Sign In** at the upper right hand corner of the home page.
- **Mail-In Registration Form.** You may also register for courses using the registration form. The form can be mailed to: Osher Lifelong Learning Institute, 4210 Roberts Rd, Fairfax, VA 22032. Act early to allow lag time in getting mail to the staff.

**Emailed registration forms will not be accepted. **

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.

• **Some courses are offered either in-person or via Zoom. You must select your delivery format preference when registering; if you prefer Zoom, you must include the 'Z' in the title (ex: F101Z)**

• 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**.

• 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**) 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.

Membership and Registration, Continued

Health and Safety Protocols for OLLI Mason

(January 18, 2022 - subject to change) for the most up to date information visit: https://olli.gmu.edu/health-and-safety/

Our plans are to keep all members, teachers, staff, and visitors safe as we return to in-person programming at OLLI Mason. We greatly value the health and safety of our OLLI Mason family. To help optimize the OLLI Mason experience for everyone as we return to in-person programing, we will take as many precautions as possible to mitigate the risk of COVID-19 transmission. OLLI will provide Zoom, hybrid, and in-person offerings in spring 2022. Should you wish to experience OLLI Mason from the comfort of your home, or if you are unvaccinated, you will have access to many excellent virtual Zoom offerings. If you want to attend in-person offerings, we ask that you be aware of and prepared to follow our mandatory health and safety actions below. Our team is closely monitoring the changing conditions of the pandemic at local, state, and national levels. We plan to comply with all requirements and restrictions issued by George Mason University, the Fairfax County Health Department, the Virginia Department of Health, the federal government, and the CDC. We will communicate any updates as we learn of changes.

Mandatory Health and Safety Actions
   • All OLLI Mason members, teachers, staff, and visitors must show proof of vaccination before coming to any OLLI Mason campus.
   • All OLLI Mason members, teachers, staff, and visitors must complete the "Mason COVID Health Check" before each campus visit https://www.gmu.edu/mason-covid-health-check The "Mason COVID Health Check" will be included on the OLLI Daily email. You must show a GMU Check in Green pass to the class liaison or staff in order to enter the classroom.
   • OLLI Mason members, teachers, staff, and visitors must wear a mask indoors.

FAQs
How will we actually show proof of vaccination?
You may use any of the following documentation to prove that you are vaccinated:
   • Your original vaccination card
   • A digital photo of your original vaccination card
   • A digital version of your original vaccination card.

What is the policy if I no longer feel comfortable attending in person?
If you feel uncomfortable for any reason and no longer wish to attend an in-person offering, email the registrar at ollireg@gmu.edu. If you still want to attend class, do so remotely via Zoom, if available or enroll in another Zoom offering.

What is the policy if exposed to COVID-19?
Those exposed must follow university policies at: https://core.sitemasonry.gmu.edu/safe-return-campus/personal-and-public-health/isolation-and-quarantine/isolationquarantine-period. Do not return to campus until you can successfully complete the Mason COVID Health Check.

Where can I send my questions?
If you have any questions about health and safety at OLLI Mason, feel free to email our office at olli@gmu.edu

Where do I upload my vaccination verification?
Go to: https://olli.gmu.edu/vax-doc/ or scan the QR code.