1. After you login, select “REGISTER FOR COURSES”.

2. Choose the appropriate category and class and click “ENROLL YOURSELF”.
If you would like to enroll someone else in the course, please click “ENROLL SOMEONE ELSE” and follow the prompts.

3. To add more courses to your cart, click “SAVE TO CART AND ADD MORE COURSES”.

4. When finished, click “PROCEED TO CHECKOUT”.

**PAYING FEES**
Follow the prompts on the screen to pay for your OLLI courses. When you have completed the payment process, you will see a confirmation screen. During the first week of registration, you will only be paying course fees and vendors fees for NON-LOTTERY courses. Any fees associated with LOTTERY courses will be collected when course confirmations are emailed. Lottery fees are due within 7 days of confirmations being sent.

**Lottery courses** = tours and some classroom discussions with limited enrollment

**Pre-registration**

1. If you’ve registered online before, check your login information. Make sure it works!
If you are logging in for the first time, please use this first-time login information:
First time username: email address
First time password: First and last initial and zip, ex: Mary Smith, MS29907
Follow the prompts to create your password.

2. Make sure your membership is valid throughout the entire term. If it expires during the term, you will not be able to register for classes beyond that date.

3. If you are going to purchase the Unlimited Class Option, please do so before you register for classes. If you do not purchase the unlimited class option before registering for classes, the system will charge you as a PAYGO and UNLIMITED member.

**How to purchase a membership and/or unlimited term**

- Select 2020 Spring Unlimited Class Option if you are taking 10 or more courses
- Select 2020 OLLI Membership if your membership expires before May 8
- Proceed to Checkout

**During registration**

1. To register for OLLI courses, log in and select “REGISTER FOR COURSES”.

2. Choose the appropriate category and class and click “ENROLL YOURSELF”.
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3. To add more courses to your cart, click “SAVE TO CART AND ADD MORE COURSES”.

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**Questions?**
Call the OLLI office:
843-208-8247
www.olli.uscb.edu

**Registration begins**

| JAN. 14 | (and continues through the term) |
| JAN. 14-20 | Open Enrollment for Lottery Courses* |
| JAN. 29 | Confirmed lottery class fees due |
| JAN. 31 | Course Confirmations emailed |
| MAY 7 | Winter/Spring term ends |

**Course confirmation**
Courses you have successfully registered for including lottery results will be emailed before classes begin. We ask that you pay any associated fees immediately. If you have not paid the required fees within a week of the course confirmation email being sent, you will be cancelled from the course and OLLI staff will begin filling from the waitlist.

**Participants:**
OLLI classes begin
[7] **Jan. 29**
**Course confirmations emailed**
[8] **Jan. 31**
**OLLI classes begin**
[4] **May 7**
[5] **Winter/Spring term ends**

**Pre-registration (Before January 14, 2020)**

1. If you’ve registered online before, check your login information. Make sure it works!

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- Select 2020 Spring Unlimited Class Option if you are taking 10 or more courses
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**DURING REGISTRATION (January 14 - May 8)**

1. To register for OLLI courses, log in and select “REGISTER FOR COURSES”.

2. Choose the appropriate category and class and click “ENROLL YOURSELF”.

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**Tip:** We recommend you double check the classes you enrolled in. To do so, please go to “Enrolled Courses” located on the side tab, under My Account.

**After registration**

Once you have successfully registered for your OLLI courses, you will receive a confirmation email. You can view your course schedule by clicking “ENROLLED COURSES”.

**Questions?**
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PRE-REGISTRATION (Before January 14, 2020)

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AFTER REGISTRATION

Once you have successfully registered for your OLLI courses you will receive a confirmation email. You can view your course schedule by clicking "ENROLLED COURSES"

COURSE CONFIRMATION

Courses you have successfully registered for including lottery results will be emailed before classes begin. We ask that you pay any associated fees immediately. If you have not paid the required fees within a week of the course confirmation email being sent, you will be cancelled from the course and OLLI staff will begin filling from the waitlist.

QUESTIONS?

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843-208-8247