ONLINE REGISTRATION GUIDE

ONLINE REGISTRATION SITE: https://olli.uscb.edu

Pre-registration tips:
1. All current and past OLLI members’ login will be the e-mail address you provided OLLI
2. First time login password: first and last initial and zip code. Example: sc29902
3. Password troubleshooting: If you forgot your password click “Forgot?” and follow the prompts to reset your password.

OLLI TIP:
*Make sure your username (e-mail address) is consistent throughout your registration process.
*If you receive e-mails from OLLI, you are not considered a “new” member. Please use that e-mail address and proceed with the first
Pre-registration tips continued:

My Account:
Access your membership status with the OLLI program
Update your student profile
Access current transcripts (*Tip: Click the history button to access transcript)

Courses are categorized by Category, Class Location, Region, Instructor and Date to allow you to view courses catered to your interests.

OLLI TIP:
*If you plan on taking more than 12 classes we recommend pre-paying your “unlimited term fee”.
*When choosing the classes you want to take with OLLI we strongly encourage you to prioritize them! *We will let you in on our secret...keep reading…

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Registration tips:

To get the best experience with online registration we recommend you do the following:

1. Prioritize your course selection

2. Register for your top 5 (example: popular classes, limited enrollment, off-site trips) **FIRST!**

   Use the “Quick Pick” feature for this.

3. Select the “Quick Pick” option (white box in the left hand corner)

4. Select your top classes and proceed with the checkout process

5. **COMPLETE** the entire registration process. *Tip: Just because you’ve added the course to your cart does not mean you are registered for it. You must fully check out to register for the class.

6. When your top priority classes are confirmed we suggest you go back into the online registration

   **OLLI TIP:**

   *The Quick Pick feature is a tool that enables members to quickly find courses and add them to their cart. Remember, you are NOT enrolled in an OLLI course until you completely check out and receive a confirmation.*
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Checkout Process tips:

Proceed through checkout as prompted on the website.

You will be led to

OLLI TIP:

To avoid an error when processing your payment, please make sure the address shown matches the address associated with your credit card.

OLLI TIP:

When you are finished entering your information click “Continue” and this will bring you to your registration confirmation.

OLLI TIP:

*Vendor Fees are paid at the point of registration. If you have pre-paid all of your OLLI fees (i.e.: membership and term fees), but you have enrolled in classes that require a vendor fee or if you are a Pay-Go member, you will be sent to our secure financial website to complete