Lifelong Learning and Course Choice . . .
The Lifelong Learning Movement provides many opportunities for engagement, socialization, and acquisition of new knowledge. Brain researchers emphasize the need to challenge ourselves (trying something entirely new) in order to maintain brain health and build new neural pathways. In that spirit, we wish you adventure when selecting courses and activities at OLLI at UConn.

Course Registration at Lifelong Learning Institutes . . .
Registration processes in lifelong learning programs have been the subject of significant discussion at national meetings. The consensus is that creating a completely “fair system” for registration is not possible. In lifelong learning institutes, the course offerings are as unique as the presenters who design them. As a result of course uniqueness and volunteer instruction, merely adding additional sections of a course, as they reach capacity in a given semester, is often not possible. Course enrollment maximums are established based on presenter requests, classroom availability, fire code capacity, and University policy. If space allows and with permission of the presenter, we do expand course enrollments and sections. We also move courses to different rooms, prior to the semester, depending on final enrollment count. OLLI at UConn provides first-come, first-served registration. There are many variables that impact registration including the date the post office delivers your brochure, how many registrations are received in a given day, and the random order in which mail is stacked by the postal service. Please remember to use the wait list option, too.

FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT REGISTRATION

Do individuals who register online have an advantage?
Yes and No. The registration start date is determined to allow paper registrants to mail their forms and have them reach our offices before the start of registration. Under normal operations, OLLI staff begin processing paper registrations on the same date and time online registration opens. Walk-in registrations do not provide members with priority registration.

Online registration does provide efficiency and peace of mind and it is normally available to you 24/7. When registering online, you can know immediately if a course has availability and you receive immediate confirmation of registration. The ease of credit card payment is another advantage.

Is there a fair system for registration?
No. There are so many variables that impact the registration process that lifelong learning institutes may always grapple with this elusive goal of fairness. Some LLIs have moved to a “lottery system” for registration—this is complex and still does not make everyone happy.

If I hand-deliver the registration will I be given priority?
No. During peak registration periods, your registration will be placed in queue along with mail-in registrations. OLLI at UConn does not have a “service window” and does not process registrations on-demand during the traditional registration periods.

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FOR MORE INFORMATION PLEASE VISIT US ONLINE: OLLI.UCONN.EDU

Cancellations and Emergencies: olli.uconn.edu/emergencies
Forms: olli.uconn.edu/member-forms-2
Frequently Asked Questions: olli.uconn.edu/frequently-asked-questions
Member Benefits and Fees: olli.uconn.edu/member-benefits
OLLI Café: olli.uconn.edu/olli-cafe
OLLI Conflict of Interest Policy: olli.uconn.edu/conflict-of-interest-policy
OLLI Publications: olli.uconn.edu/publications
OLLI Travel: olli.uconn.edu/olli-trips
Online Course Catalog: www.campusce.net/uconn/category/category.aspx
Parking Information and Directions: olli.uconn.edu/parking-and-directions
Presenter Benefits: olli.uconn.edu/presenter-benefits
Presenter Bios: olli.uconn.edu/presenter-bios
Special Events and UConn Lectures: olli.uconn.edu/special-events
UConn Waterbury Campus Homepage: waterbury.uconn.edu
Volunteering: olli.uconn.edu/volunteering
ON-LINE REGISTRATION INSTRUCTIONS

REGISTER ONLINE AT WWW.OLLI.UCONN.EDU!

Please use the attached registration form as a worksheet, then go to www.ooli.uconn.edu to register for your membership and/or classes. Spring registration begins on Thursday, January 21, 2016 at 9:00 AM. For more detailed Step-by-Step instructions, please go to olli.uconn.edu and click on the blue “On-Line Registration Instructions” image at the right of screen.

1) Go to www.ooli.uconn.edu.
Click the red “Take a Class or Join OLLI Now” button.

2) Sign in OR create a new account.
CREATE A NEW ACCOUNT
If you have NEVER been a member of OLLI at UConn, or if you have not purchased a membership at any point, from Fall 2013 to present, Create a new account by choosing “Create New Account” at the bottom right of the Sign-In Page. After you have created your account and are signed in, click the “Return To Course Catalog” button at upper right of screen to add a membership to your cart.

SIGN IN TO EXISTING ACCOUNT
If you have purchased an OLLI at UConn membership at any point from Fall 2013 to present, you have an active online account.

- If you have previously used the OLLI at UConn online registration system at any point, please sign in using the username and password you have chosen.

- If you are new to the online registration system, your username is: firstname.lastname (e.g. “john.smith”). Please use your username to obtain a temporary password, by following the steps at olli.uconn.edu/returning-members

Once signed in, you will be prompted to change your password to something that is unique to you. Please do so, and then click the “Return To Course Catalog” button at upper right of screen to add a membership to your cart.

3) Add the OLLI at UConn membership course to your shopping cart.
Please skip to the next step (#4) below if you already have a current, active membership. But if your membership has expired, OR you are brand new to OLLI at UConn, please:

- Make sure you are signed in to your user account (see step 2, above).

- Select “Membership” from the list of categories on the left of your screen.

- Click on the Annual Membership for the session you are enrolling in (either Fall or Spring).

- Click “Add to Cart”. Once you are signed in and have a membership in your cart, you may start adding classes to your registration!

4) Choose your classes.
Click the “Return to Course Catalog” button in the upper right hand corner of the shopping cart page. You are now ready to add individual classes to your schedule!

Search for courses, events, and other registration items by Category, and add desired items to your shopping cart, clicking “Add to Cart” after each is added to your shopping cart. Repeat this step for each item you would like to add. Remember to register for OLLI Cafe and a Parking Decal if applicable. Parking decals are valid from August - August of every year.

Not seeing the “Add to Cart” button for classes? One of two steps in the directions above has been missed. Remember, you must first Sign In to your user account, and either have a membership in cart or have previously purchased an active membership to see the Add to Cart button for OLLI at UConn classes.

5) Review your selections.
You may review your class selections by clicking “View Cart” at top right of screen. Before clicking the checkout button, confirm that you have the correct classes and that there is only one class per time-slot chosen.

6) Submit your order.
Select “Checkout”. You will then be prompted to fill in the “My Information” section of checkout. Please fill in the requested information, and then proceed to the billing information section. Be sure the person paying has his/her information in the payee section of the checkout. Once you submit your order, you will receive a receipt and an email confirmation. Please review and make sure it reflects what you intended to order. If you made an error while registering, or need assistance at any time, please call our office at 203-236-9924/9925.
If you are an Active OLLI member, your membership end date is noted on your brochure mailing label after your name.

PLEASE NOTE: You must now register for the OLLI Café Lecture Series if you plan to attend.

ALL FEES ARE NON-REFUNDABLE - Course credits issued ONLY if class is cancelled.

Name___________________________________________ Date of Birth (MM/DD/YYYY) ________________
Address________________________________________ City__________________ State____ Zip________
Phone (_______) ________-_________ Email__________________________

Indicate your membership status by checking ONE of the boxes below:

☐ NEW to OLLI ($65 due now) ☐ CURRENT (my membership is paid) ☐ Renewing ($65 due now)

COURSE SELECTIONS
(Refer to brochure for course # and fee)

<table>
<thead>
<tr>
<th>Membership Fee</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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<tbody>
<tr>
<td>(for new or returning members only) $ 65.00</td>
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<td>Course #1</td>
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<td>Course #2</td>
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<td>Course #4</td>
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<tr>
<td>AARP (Select One) On-Site $ 0.00</td>
<td>Tuesday, April 19th</td>
<td>Wednesday, May 11th</td>
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<tr>
<td>OLLI Café Lunchtime Series $ 0.00</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

Total $ (Check or Money Order ONLY if not registering online – payable to: OLLI at UCONN)

Mail check or money order to OLLI at UConn, 99 East Main Street, Waterbury, CT. 06702

*PLEASE NOTE: University-Issued Parking Decals

Parking Services, Storrs, CT has agreed not to charge Spring 2016 OLLI registrants for parking decals this semester. They will begin charging per semester, in Fall of 2016. All Spring 2016 registrants will receive mail or email communication directly from Parking Services, Storrs, CT, before the start of the semester. If you will need a UConn parking pass during the Spring semester, you should submit the requested vehicle registration information directly to Parking Services, once they have contacted you.

I acknowledge that pictures and/or videos taken during OLLI Café, in the classroom setting or on a trip may be used to promote OLLI at UConn.

MEMBER SIGNATURE (required) __________________________________________

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