

REGISTRATION PROCESS

We highly recommend that members get their registrations into our office BEFORE Lottery Day, Tuesday, Sept. 8. Class sizes are determined by Study Group Leaders' requests. **Since all of our courses will be conducted via Zoom this fall, many courses have an increased capacity and are less likely to be impacted by the lottery.** If a study group is oversubscribed on Lottery Day, the registrations in that class are subjected to a random computer lottery process. Members who are not selected for said study group are put on a waiting list and will be called by the office if space becomes available.

Registration confirmation notices and your nametag will be emailed by Thursday, Sept. 10. We will continue to accept registrations on a space-available basis until the semester begins. **OLLI reserves the right to cancel any study group. Members registered in a study group that is cancelled will be notified immediately so that they may select an available alternate.**

JOIN OLLI AT AU

You may join OLLI, pay for membership, register for study groups, and donate to OLLI, all at once. To do so, complete the form on pages 3 and 4. Mail the form with a check made payable to OLLI to the address on the form. Or use our online registration system at <https://www.oli-dc.org> to join and to pay with a credit card in an encrypted, secure transaction.

To keep your information confidential, you will need to create a user account. Follow the steps below to create your user account.

1. Go to <https://www.oli-dc.org>.
Click on "**Membership**" in the menu at the top of the page.
A submenu appears. Click on "**Join OLLI**."
2. A new screen appears titled Join OLLI. Click on "**create an account**" in the first paragraph.
3. Fill in the contact information form including entering a username and password. Write your username and password below. If you lose your username, the OLLI office can give it to you. You can reset your password or ask the office to do so.

Username _____

Password _____

You only need to create your username and password once. You will use the same ones for all subsequent semesters.

4. Follow the instructions under Register for Study Groups.

REGISTER FOR STUDY GROUPS

1. Identify the number of study groups you are interested in taking.
(You must select 1, 2, or 3 study groups.)
2. **Prioritize up to 6 study groups** based on your preference for taking the study groups.
(1 = highest priority and 6 = lowest priority).
Note: Prioritize your study groups by whichever method works best for you: subject matter, time/day, or Study Group Leader. Even if you have marked that you only want to take one study group, you may still prioritize up to six study groups. When the system processes your registration, it will assign you to your highest level priority study groups that are available.
Note: All members have an equal chance at getting into a class. There is no longer a restriction if a member has taken a Study Group or Study Group Leader previously.
3. Prior to submitting your registration, please ensure that you have completed all items with an asterisk (*). These are **required** items.
4. Submit your registration.
5. You will receive email confirmation of your **PENDING** registration.
6. After Lottery Day, you will receive email confirmation of your **ASSIGNED** schedule. **Please keep this email.**

You can change your schedule during open registration by going online or calling the office.

All members may register for a FOURTH class during the fall semester. Please email the office to register for a fourth course AFTER you have received your class assignment letter (after the lottery).

The last day to add a course is Friday, Oct. 2, 2020.

The number of participants for each study group is determined by the study group leader, by available space, and by the office.

Our study group leaders spend a prodigious amount of time preparing their classes. Please attend the classes for which you are registered and ONLY the classes for which you are registered.

OLLI AT AU REGISTRATION FORM

FALL 2020: SEPTEMBER 21 – DECEMBER 4

4400 Massachusetts Ave. NW • Washington, DC 20016

Phone 202.895.4860 | Email: OLLI@american.edu | website: <https://www.oli-dc.org>

Register **BEFORE**
Lottery Day
Tuesday, Sept. 8, 2020

Please complete all parts of the registration form. See directions on the previous page. You can also register online at <https://www.oli-dc.org>

CONTACT INFORMATION

FIRST NAME _____ LAST NAME _____

STREET ADDRESS _____ APARTMENT NUMBER _____

CITY _____ STATE _____ ZIP _____ EMAIL ADDRESS _____

HOME PHONE NUMBER -- CELL PHONE NUMBER --

EMERGENCY CONTACT NAME _____ RELATIONSHIP TO EMERGENCY CONTACT _____

EMERGENCY CONTACT PHONE NUMBER --

REGISTER FOR STUDY GROUPS

1. SELECT whether you want to register for 1, 2, or 3 study groups.

Check only one box: 1 2 3

2. List up to 6 study groups in priority order.

STUDY GROUP NUMBER	STUDY GROUP NAME	VOLUNTEER TO BE STUDY GROUP REPRESENTATIVE
1. _____	_____	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>

The last day to add a class is Friday, Oct. 2.

To register for a 4th class, you must call or email the OLLI office after you have received your assignment letter.

PAYMENTS

Please make checks payable to OLLI. Payment must accompany registration or register with a credit card online at: <https://www.oli-dc.org>.

Financial assistance is available. Contact the OLLI office for information.

\$ _____ **\$270:** Fall 2020 Semester

\$ _____ **\$243:** Fall 2020 Semester AU 10% discount (alum or alum spouse/current staff or spouse/
current or emeriti faculty or spouse)

\$ _____ **\$540:** Full Year: Fall 2020 and Spring 2021

\$ _____ **\$486:** Full Year: Fall 2020 and Spring 2021 AU 10% discount (alum or alum spouse/
current staff or spouse/current or emeriti faculty or spouse)

Please also complete the other side of this form.

DIRECTORY LISTING

Please check the boxes below if you do NOT want your contact information included in our Membership Directory, which is produced as a courtesy to our members and is intended for internal use only.

DO NOT include the following in the OLLI Membership Directory.

My Phone Number My Street Address My Email Address

PUBLICITY RELEASE

Check this box if you **DO NOT** authorize OLLI to use your photo and name in its marketing and publicity.

BECOME A STUDY GROUP LEADER

Check this box if you are interested in becoming a Study Group Leader at OLLI.

Topic(s) of interest for leading a study group: _____

An OLLI staff member or Curriculum Committee member will contact you shortly. Please visit the website below for more information:

https://www.oli-dc.org/become_a_study_group_leader.

VOLUNTEER

See the "Get Involved" page on the OLLI website, <https://www.oli-dc.org/volunteer>.

RETURN COMPLETED FORM

MAIL completed form to:

Osher Lifelong Learning Institute

4400 Massachusetts Ave. NW

Washington, DC 20016

Or DELIVER completed form to the OLLI office at:

4801 Massachusetts Ave. NW

Suite 501

Washington, DC