

REGISTRATION PROCESS

We highly recommend that members get their registrations into our office BEFORE Lottery Day, Monday, February 12, 2018. Class sizes are determined by Study Group Leaders' requests and available space. 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 **February 14**. 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 7 and 8. Mail the form with a check made payable to OLLI to the address on the form. Or use our online registration system at www.OLLI-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 <http://www.OLLI-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, location, 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 with your name tag. Please print both.**
You can change your schedule after registration day by going online or calling the office.

Please email or call the office to register for a fourth course AFTER the second week of classes.

Do not assume there is space available if you see an empty seat. 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

SPRING 2018: MARCH 5 – MAY 11

4400 Massachusetts Ave. NW • Washington, DC 20016

Phone 202.895.4860 | Email: OLLI@american.edu • website: www.OLLI-DC.org

**Register BEFORE
Lottery Day
Monday, Feb. 12, 2018**

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

CONTACT INFORMATION

FIRST NAME _____ LAST NAME _____

STREET ADDRESS _____ APARTMENT NUMBER _____

CITY _____ STATE _____ ZIP _____ E-MAIL 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"/>

Study Group Leaders: To register for Study Group Leadership training, please call the office at 202-895-4860.

***To register for a 4th class, you must call or e-mail the OLLI office AFTER March 16, 2018.**

PAYMENTS

Please make checks payable to OLLI. Payment must accompany registration or register with a credit card online at: www.OLLI-DC.org. Financial assistance is available. Contact the OLLI office for information.

\$ _____ \$300: Spring 2018 Semester

\$ _____ **TOTAL**

See reverse side for name and image releases.

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 E-mail 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

If you are interested in becoming a Study Group Leader, please identify the appropriate academic area from the Curriculum Committee list on the very first page of this catalog. Then email or call the office to obtain the contact information for the individual responsible for that academic area.

VOLUNTEER

See the "Get Involved" page on the OLLI website, <https://www.ollie-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 502
Washington, DC