How to Request Courses

Watch the online tutorial at: www.oll.umn.edu

With Course Allocation Registration, there is no need or advantage to rushing to submit your course requests. Take your time. The course request period ends at 4:00 p.m. on Mon., Mar. 7, 2016.

Requesting courses online:

1. Go to OLLI.UMN.EDU and click on the Registration/Member Page button on the right side of the screen.
2. On the Sign In page, find the Sign in to Existing Account option and enter your user name and password.
3. Follow the instructions listed under How to Request/Register for Courses.
4. Select the Category and Course(s) you wish to request. Click Request Course.

TIP: Be sure to click on the Request Course button for each course.

5. Basic members may request up to four courses; PLUS members may request up to six courses.
6. Once all of your requested courses are added to your cart, check your selections. Remove unwanted courses by clicking on Remove Course Request. Once you are satisfied, click on Check Out.
7. Verify your personal data on Check Out: My Information. Please verify your email address. Click Next.
8. Double check your order and click Purchase.

TIP: Be sure to click Purchase or your requests will not be retained.

You must “Prioritize” your course requests after you Purchase:

9. Click on My Account then Course Priorities.
10. Check your course priorities and reprioritize using the drop-down list under the column Priority. Click Save Priorities.

TIP: Be sure to click Save Priorities or your prioritization will not be retained.

TIP: Look for the message Priority(s) Saved Successfully which will appear in green above the Priority column.

How to change course requests during the Course Request Period:

- To add requests or reprioritize, access your online account any time during the Course Request Period (see steps 9 and 10)
- To remove a course, you must contact the office by email (olliregb@umn.edu) or phone (612-624-7847).

You will receive a Course(s) Request Acknowledgement email listing the courses you have requested.

TIP: Courses are not listed in your priority order in this email acknowledgement.

Requesting courses by mail:

Mail your request any time during the Course Request Period. The office must receive it by Mon., Mar. 7, 2016, 4:00 p.m. It will be entered the day it is received at the office.

- Provide the following information on an 8.5” x 11” sheet of paper and mail it to: OLLI, U of M, McNamara Alumni Center, Suite 250, 200 Oak St. SE, Minneapolis, MN 55455:
- Include the following information on an 8.5” x 11” sheet of paper:
  - Numbered list of course requests in order of your priority; #1 being your highest priority. Include course number and title. Up to 4 courses for Basic members; up to 6 courses for PLUS members.
  - First and last name
  - Mailing address
  - Daytime phone
  - Email address
  - Do NOT send payment for course fees (see below)
  - DO submit payment for Membership purchase or renewal

Course fees for online or mail:

With Course Allocation Registration, members will not pay course fees during the Course Request Period. The office will bill you after the Allocation Period for courses in which you are registered that have a fee.

How to join OLLI or renew your membership:

OLLI is a membership organization. You must be a member to enroll in OLLI courses and participate in most OLLI events.

Online:

- Go to OLLI.UMN.EDU and click on the Registration/Member Page button on the right side of the screen.
- On Sign-In Page select either New to OLLI—for new members, or Current OLLI Member—for renewing members.

  TIP: You may select and purchase a membership simultaneously while you are requesting courses.

By mail:

- Mail a check for $70 (Basic Membership) or $103.34 (PLUS Membership) made out to the University of Minnesota, to: OLLI, McNamara Alumni Center, 200 Oak St. SE, Suite 250, Minneapolis, MN 55455.
- The fee shown above is prorated and will cover your membership through the Summer 2016 term. You will be due to renew your membership prior to the Fall 2016 term.
- Please include your full name (as you wish to be called), address, daytime phone number, and email address.
- You will receive confirmation via email within 24 hours of being processed or by regular mail within one week.

Do you need financial assistance?

Please call the office at 612-624-7847 to receive a Scholarship Application.