

## OLLI at UNC Asheville Summer 2016

### Online Registration

We are pleased to announce that we will be asking everyone who wants to enroll in Summer 2016 courses to use our new CampusCE online registration system. If you have questions or concerns about your ability to register online between May 23 and 27, please contact Catherine Frank (cfrank@unca.edu or 828-251-6188).

If you live within Buncombe County you may **pick up on a print catalog at the Reuter Center beginning May 11** or read the catalog online. If you live outside Buncombe County we will mail your catalog. Courses are listed in the catalog as they always are. We were not able to include complete directions for online registration at the time we had to go to print. You may wish to use the familiar print catalog to make a list of the courses you want and begin to think about your schedule and priorities. The registration form may serve as a worksheet.

If you are already a 2015-16 member you will already be entered in the online registration system as a current member. Some time **in the week of May 16, we will send you an email with your username and password** so that you may begin to explore the system. If you would like to become a member of OLLI, we have a special \$30 membership for summer that runs until July 31, 2016.

Beginning the week of May 16 we will have printed copies of **detailed instructions for how to log in, request courses, set priorities and make payments** using our secure, Payment Card Industry (PCI) Compliant payment portal. These documents will also be available online and available through links in the email we send on Sunday, May 15.

To avoid the anxiety of a first-come, first-served system, we have chosen a software that has the capacity to run a **priority allocation**. You will select courses and rank them in priority. You will be at the top of the list for courses on which you place a high priority. The system runs an algorithm that distributes courses as objectively as possible. Please remember that the size of courses will still be limited by classroom size and by instructor preference; the system will not make one more seat in a small hands-on art course or in the lecture hall of a popular instructor. The online system will mean that we do not have to line up at the Reuter Center and that your whole registration will not be placed in a random order as we did with our manual random distribution. Online registration will not change the fact that we will still have popular courses with wait lists.

**You may choose up to six courses with the understanding that you will ultimately only be registered in three** during the initial allocation process. There is no advantage to signing in the minute registration opens on Monday, May 23, but we encourage you to begin the process some time before Wednesday, May 25, so that you can come to the Reuter Center for help if you need it.

We will have **helpers here at the Reuter Center beginning at May 23, noon to 4 p.m., May 24, 25, and 26 9 a.m. to 3:30 p.m., and on Friday, May 27 8:30 a.m. to noon**. Staff and volunteers will be available to help if you need or want help navigating the new system. We encourage you

to bring your own tablets or laptops so that you will become familiar on the device you will be using in future terms.

Next Sunday, May 15, we will send you information about the specifics of logging in and signing up. Please remember that we will all be learning the online registration system together. We ask for your patience and understanding as we enter a new phase of our evolution as a program.