

CHANGES TO SPRING 2015 OLLI REGISTRATION

Because of forecasts for cold and snowy weather on February 23rd and 24th, we will implement a change in our registration process for the Spring 2015 term. For this term only, **we will implement a randomized process (rather than first come, first served) so that we do not have people lining up in dangerous conditions.**

We will accept registrations in person or in the mail from the time we are able to open on Thursday, February 19 (a decision on opening will be made by 8 am Thursday morning) until Thursday, February 26, at 5 pm. This means that instead of lining up, you may come by during office hours, 8 am to 5 pm Monday through Friday (unless we are closed for reasons of weather), on the upper level of the Reuter Center, or send your registration in the mail. There is no rush to come to the Center or to get here early, since we will be randomizing registration forms.

On Friday the 27th, we will randomize the registrations and begin data entry. Any forms received after February 26th will be processed in the order of receipt.

Right now, the forecast calls for snow throughout the evening of Monday, February 23rd into the morning of Tuesday, 24th, our planned registration day. The bad weather is supposed to continue through the day on the 24th, so a delayed opening will not be helpful. We know that forecasts can change, but we wanted to act as quickly as we could to prepare for potentially dangerous conditions during our planned registration. We have many events scheduled between terms so that we cannot move the registration date.

We dislike making this kind of change at the last minute, but in this case, it seemed the prudent thing to do to prepare for the safety of our members and staff. We understand that this change will not please everyone. We also know that some people have wanted us to try random registration. We know that this will create some extra work for our staff. We weighed all of these factors carefully. We will soon have a contract for online registration and, while we know that system will not resolve all of our issues, it will allow us to manage registration in any weather.

Thank you for your support of this decision.

What follows includes additional information about registration that we hope you will find useful and that will help us manage this process.

Where can I find out more about College for Seniors courses?

We hope that all of our members not on the "Go Green" list have received the Spring 2015 catalog in the mail. [Click here to read a copy of the Spring 2015 catalog.](#) If you want to search the catalog by instructor, subject area, day of the week or time of day, [please click here to search the online database of courses for Spring 2015.](#) Many instructors have posted photos, reading lists, and outlines that provide information we do not include in the print catalog. We hope these extra details will help you determine if a course meets your needs and taste.

[Please click here for a copy of the Spring 2015 registration form that you may print and fill out to bring to the Reuter Center or mail in \(or you may use the form available in the center of the Spring 2015 catalog\).](#) You must submit a current registration form with your payment. Copies of the registration form are also available at the Reuter Center office.

Please be aware that you may register at any time for our **Workshops**, which are listed on pages 10 and 11 in the Spring catalog.

What do I need to know about the registration form?

It is imperative that you **have your forms filled out as legibly and accurately as possible.**

We know that many of you have given all your contact information on registration forms for earlier terms, but it is important for staff who might need to follow up on a registration to have contact information instantly

available. Moreover, we sometimes have members who have the same names, so it's important to be able to distinguish them. If you have changed any of your contact information, please let us know by checking the box in the gray area at the top of the form.

We request information about **emergency contacts** on the front page of the form. We hope we never have to use this information, but if something happens to you in classes or at an OLLI activity, we want to make sure that we can easily be in touch with the people who care about you.

Especially for this registration using a different process, please **double-check that the CRN numbers listed in the catalog for each course match those of the course you want to take.** We use the numbers for data entry, so if you give us the wrong number, you may end up in a course you didn't intend to take and may find that the course you wanted is filled by the time you notice the error.

Remember that if we are able to enroll you in the number of courses you request, up to a total of three, we will not put you on a wait list for other courses. You may add as many courses as you can schedule and put your name on wait lists when the add/drop period begins on Tuesday, March 10, 8 am.

How do I know if I am a current member?

Membership runs from August 1 through July 31 every year. Our staff will check to see if you have already paid to join as a member for 2014-15 before processing your payment.

What do I need to know about payment?

Payment is by cash (exact change, please) or check (made out to OLLI) only. The flat fee to enroll in College for Seniors classes is \$115 for the term. We do not at this time have a secure way to process the volume of credit cards we would receive for a CFS term registration.

Are scholarships available?

Yes, they are. [Click here for a scholarship form for Spring 2015 College for Seniors courses.](#) Scholarships are available for up to 75% of the base cost of College for Seniors courses. Payment for membership is the responsibility of the participant. A five-member committee meets before the beginning of data entry for any given term to award scholarship amounts from our available pool of funds. Please note that we are not able to fill all requests or fund the complete amounts requested in all cases. We ask that you make payment as if you are receiving the amount requested, but we may request payment for additional funds. If you apply for a scholarship, you will receive notice from Susan Poole, director of the College for Seniors, when we make scholarship awards.

When do I find out what classes I am in?

We will send out class schedules on **Monday, March 9**, late in the afternoon. **Add / drop begins at 8 am on Tuesday, March 10, 8 am.** At that time you may add as many courses as you can schedule. We will send out schedules again on **Monday, March 16**, late in the afternoon, to reflect any changes or courses you have added or dropped. We do not post open class lists on line because the lists change so frequently during the time of add/drop.

What happens if I find out I cannot attend courses or if I don't get the courses I want?

You may request a full refund for class fees if you notify the office by **Friday, March 20, 3 pm** that you wish to cancel. We must process refunds through the university's cashier's office, so it may take two or three weeks to receive a refund once we receive your request.

Why can't I register online?

We are working with the university's IT, finance, and legal offices to make our final decisions, for online registration. We have done our best to find the alternative that is user-friendly for our members, financially sustainable for our organization, and manageable for the OLLI and UNC Asheville IT staffs.