



## What is Open Registration?

During Open registration, you can register online, in real time, any time. Open registration begins two weeks before the start of the term. Each course remains open until the course is in session or the Waitlist is full.

## How do I register during Open Registration?

1. Use the online catalog to select as many courses as your schedule allows. Please do not enroll in a course unless you intend to attend.
2. On the online registration page, choose a course you want and click the *Add to Cart* button. If the course is over-subscribed, the *Add to Waitlist* button will appear instead of the *Add to Cart* button.
3. When you are finished adding courses to your cart, click Cart at the top of the screen.
4. If all the courses in the Cart look correct, click Check Out.
5. Once you have completed updating your Profile, on the following page, click Purchase.
6. An email confirmation is sent to you immediately with the status (Registered or Waitlisted) for each of the courses you requested.
7. If you do not receive an email, immediately call the OLLI office for assistance: 541-552-6048 or [olli@sou.edu](mailto:olli@sou.edu).

## What happens if I am waitlisted?

When an enrolled member drops the course, the waitlisted request with the earliest submission date/time will be registered for that course. If you are moved from Waitlisted to Registered, you will be notified by email.

## What if I need to drop a course?

If you need to drop the course, email the OLLI at SOU office, [olli@sou.edu](mailto:olli@sou.edu), with DROP and the course title in the subject line, or call the SOU at OLLI office at 541- 552-6048.