



What is Priority Registration?

Priority Registration is a two-week period five weeks before the start of the term. Registering during the Priority Registration Period increases your chances of getting the course(s) you want but is no guarantee-especially if the course is oversubscribed and has a Waitlist.

- Priority Registration allows you to request and prioritize up to three courses. To prioritize your requests, be sure to add your requests to the Cart in your preferred order (1st, 2nd, 3rd). Prioritizing requests is especially important for courses that have a limited maximum enrollment.
- After submitting your request(s), you will receive an email confirming the requests were received. If you do not receive the email confirmation, contact the OLLI office for immediate assistance.
- Priority course requests are processed the week after Priority Registration ends. You will receive an email confirming the status (Registered or Waitlisted) for each of the first three courses you entered.
 - If you request more than three courses during this period, the additional courses are dropped. You can re-submit those course requests during Open Registration.
- A computer-generated lottery will fill each course in the following sequence:
 - All single course requests are registered first.
 - If space remains, all requests that include multiple courses are processed
- If at any point the course is full (the total number of requests exceeds the course's maximum enrollment), all requests not registered are assigned to the waitlist.
 - The waitlist is ordered by the date/time the course request was initially processed during the two-week Priority Registration period. Requests processed earlier during the two-week period will be higher on the waitlist than requests processed later.

How do I register during Priority Registration?

1. Browse the catalog and identify up to three courses you want to request.
2. Sign in to your Account. You must be signed in to your account to request courses.
3. On the Catalog/Register page, choose the courses you want (up to three) and click the Request Course button.
4. When you are finished, click Check Out. Note: If you mistakenly submit more than three courses during Priority Registration, the additional requests will be "dropped", and you will need to re-submit during Open Enrollment.
5. An email confirming your requests have been received is sent immediately. If you do not receive the email, call the OLLI office for assistance: 541-552-6048.

6. A week after the Priority Registration period ends, you will be notified by email the status (Registered or Waitlisted) for each of the (up to three) courses you requested.
7. If you do not receive either email, immediately call the OLLI office for assistance: 541-552-6048 or email: olli@sou.edu.
8. If you need to change the prioritized ranking of your courses after you made your Purchase, click visit Course Priorities on the Thank You For Registering page and follow the directions to change the ranking of your first three courses.

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, with DROP and the course title in the subject line, or call the SOU at OLLI office at 541- 552-6048.

Priority Registration Process and Waitlist Creation

The following is a sample showing how course requests are processed for Priority Registration and how the waitlist is determined. In this example, the maximum enrollment for the course is 30 spaces and 35 members have requested the course.

- 1** The first group processed are all submissions with only (o) a single course requested. There are 5 requests so all five get on the roster.

Now there are 25 spaces left.

ROSTER – Max enrollment: 30 spaces

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o	o	o	o	o					

Processed next are all multiple-course requests in this sequence:

- 2** There are 10 Priority #1 requests so all 10 get on the roster.

Now there are 15 spaces left.

ROSTER – 15 spaces remaining

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o	o	o	o	o	1	1	1	1	1
1	1	1	1	1					

- 3** There are 9 Priority #2 requests so all 9 get on the roster.

Now there are 6 spaces left.

ROSTER – 6 spaces remaining

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o	o	o	o	o	1	1	1	1	1
1	1	1	1	1	2	2	2	2	2
2	2	2	2						

- 4** There are 11 Priority #3 requests and only 6 spaces left so the computer randomly selects 6 requests to fill the last 6 spaces and places the other 5 on the waitlist.

The waitlist is then ranked by the date and time of when the request was initially entered into the system. Requests entered early in the two-week Priority Registration period will rank higher on the waitlist than those entered later.

ROSTER – Enrollment filled

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o	o	o	o	o	1	1	1	1	1
1	1	1	1	1	2	2	2	2	2
2	2	2	2	3	3	3	3	3	3

WAITLIST

1	2	3	4	5
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