



## **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 second class session, the waitlist is full or the course is closed by instructor request.

## **How do I register during Open Registration?**

1. Sign into your account. You must be signed into your account and have a current year membership to add courses to your cart.
2. Prior to Open Registration, you can browse the online catalog or the print catalog PDF, but you cannot add courses to your cart. The print catalog PDF does not contain links to add courses to your cart, nor is it updated once posted.
3. When Open Registration begins, you can add courses to your cart using the online catalog. To select a course from the Catalog/Register page, click on any of the quick links to narrow your search, then scroll through to find the course you want. If you know the course you want, use Catalog Search to enter a keyword from the course title. You can register in as many open courses as your schedule allows, but please do not enroll in a course unless you plan to attend.
4. To add a course to your cart, 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. If the course is closed, this will be noted in red at the top of the course description. Note: Courses may be closed at the second class session, when the waitlist is full or by instructor request.
5. When you have added your final course, click "Check Out," then review your profile and edit if needed, click "Next." If all the courses in the cart look correct, click "Check Out" and proceed to "Purchase."
6. An email confirming that your requests have been received is sent automatically. If you do not receive the email, call the OLLI office immediately for assistance: 541-552-6048.

## **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. When 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. Our system does not allow members to drop themselves from a course.