

# Membership and Registration

## Policies and Procedures

### **\*\* Special \*\***

#### **Spring 2024 Promotion!**

OLLI Mason is offering a low fee of \$300 for those new to OLLI Mason who purchase an annual membership.

(Available as a one-time discount to those who have never been OLLI Mason members, are returning to OLLI Mason after a hiatus of more than one year, or have previously been introductory members and have not converted to an annual membership).

### **\*\* Special \*\***

#### **George Mason and Northern Virginia Public School Retirees!**

OLLI Mason is offering a one-time annual membership discount of \$150, which may be applied to the special \$300 promotion. George Mason and Northern Virginia Public School retirees who have not previously joined OLLI Mason may receive an annual membership for just \$150.

## Two Types of OLLI Mason Membership

Memberships at OLLI Mason can be purchased at any time during the year and are renewed on a rolling basis.

- **Annual membership.** Register for unlimited courses and activities for four consecutive terms. You will be eligible for a Mason ID card to receive certain university privileges and discounts (see page ii). The cost is **\$450**.
- **Introductory membership.** Register for unlimited courses and activities for just one term, one time only. An introductory membership is not available to former OLLI Mason members; it is intended for new members who want to sample OLLI Mason before committing to a full year. Introductory members are not eligible for a Mason ID card or its privileges. The **onetime** introductory membership is **\$150**.

The term date on your catalog mailing label reflects the end of your current membership. If it is time to renew, you may not be able to view classes or register on the member portal until you purchase your membership renewal.

## Payment Options

- **Online.** You may join or renew online at **olli.gmu.edu**. Click **Join** at the upper right corner of the home page. Credit card or electronic check payment is required when joining/renewing online.
- **Paper Copy Registration Form.** Using the registration form to join or renew, payment can be made by check or credit card. If paying by check, submit a separate check for each unique expense (class fee, membership renewal, etc.) The form can be mailed to: **Osher Lifelong Learning Institute, 4210 Roberts Rd, Fairfax, VA 22032**.
- **Installments.** OLLI Mason encourages members to pay in full at time of registration. However, OLLI Mason offers a payment plan of monthly or quarterly installments by credit or debit card. Your application for the installment plan must

be filled out completely, mailed to the address on the form, and approved each year before you can register for courses or activities. For security reasons, we cannot accept the form by email. Installment applications are available on the OLLI Mason website at **https://olli.gmu.edu/installment-plan** or under "Quick Links" in the "DOCSTORE".

- **Financial Assistance.** OLLI Mason offers financial assistance for members or prospective members who find it a hardship to pay the full membership fee. Email the registrar (**ollireg@gmu.edu**) to request an application. All inquiries are kept confidential.

## Refunds

Members may only obtain a full refund of their membership fees by applying in writing to the executive director before the beginning of the third week of classes in the first term after enrollment or re-enrollment. We cannot honor proration or refund requests after this deadline.

## Prospective Members

Not ready to commit? Prospective members may experience OLLI Mason by sampling one or more classes during any consecutive two weeks of a term, provided the course is not oversubscribed. Check with the registrar at **ollireg@gmu.edu** before attending a class.

## REGISTRATION PROCESS

- **Online.** You may register for OLLI Mason courses online at **olli.gmu.edu**. Click **Sign In** at the upper right hand corner of the home page.
- **Mail-In Registration Form.** You may also register for courses using the registration form. The form can be dropped off or mailed to: Osher Lifelong Learning Institute, 4210 Roberts Rd, Fairfax, VA 22032.

**\*\*Emailed registration forms will not be accepted. \*\***

# Membership and Registration, Continued



## When to Register

- Members are encouraged to register for courses and events as soon as registration opens (the registration start date is listed on the front and back cover of the catalog and on page ii). Requesting classes early after registration opens offers registrants the best chance to gain access to classes they most desire.
- When you register, you must click **Request Class** or **Add to Cart**. See the instructions below.
- To complete your registration, you must assign a priority to each course –the order of their importance to you. To prioritize classes or to see what you have requested, click **Prioritize/Finalize** on the left side toolbar of the member portal.
- Members are placed in courses based on the priority number they assign to their requests.
- If course enrollment reaches capacity, those who have designated that course as priority one will get in first, then the priority twos, and so on.
- In addition, a random number is assigned by the registration system to each course request. If all members of a priority group cannot be included in the course, those with the lower random numbers will be admitted into the course first. Therefore, requesting a course does not guarantee enrollment.

## Ongoing Registration

Ongoing registration continues throughout the term. You may still register for courses, but you will be placed into them on a space-available basis after the class assignment process has occurred (about two weeks before term). After the class assignment process occurs, you will be prompted to “place in cart” rather than “request a course” when registering; the option to prioritize classes will no longer appear.

## Request Class vs. Add to Cart

- **Request Class** is the link you click when you are registering for a course. **These require a priority assignment by you.**
- **Add to Cart** is the link you click when you are registering for courses or events in which you are immediately enrolled or which are designated in the catalog as first-come, first-served. This includes all clubs. All **Add to Cart** courses and events are clearly indicated throughout the catalog with the following shopping cart icon: 
- If there is a fee associated with these offerings, they will also be clearly marked with a shopping cart followed by a dollar sign:  \$  
Payment for these courses and special events with fees must be made at the time of registration.

- **IMPORTANT NOTE: You are urged to register early for Add to Cart offerings. These popular offerings can fill up quickly, even as early as the first day of registration. Early registration will increase your chances for enrollment.**
- Please remember to go to **View Cart** and **Check Out** to complete enrollment before logging off the member portal.

## Making Changes to Your Registration (Add/Drop)

- You may add courses at any time online through the member portal.
- If you are unable to attend a course or event in which you are enrolled, **please drop the course or event as soon as possible.** You may drop courses by filling out the online form at: [https://olli.gmu.edu/add\\_drop\\_form](https://olli.gmu.edu/add_drop_form) or by emailing [ollireg@gmu.edu](mailto:ollireg@gmu.edu).

## Emails Confirming Class Enrollment and Payments

You will receive email confirmations for your enrollment in OLLI Mason classes per below. If you want to see your enrollments thereafter, log in to the member portal ([olli.gmu.augusoft.net](https://olli.gmu.edu)) and click “current registrations.”

- Confirmation emails for **Add to Cart** classes will be sent **immediately** after checkout.
- Confirmation emails for **Requested Classes** will be sent once these classes are assigned (about 3 weeks before term). At that time, you will receive a series of emails, including notification of wait-listed courses.
- **Read your confirmation notes carefully.** They will include any updates to courses, including changes in times or dates.
- If you do not have an email address on file, the confirmation notes will be mailed to you.
- Event fees must be paid in full by all participants regardless of any special transit, food, or other arrangements. **OLLI Mason cannot guarantee a refund for courses or events once you have paid and are enrolled.** As such, please consider carefully before signing up for offerings with fees.

## Wait Lists

- OLLI Mason does everything possible to maximize enrollment, including changing venues if necessary. If you do not make it into a course, you will be wait-listed based on the priority you assigned to the course.
- When someone drops a course, the OLLI Mason office will contact members on the wait list until the vacancy is filled. In most cases, the office will not leave a message.