



OLLI at SOU

Course Request Form

Locations of Classes

A letter at the end of a course number denotes the location where an *in-person* course meets.

A = Ashland (the OLLI at SOU Campbell Center or other venues)

M = Medford (the Higher Education Center or elsewhere)

Online courses or sections will not have a letter after their course number.

Want to save paper and stamp?

Register online at sou.edu/olli

Name _____ Phone _____

Email _____ This is a change of Email

Please complete this form and mail it to:

OLLI at SOU
1250 Siskiyou Blvd.
Ashland, OR 97520

Note: OLLI's physical street address is 655 Frances Lane, Ashland. The address "1250 Siskiyou Blvd." is used for post mail only.

Course Requests Lottery:

During this phase of registration, course requests are limited to a maximum of three courses. The results of your course requests will be emailed or mailed to you.

Choice	Course Number	Course Title
1		
2		
3		

Open Enrollment

Once Open Enrollment begins, members may register for as many additional courses as desired on a space-available basis. Sign up online or by using this form. Multiple forms may be required if adding more than three courses.



OLLI at SOU

Registration and Getting the Courses You Want

Course Requests Lottery

There are **two** registration periods. The first is named “**Course Requests**”. During this two-week period, you can make **up to three course requests** either online, or by submitting the paper registration form to the office **anytime** before the deadline. When doing this, be sure to **prioritize** your courses to optimize your chance to be enrolled in a high-demand course. When submitting online, you will **immediately** receive an email confirmation. If not, contact the office. After the “Course Requests” registration period closes, courses are filled in this order by a computer lottery:

1. The 1st priority course of Council Members and Committee Chairs as a thank-you for their work.
2. All submissions with only 1 course request
3. All requests assigned 1st Priority
4. All requests assigned 2nd Priority
5. All requests assigned 3rd Priority

Note: The online system does not restrict your lottery requests to three courses. If you do request more than 3 courses, the additional requests will not be processed and need to be submitted during Open Enrollment.

How to assign Priority online

When you submit your courses online, and the list of courses are in your priority preference, you are done. If you need to reprioritize the list: (1) click on “My Account” on the navigation menu, (2) then click on “Course Priorities” found in the list, and (3) assign priority to each course in the list, and (4) click on “Save Priorities” on the top of that table.

Notification of Lottery Results

A week after the “Course Requests” period ends, an email, or postal mail if no email, is sent with the course request status: Registered or Waitlisted.

How the Waitlist Works

If there are more requests than registration spaces available, and your request was not picked in the lottery, your name will be added to the waitlist which is sorted by the random number assigned by the lottery.

Open Enrollment Registration

A week after the “Course Requests” notifications are sent, you can register for as many courses as you like. This registration is done **first-come, first-served**. The website and the office has a list of “open” courses. Registration can be done either online, or by submitting a registration form to the office at any time. You can also register for a course with a waitlist. When a registration space becomes available, the office contacts the next person on the waitlist.

Making Changes:

Adds: During either of the two registration periods, you may add courses online or submit a revised course request form to the office.

Drops: As soon as you know you cannot attend a course, please notify the OLLI office by emailing olli@sou.edu or calling 541-552-6048. When you drop a course, it frees up a registration space for someone else. Drops cannot be done online.

Questions: Please contact the OLLI office at olli@sou.edu or 541-552-6048.