

OLLI at UCLA Registration Guide

For new & returning members

UCLA Extension



Step 1: Visit the [OLLI Course Schedule](#) page and click on the name of the course you would like to take.

Step 2: Scroll down the course page and click on the yellow **Enroll** button to add it to your shopping cart.

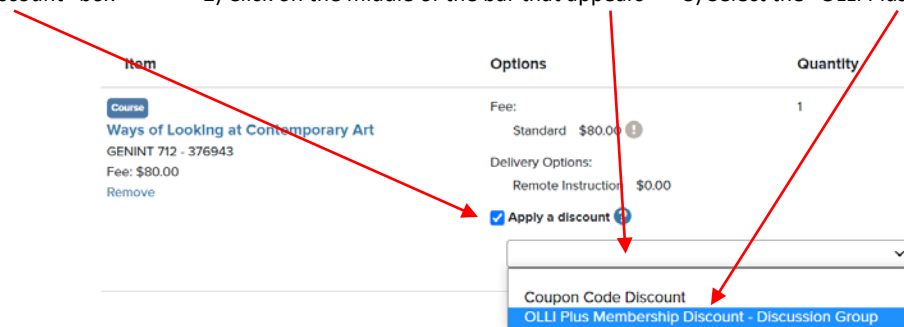
Repeat steps 1 & 2 until you've added all desired courses to your cart.

Step 3: Proceed to checkout by clicking on the shopping cart icon in the top right of your screen.



If you are or plan to be an OLLI Plus member, you must manually apply the Plus discount to each course in your cart.

1) Check the "Apply a discount" box 2) Click on the middle of the bar that appears 3) Select the "OLLI Plus Membership Discount"



Step 4: Click **Checkout** to continue. At checkout, you will be asked to login or create a MyExtension account.

If you do not know your login username or password, or need help creating your account for the first time, contact the OLLI office

After login, the system will automatically detect if you are a new member or your membership has expired.

If a new membership is needed, you will be prompted to add one of two membership options to your cart.

Step 5: Continue to the Payment page. Scroll down until you see the credit card information section. Fill in these boxes.

Step 6: Scroll down and review the Policy Confirmation. Check the agreement box. Then click

Continue Checkout

Policy Confirmation

- Discounts must be claimed at the time of the enrollment.
- Refund requests will be accepted through the close of business on the final refund date, which is printed on your payment receipt.

I understand that there is a \$30 administrative fee withheld from each course for which I request a refund unless the course is cancelled. I understand that I can request withdrawal from a course prior to the last meeting and sitting for the final exam. I understand that certificate and other miscellaneous fees are non-refundable. I have read and understand the policy on student conduct, security and privacy. I approve charging the above indicated amount on my credit card. *

On the next page you will see a receipt. A copy of your receipt will be emailed to you from enroll@uclaextension.edu

Please check your Junk/Spam folder if you do not receive the email. We recommend adding to your email contacts.

For questions about your courses, please contact the OLLI at UCLA office at 310-206-2693 or osher@uclaextension.edu

For questions about registration, refunds, or your account, contact UCLA Extension registration at 310-825-9971 ext. 601