To sign up for courses online, you must login to the UCLA Extension website:

uclaextension.edu

On the website, hover your mouse over "Login," then click on "Student Login."

Next you will see the log-in page below.

If you are already an OLLI member, login to the “I’m Already A Student” section on the left with your username & password.

If you don’t know your username, click on “Forgot User Name” to get it emailed to you.

If you don’t know your password, click on “Forgot Password” to get a reset link emailed to you. If you don’t receive the email, double-check that you know your most up-to-date username by clicking on “Forgot Username.” Then use the username you receive via email in the “Forgot Password” feature again.

If you are new to UCLA Extension, type your email address (twice) into the “I’m A New Student” section & click “Create Account.” Follow the steps on the next page to finish setting up your account.
Once you are logged into your online account, you can see all the OLLI courses here: 
https://www.uclaextension.edu/olli-course-schedule

To register in a course:
1) Click on the name of the course.
2) Scroll down the page to read more about the course and find the schedule details.
3) Click the **Enroll** button to add the course to your shopping cart.
4) Repeat steps 1-3 for all your desired courses.
5) When you are ready to pay, click on the shopping cart icon on the top right of the website.

If you are an OLLI Plus Member, directions for how to apply the Plus discount are on the next page.

If you are a Basic OLLI Member, skip to the last page.
Once you are in your shopping cart, you can add the Plus discount to each eligible course.

**STEP 1:** Check the "Apply a Discount" box.

**STEP 2:** A blank bar should appear below. Click on the middle of this blank bar.

**STEP 3:** Select “OLLI Plus Membership Discount.”

This option will only appear to current OLLI Plus members.

This option will only appear for courses that are eligible for a Plus member discount.

When applied correctly, the price of the course should adjust to reflect the discount.

Please repeat this process for every course.
Completing Enrollment

After you have reviewed your cart and added all applicable discounts, click:  

Note: If you do not have an active OLLI Membership, the system will automatically prompt you to add a membership to your cart.

**STEP 1:** Scroll down and enter your credit card information and billing address.

**STEP 2:** Scroll down and complete the two questionnaire questions.

**STEP 3:** Scroll down and review the Policy Confirmation. Then check the agreement box.

**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 and agree with the parking permit refund and replacement policy. I have read and understand the policy on student conduct, security and privacy. I approve charging the above indicated amount on my credit card.

You will receive a confirmation email after you complete checkout from enroll@uclaextension.edu. Please check your Junk/Spam folder if you do not see the email in your inbox.

**STEP 4:** To finish enrolling, click

For help with online registration or questions about a course, please call the OLLI office at (310) 206-2693 or email osher@uclaextension.edu.

To update your student profile or for payment related questions, please call UCLA Extension registration at (310) 825-9971, ext. 601 or email enroll@uclaextension.edu.