

# OLLI at UCLA

## How to Apply the Plus Member Discount

UCLA Extension



After logging into [uclaextension.edu](https://uclaextension.edu) & adding all your courses to your cart, continue to checkout. In your shopping cart, you can add the Plus member 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."

Item	Options	Quantity	Subtotal
<b>Course</b> <b>Addiction: International Scource of Substance Abuse</b> GENINT 741.358 - 366366 Fee: \$100.00 Remove	Fee: Standard \$100.00 ⓘ Delivery Options: Classroom \$0.00 <input checked="" type="checkbox"/> Apply a discount ⓘ	1	\$100.00
	<div style="border: 1px solid gray; padding: 5px;"><p>Coupon Code Discount</p><p><b>OLLI Plus Membership Discount - Instructor Led</b></p></div>		\$100.00
		<b>Total</b>	<b>\$100.00</b>

[Keep Shopping](#) [Checkout](#)

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:



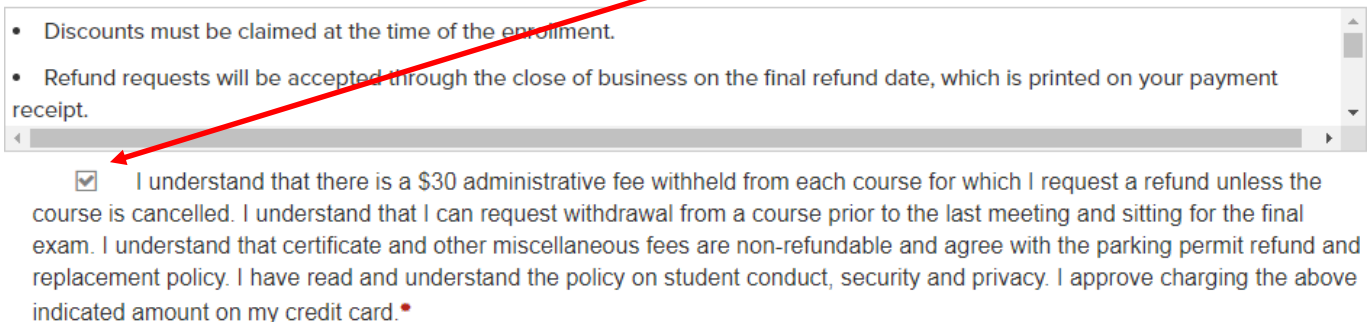
Note: If you do not have an active OLLI Membership, the system will automatically prompt you to add a membership to your cart.

**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

A screenshot of a web form titled "Policy Confirmation". It contains two bullet points: "Discounts must be claimed at the time of the enrollment." and "Refund requests will be accepted through the close of business on the final refund date, which is printed on your payment receipt." Below the bullet points is a scrollable area containing a checked checkbox and a paragraph of text: "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." A red arrow points from the "STEP 3" text above to the checkbox. Another red arrow points from the "STEP 4" text below to the "Continue Checkout" button.

[Print Registration Policies](#)

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

Continue Checkout

\*You will receive a confirmation email after you complete checkout from [enroll@uclaextension.edu](mailto:enroll@uclaextension.edu)  
Please check your Junk/Spam folder if you do not see the email in your inbox.

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