



Course Registration 2022

SESSION: WINTER SPRING SUMMER FALL OTHER _____

OFFICE USE

MEMBERSHIP: CURRENT NEW RENEWING

RECEIVED: DATE _____ INITIALS _____

ABOUT YOU (Only one person per form, please)

First Name: _____

Last Name: _____

Mailing Address: Street _____

City, State, Zip _____

Phone _____

Email _____

Date of Birth: (MM/DD/YYYY) ____/____/____

Is any information above new? Address Phone Email

I'd like an OLLI nametag with this name: _____

YOUR PAYMENT INFORMATION

Payment Method: Cash Check Credit Card (See below)

Card Type: Visa MasterCard Discover

Card No: _____

Exp. Date: (MM/YY) ____/____ Code: (on back of card) _____

Name on Card: _____

CHECK NO. _____ CC LAST 4 _____

CASH _____ MISC _____

ENROLL (Init) _____ DATE PROCESSED _____

Questions? Please email olliatism@maine.edu or call 207-780-4406.

YOUR PROGRAM SELECTIONS

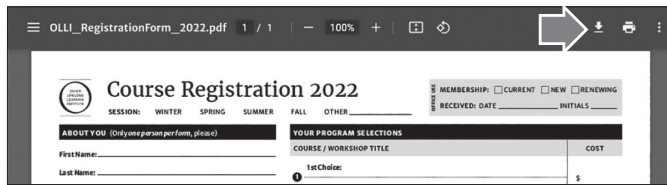
COURSE / WORKSHOP TITLE	COST
1st Choice: _____ Alt. Choice: _____	\$
2nd Choice: _____ Alt. Choice: _____	\$
3rd Choice: _____ Alt. Choice: _____	\$
4th Choice: _____ Alt. Choice: _____	\$
5th Choice: _____ Alt. Choice: _____	\$
6th Choice: _____ Alt. Choice: _____	\$
Your Total Course / Workshop Cost	\$
<i>Check box if you're over 90 — it's free!</i>	Annual Membership, if applicable + \$
Your tax deductible contribution to OLLI (Optional)	+ \$
YOUR TOTAL REGISTRATION COST	\$

HOW TO REGISTER MANUALLY

We recommend that all students complete their registration online, however if that is not possible, we also offer a traditional registration form that can be filled out and submitted via email or regular mail.

1 LOCATE THE REGISTRATION FORM. There are several ways to do this:

- **To use the form in the catalog (printed)**, tear out the page and/or make a copy of it.
- **To use the form (digital PDF)**, print out.
- **To find the form online**, go to usm.maine.edu/olli/olli-courses-and-lectures. Click on **Print Registration Form**. The form will open in a new window. To download, click the down arrow icon in the top right corner. To print, click the printer icon in the top right corner.



2 FILL OUT FORM by hand or digitally.

- **To fill out by hand**, print clearly using a printed sheet.
- **To fill out digitally**, open a fresh downloaded form in Adobe Acrobat Reader. Save as a new file, type into the highlighted fields, and re-save. (Don't have Adobe Reader? Download at get.adobe.com/reader)

3 SUBMIT COMPLETED FORM WITH PAYMENT.

This can be done by email (preferred) or via mail.

- **To email a hand-written form**, take a photo of the form with your phone or scan it, then email it to olliatusm@maine.edu
- **To email a digital form**, re-save the file with your full name in the file name, then email it to olliatusm@maine.edu.
- **To mail a physical form with cash or check**, enclose cash or check (made payable to Osher Lifelong Learning Institute) with your printed registration form, to: Osher Lifelong Learning Institute, P.O. Box 9300, Portland, ME, 04104. *Please note: manual registrations will be processed in the order in which they are received.*

4 THAT'S IT! We will be in touch if we have questions.

Tips for a smooth manual registration

Here are some tips to keep in mind to assure you form is processed without delay:

- **Please use only ONE form per registrant.**

For example, if you and your partner are both registering, each of you will need to complete your own form, even if you are registering for the same class(es).

- **Fill out the top section of the form completely.**

Leaving sections blank can slow registration.

- **Rank courses by importance to you.**

Write the course name for your first choice selection in the *1st Course* column, your second choice in the *2nd Course* column, and so on.

- **Provide alternative choices.**

We highly recommend adding alternative courses in case your top choices fill before we can register you. These should be written in the *Alternative 1st Course*, *Alternative 2nd Course*, etc. columns next to your primary choices.

- **Record prices accurately.**

Record itemized fees in the *Cost* column next to each entry, then add up the total fees for all courses and workshops (and membership, if applicable). Note the amount in the space marked *Total Registration Cost*.

- **Double check payment info.**

Provide credit card information in full to avoid possible delays. Cash or checks are also accepted — see step 3.

Want more helpful tips?

Email the OLLI staff at olliatusm@maine.edu or call 207-780-4406.