

Winter 2020 Registration Form

Please fill out completely, even if you think we have this information on file

Name Preferred Name for Nametag

Address / City / Zip

Phone (home) (cell)

Email

Please note: Each member of a couple must submit a separate form to ensure proper registration.

Photographs: Registering for OLLI gives us permission to use your photo. If you do not want us to use your photograph, please notify the photographer at the event.

Courses

See course descriptions for fees

Course Title	Day	ID#	Fee
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

Annual Membership Dues: \$45 (nonrefundable) \$

Membership dues paid while registering for the Spring 2019 term are good through June 2020

TOTAL \$

Class Assistant: I would like to serve as Class Assistant for

Class Assistants ensure announcements are made, attendance is taken, and hand-outs are distributed.

Payment

You do not need to submit a payment at this time. You will be invoiced after registration. At that time, you can pay:

- by credit card online at learnmore.duke.edu
- by credit card on the phone with the Registration Office at 919-684-6259
- by check (payable to Duke University) mailed to OLLI Registration, The Bishop's House, PO Box 90700, Durham, NC 27708
- by check (payable to Duke University) in person at The Bishop's House—see Kathy Parrish in the OLLI Office.

You must pay your invoice within five (5) business days, or you will lose your course registration. Please note that we charge a fee of \$30 for all returned checks. Please do not submit any payment until after you are invoiced.

Two Registration Days: Registration for OLLI at Duke courses opens 9:00am on Tuesday, December 3, for Saturday, Sunday, Monday, and Tuesday classes, and 9:00am on Wednesday, December 4, for Wednesday, Thursday, and Friday classes. Please deliver or send your paper form to The Bishop's House no sooner than Monday, December 2, and it will be processed on the appropriate Registration Day in the order received. See "How to Register" in this insert for details.

OLLI at Duke Membership Dues & Course Fees

To attend OLLI at Duke classes and events, you must first remit \$45 in annual membership dues (payable when you first sign up for courses during the school year). Memberships are nonrefundable and are good for the academic year (Sep–Jun). Memberships purchased during Spring registration are good through the following academic year. All courses are priced individually. The prices are listed in the course descriptions with a specific dollar amount (e.g., “Fee: \$100”).

Registration

Registration for OLLI at Duke courses opens at 9:00am on Tuesday, December 3, for Saturday, Sunday, Monday, and Tuesday classes, and 9:00am on Wednesday, December 4, for Wednesday, Thursday, and Friday classes. There are many ways to register.

Online Registration: The Duke Continuing Studies website makes it easy for you to register! Go to learnmore.duke.edu, click on “Student Login,” enter your registration user name and password, and then click “Continue.” There are several ways to find your course.

Search Courses Link: The most direct way to find your course is to go to learnmore.duke.edu, click on the link “Search Courses” located at the far right on the second horizontal menu, and enter either the four-digit course number or a portion of the name. Click on the link to the course, click on the “Add to Cart” button, and follow steps to checkout.

By Day of the Week or by Category: Go to learnmore.duke.edu, click on “Osher Lifelong Learning,” click the down-triangle labeled “Show” under “Courses,” and click on the tab “View by day” or “View by category.” Click on the course title to get to the course page, click on “Add to Cart,” and follow steps to checkout.

Search Box: You may also enter the course number or part of the title into the search box that appears on every page at the top right, under the shopping cart symbol. This will search the entire site and may also retrieve results from the .pdf version of the course catalog. Click on the appropriate link for the course, click on “Add to Cart,” and follow steps to checkout. Please note: Since this is a Google search box refreshed by Google, it may not have the most up-to-date information.

Phone Registration: If you would like to register by phone, you may call the registration office (919-684-6259) any time after 9:00am on Tuesday, December 3, to register for Saturday, Sunday, Monday, and Tuesday classes, and after 9:00am on Wednesday, December 4, to register for Wednesday, Thursday, and Friday classes. You will not be able to register for classes prior to these dates. Members will be registered for classes in the order calls are received. **Please note:** If your call goes to voicemail because of heavy call volume, leave a message; a registration team member will contact you as soon as possible in the order calls are received. Please do not leave multiple messages, since these only slow down the registration team. You will need to pay by credit card when registering by phone.

Paper Registration: You still have the option of registering using the paper forms in the catalog (see at left and on reverse side). Please deliver or send your form to The Bishop’s House no sooner than Monday, December 2, beginning at 9:00am, and it will be processed on the appropriate Registration Day. **Please note:** No checks will be accepted with the paper form; you will be invoiced after registration. At that time, you can pay one of four ways: by credit card online at learnmore.duke.edu; by credit card on the phone with the Registration Office at 919-684-6259; by check (payable to Duke University) mailed to OLLI Registration, The Bishop’s House, PO Box 90700, Durham, NC 27708; or by check (payable to Duke University) in person at The Bishop’s House—see Kathy Parrish in the OLLI Office. You must pay within five (5) business days of receiving your invoice, or you will lose your course registration. We charge a fee of \$30 for all returned checks. Please do not submit any payment until after you are invoiced.

Refund Policy

Membership dues are nonrefundable. Requests for refunds for an OLLI course must be made within five business days of the first class meeting. To drop a course and request a refund within this time period, please email learnmore@duke.edu or call OLLI Registration at 919-684-6259. There will be a \$20 service charge per course dropped. After five business days from the start of the course, no refunds will be issued except in the case of an emergency. To request an emergency refund, please email kathy.parrish@duke.edu. If a course is cancelled by OLLI at Duke, no charge will be incurred.

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