



What is Priority Registration?

Priority Registration is a two-week period five weeks before the start of the term. Registering during the Priority Registration Period increases your chances of getting the course(s) you want but is no guarantee since there may be more requests than seats offered.

- Priority Registration allows you to request and prioritize up to three courses. To prioritize requests, add requests to the Cart in preferred order (1st, 2nd, 3rd). Prioritizing requests is *especially important* for courses that have a limited maximum enrollment.
- A computer-generated lottery will fill each course in the following sequence:
 - All single course requests are registered first.
 - If space remains, all requests that include multiple courses are processed.
- If at any point the course is full (the total number of requests exceeds the course's maximum enrollment), remaining requests are assigned to the waitlist.
 - The waitlist is ordered by the date/time the course request was initially processed during Priority Registration. Requests processed earlier during the two-week period will be higher on the waitlist than requests processed later.
- Priority course requests are processed the week after Priority Registration ends. You will receive an email confirming the status (Registered or Waitlisted) for each of the first three courses you entered.

How do I register during Priority Registration?

1. Sign into your account. You must be signed into your account and have a current year membership to request courses.
2. Prior to Priority Registration, you can browse the print catalog PDF, but you cannot request courses or add them to your cart. The print catalog PDF does not contain links to add courses to your cart, nor is it updated once posted.
3. When Priority Registration opens, you may add courses to your cart using the online catalog. To select a course from the Catalog/Register page, click on any of the quick links to narrow your search, then scroll through to find the course you want. If you know the course you want, use Catalog Search to enter a keyword from the course title.
4. Beginning with your first priority course, click the "Request Course" button, then select your second highest priority course and click the "Request Course," and finally select your third priority course and click "Request Course." *You may only request up to three courses.*

- Note: If you mistakenly submit more than three courses during Priority Registration, remove those courses from your cart or they will be dropped for you. You may re-submit those course requests during Open Registration.
5. When you have added your final course request (up to three), click “Check Out,” then review your profile and edit if needed, click “Next.” If all the courses in the cart look correct, click “Check Out” and proceed to “Purchase.”
 6. An email confirming that your requests have been received is sent automatically. If you do not receive the email, call the OLLI office immediately for assistance: 541-552-6048.
 7. If you need to change the prioritized ranking of your courses after you made your purchase, choose “Change Course Priorities” at the top of the page and follow the directions to change the ranking of your courses.
 8. A week after the Priority Registration period ends, you will be notified by email the status (Registered or Waitlisted) for each of the (up to three) courses you requested.

What happens if I am waitlisted?

When an enrolled member drops the course, the waitlisted request with the earliest submission date/time will be registered for that course. When you are moved from Waitlisted to Registered, you will be notified by email.

What if I need to drop a course?

If you need to drop the course, email the OLLI at SOU office, olli@sou.edu, with DROP and the course title in the subject line, or call the SOU at OLLI office at 541-552-6048. Our system does not allow members to drop themselves from a course.

Priority Registration Process and Waitlist Creation

The following is a sample showing how course requests are processed for Priority Registration and how the waitlist is determined. In this example, the maximum enrollment for the course is 30 spaces and 35 members have requested the course.

- 1** The first group processed are all submissions with only (o) a single course requested. There are 5 requests so all five get on the roster.

Now there are 25 spaces left.



ROSTER – Max enrollment: 30 spaces

o	o	o	o	o					

Processed next are all multiple-course requests in this sequence:

- 2** There are 10 Priority #1 requests so all 10 get on the roster.

Now there are 15 spaces left.



ROSTER – 15 spaces remaining

o	o	o	o	o	1	1	1	1	1
1	1	1	1	1					

- 3** There are 9 Priority #2 requests so all 9 get on the roster.

Now there are 6 spaces left.



ROSTER – 6 spaces remaining

o	o	o	o	o	1	1	1	1	1
1	1	1	1	1	2	2	2	2	2
2	2	2	2						

- 4** There are 11 Priority #3 requests and only 6 spaces left so the computer randomly selects 6 requests to fill the last 6 spaces and places the other 5 on the waitlist.

The waitlist is then ranked by the date and time of when the request was initially entered into the system. Requests entered early in the two-week Priority Registration period will rank higher on the waitlist than those entered later.



ROSTER – Enrollment filled

o	o	o	o	o	1	1	1	1	1
1	1	1	1	1	2	2	2	2	2
2	2	2	2	3	3	3	3	3	3

WAITLIST

1	2	3	4	5
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