

# CLASS FORMATS: IN-PERSON, ONLINE & HYBRID

This semester, OLLI is offering classes in three formats: Online Only, In-Person Only, and Hybrid. In hybrid classes, the SGL and some members of the class are in-person while other members participate via Zoom. In the catalog, each course description lists the format. When registering for a hybrid class, you must select whether you want to attend in-person (Hybrid In-Person) or by Zoom (Hybrid Zoom). List both formats if the class is a priority and you're willing to attend either format. Given the greater number of options, you can now prioritize up to 12 classes for the lottery, instead of just six. As always, the lottery will then assign you to up to three classes.

## REGISTRATION PROCESS

**Registrations are due by 8:00 AM Tues., Feb. 15, for the Spring Lottery.** Class sizes are determined by Study Group Leaders' requests, classroom capacity, and the office. If a study group is oversubscribed on Lottery Day, registrations in that class are subjected to a random, computerized lottery. Members who are not selected for said study group are put on the waitlist and will be emailed by the office if space becomes available. **Class assignment letters will be emailed by Thurs., Feb. 17.**

We will continue to accept registrations on a space-available basis through the second week of the semester. **OLLI reserves the right to cancel any study group. Members registered in a study group that is cancelled will be notified immediately so that they may select an available alternate.**

## JOIN OLLI AT AU

You may join OLLI, pay for membership, register for study groups, and donate to OLLI, all at once. To do so, complete the form on the following pages. Mail the form to the address on the form with a check made payable to OLLI. Or register online at <http://olli-dc.org> to pay with a credit card in an encrypted, secure transaction.

To register, you will need to create a user account. Follow the steps below to do so.

**1.** Go to <http://www.OLLI-DC.org>

Click on "Membership" in the menu at the top of the page.

A submenu appears. Click on "Join OLLI."

**2.** A new screen appears titled "Join OLLI." Click on "create an account" in the first paragraph.

**3.** Fill in the contact information form including entering a username and password. Write your username and password below. If you lose your username, the OLLI office can give it to you. If you forget your password, you can reset it or ask the office to do so.

Username \_\_\_\_\_

Password \_\_\_\_\_

**4.** Follow the instructions under Register for Study Groups.

## REGISTER FOR STUDY GROUPS

1. Identify the number of study groups you are interested in taking. **You must select 1, 2, or 3.**
2. **Prioritize up to 12 study groups** based on your preference for taking the study groups.

(1 = highest priority and 12 = lowest priority).

If the class is hybrid, be sure to include your desired format, in-person or online. If you are willing to attend either in-person or online, be sure to list each format for the class. See the example on the registration form.

Note: Prioritize your study groups by whichever method works best for you: subject matter, time/day, location, or Study Group Leader. Even if you mark that you only want to take one study group, you may still prioritize up to 12 study groups. When the system processes your registration, it will assign you to your highest priority study groups that are available.

**Note:** All members have an equal chance at getting into a class. There is no restriction if a member has taken a Study Group or Study Group Leader previously.

3. Submit your registration.
4. You will receive email confirmation of your **pending** registration.
5. After Lottery Day, you will receive by email **your class assignment letter.**

Through the second week of classes, you can change your schedule online or by emailing the office.

**You may register online for a fourth course AFTER you have received your class assignment letter.**

**Study group leaders spend a prodigious amount of time preparing their classes. Please attend the classes for which you are registered and only the classes for which you are registered.**

# OLLI AT AU REGISTRATION FORM

**SPRING 2022: MARCH 7 – MAY 13**

4400 Massachusetts Ave. NW • Washington, DC 20016

Phone: **202.895.4860** | Email: [OLLI@american.edu](mailto:OLLI@american.edu) | website: <http://OLLI-DC.org>

**Register for 2022 SPRING SEMESTER  
by 8:00 AM, Tues., Feb. 15, 2022  
to be included in the Lottery.**

Please complete all parts of the registration form. See directions on the previous page. You also can register online at <http://olli-dc.org>

## CONTACT INFORMATION

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APARTMENT NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

HOME PHONE NUMBER -- CELL PHONE NUMBER --

EMERGENCY CONTACT NAME \_\_\_\_\_ RELATIONSHIP TO EMERGENCY CONTACT \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER --

## REGISTER FOR STUDY GROUPS

1. **SELECT whether you want to register for 1, 2, or 3 study groups.** Check only one box:  1  2  3

2. **List up to 12 study groups in priority order.** A hybrid class has both in-person and online members. If you want a hybrid class, you must write either "Hybrid In-Person" or "Hybrid Zoom" as the Format, depending on which you prefer. If you wish to attend the class regardless of the format, be sure to list both formats. Please see the sample below in which 655 is a hybrid class and the member wants to attend regardless of format.

Number	Format	Study Group Name
1. 148	Hybrid In-Person	James Madison: Political Theorist and Politician
2. 148	Hybrid Zoom	James Madison: Political Theorist and Politician
3. 156	Online	SIS Foreign Challenges for the Year Ahead
4. 617	In-Person	The Great French Songbook

Number	Format	Study Group Name
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

**Please complete the other side of this form.**

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## PAYMENTS

Please make checks payable to OLLI. Payment must accompany registration or register with a credit card online at: <http://OLLI-DC.org>. Financial assistance is available. Contact the OLLI office for information.

\$ \_\_\_\_\_ **\$300:** *Spring 2022 Semester Membership Fee*

\$ \_\_\_\_\_ **\$270:** *Spring 2022 Semester Membership Fee with AU 10% discount*

(Alum or alum spouse/current staff or spouse/current or emeriti faculty or spouse. The names of members using the AU discount are shared with the AU Alumni Office for data-tracking purposes only.)

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## DIRECTORY LISTING

Please check the boxes below if you do NOT want your contact information included in our Membership Directory, which is produced as a courtesy to our members and is intended for internal use only.

**DO NOT** include the following in the OLLI Membership Directory.

My Phone Number     My Street Address     My E-mail Address

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## BECOME A STUDY GROUP LEADER

Check this box if you are interested in becoming a Study Group Leader at OLLI.

Topic(s) of interest for leading a study group: \_\_\_\_\_

An OLLI staff member or Curriculum Committee member will contact you shortly. Please visit the website below for more information:

[https://www.oli-dc.org/become\\_a\\_study\\_group\\_leader](https://www.oli-dc.org/become_a_study_group_leader)

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## VOLUNTEER

Contact the office by email at [oli@american.edu](mailto:oli@american.edu) or by phone at 202-895-4860 if you are interested in volunteering.

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## RETURN COMPLETED FORM

**MAIL completed form to:**

**Osher Lifelong Learning Institute**

4400 Massachusetts Ave. NW

Washington, DC 20016