## **Registration Process**

## **Registration Checklist**

- Registration will open on Monday, November 23, at 10 a.m. and goes through December 11, 2020, at 4 p.m., at which time registration will be temporarily suspended for the lottery to slot initial class rosters. Registration will then resume for available classes for the remainder of the semester.
- You may register for up to 20 courses during the initial registration period.
- Registration will re-open on December 17 for anyone who wishes to still join LLI or register for any classes not at capacity.
- We are still using the lottery to slot class rosters. When registering, you must prioritize your selections beginning with "1" as your highest priority. Use each priority once, up to 20 course selections. Please re-check your priority numbers as any errors will be corrected by LLI office staff without notice. The lottery randomizes class selection.
- Please be sure to click "Submit" at the end of registration. You will know that your registration has been successful because you will receive an email within minutes.
- You will receive an email with your official class confirmation letter by December 18, which will list all the classes you got in. A letter will no longer be mailed to your home. Be sure LLI emails are not going into your Junk, Trash or Promotional email folders. Your confirmation email will only indicate the first session of each course, so please make a note of remaining dates listed in the catalog or calendar for reference.

**Please Note:** Registration must be completed online. If you do not have the means to register online, we recommend that you request assistance from a fellow LLI member, family member or contact the LLI office at <a href="mailto:lli@uwgb.edu">lli@uwgb.edu</a>.

## Existing Member Registration

You will receive an email on the morning of Monday, November 23 when registration opens. This email will contain your personal registration link. Your registration account is based on your email address. IMPORTANT! If you have changed your email address since the last time you registered, please contact the LLI Office prior to registering at lli@uwgb.edu to update it in the system.

## New Member Registration

Please register online at www.uwgb.edu/lli, click on "Catalog/Register" on the left side of the page and select the "Register Now" button. The registration process includes selecting your prioritized courses and completing the registration by making payment.

The information provided on all courses offered through LLI is intended for educational purposes only. The courses do not constitute professional advice, nor do they substitute for professional advice. The information and materials provided within represent solely the opinion of the presenter and do not replace professional advice on the topic. If you wish to seek more specific information on the topic, you should consult a professional.



····················· Phone: 920-465-2356 • Email: Ili@uwgb.edu • Website: www.uwgb.edu/lli ·················