BOLLI Registration Information and FAQ

Spring 2016 Registration Timeline

- Early registration opens Tuesday, January 19 at 9:00am
- Early registration closes Friday, February 5 at 4:00pm
- Course assignment emails will be sent on Friday, February 12
- Welcome letters will be sent by Study Group Leaders by Friday, February 19
- Available third courses announcement sent on Monday, February 22

Understanding BOLLI Registration

- BOLLI is a membership organization. Before choosing your course preferences, you must become a member. You can find information about membership options here: http://www.brandeis.edu/bolli/membership/index.html

- Membership entitles you to take three 10-week courses per term, or the equivalent (e.g. two 10-week courses and two 5-week courses). Up to two courses will be assigned by lottery after early registration has closed. (The process for enrolling in a third course is described below.) We recommend listing at least six course choices in case your top choices fill up fast in the lottery. After the lottery has been performed and course assignment emails have been sent, members will have the opportunity to choose a third course from those courses that still have space available. Members will receive an email with a list of open courses from the BOLLI office.

- The lottery is a sophisticated computer program designed to ensure that every member has an equal opportunity to satisfy their course preferences. A group of BOLLI leaders is involved in double checking the lottery results. Upwards of 90% of BOLLI Members receive their first or second choice course, and many receive both.

- If you don’t get into a course you were looking forward to taking, you may request to be put on a waiting list. It’s very common for spaces to become available in even our most popular courses, so getting on a waiting list is a good idea. Please contact Matthew Medeiros by email at mmedeiros@brandeis.edu in order to be added to a waiting list. You’ll be added in a first come, first served method and be notified if a spot opens up. Please do not contact the Study Group Leader (SGL) directly about getting into their full course. SGLs do not take part in registration and cannot grant you access to their course.

Updated 1/6/2016
• All registration and payment will take place online. You can pay either by credit card or by eCheck (i.e. debit from a checking or savings account). There is a 2.99% service charge added if you choose to pay by credit card. There is no fee for eCheck processing. If you choose the eCheck option, please contact your bank in advance to confirm that your account allows electronic debiting by a third party such as the BOLLI. If your payment is returned, you may incur a $25 charge. We cannot accept paper checks at this time.

• To register, select the following link: [http://www.brandeis.edu/bolli/membership/register.html](http://www.brandeis.edu/bolli/membership/register.html). For instructions, including a “how to” guide, go to the registration page. Please note that registration and payment take place only online. If you would like help, do not hesitate to contact Matthew Medeiros at mmedeiros@brandeis.edu, or 781-736-2992.

**Registration Tips**

• The course catalog, course matrix, and lunchtime presentations schedule can all be found online at [www.brandeis.edu/bolli](http://www.brandeis.edu/bolli). A printer-friendly PDF version is available at the top of each page.

• Please allow yourself at least twenty uninterrupted minutes to fill out the on-line registration form.

• It’s important that you read the course descriptions before you choose courses. We recommend that you write down your course choices, *including course codes*, on a piece of paper before you register online. Please be very careful when noting your preferences; it is easy accidentally to register for the wrong course when two courses have similar names.

• Please provide at least six course choices since some courses may be over-enrolled in the lottery. If you only provide two choices and one of them is full by the time your “number comes up” in the lottery, you will only be assigned to one course. You may change your course preferences any time before early registration ends. You will receive your course assignment by email after registration closes.

• Important: The course preferences form lets you customize your schedule according to constraints that you determine, including course load (e.g. one 10-week course, one 10-week and a 5-week), all classes on one day, and/or classes at certain times of the day. How does this work? After your first course is assigned, we will match the next highest available choice on your list, consistent with any requested constraints -
first checking whether you would like all your courses on the same day, then whether you would like classes at certain times of the day. If none of your remaining choices is available according to your constraints, we will assign the most highly ranked available preference on your list, regardless of constraints. **Very Important:** providing constraints will override the rank order of course preference you have listed. For instance, if you choose the constraint that you would only like to be assigned to courses on one day of the week and your first choice course is on Thursday, you will be assigned a second course on Thursday, even if it’s your 5th choice. Therefore, if you would like to be assigned to courses strictly by the rank order of your course preference and regardless of considerations of day and time, then please do not choose any constraints.

- If you expect to be absent for two or more weeks during the semester, please read the course descriptions carefully and select a course that does not mention the necessity of consistent attendance.

- If you have questions about what courses might be right for you, consider contacting a member of our advising team: Arlene Bernstein at 617-527-1927 (preferred) or albern99@verizon.net, Tamara Chernow tamarachernow@comcast.net, Nancy Rawson nrawson@earthlink.net or Naomi Schmidt naomischmidt@comcast.net.

- Registration help is available! We are happy to help you by email or phone. Note that n-person help is also available by appointment only. If you have any questions, don’t hesitate to contact Matthew Medeiros at 781-736-2992 or mmedeiros@brandeis.edu. Please be patient; we receive many requests for help during registration. Your email or phone message will be returned within 3 business days.

**Registration FAQs**

**Questions about listing course preferences**

1. **What do course codes mean?**

The codes represent the subject, day, time, and whether the course will run for 5 or 10 weeks. Thus, Mus1-10-Tu2 indicates a Music class meeting Tuesday during the 2nd period for 10 weeks, and Lit 4-5a-We3 indicates a Literature class meeting Wednesday during the 3rd period, first 5-weeks of a semester.

2. **Why am I asked to list at least six courses?**
There is space for only 20 persons in most BOLLI courses. Even if you only want to take one course, popular courses may fill before your name comes up randomly in the lottery. Most BOLLI members take at least two courses. Six to eight course options optimizes their chances of getting two courses that they would enjoy. But it bears repeating: Upwards of 90% of BOLLI Members receive their first or second choice course, and many receive both.

3. Will I be contacted by the BOLLI office if I do not receive my preferred course load through the lottery? If you have listed the recommended number of course choices, and yet still did not receive your requested course load, the BOLLI office will contact you. If you do not enter at least six choices, it will be your responsibility to call or email the office in the event you are not assigned to the number of classes that you requested.

4. Can I sign up for more than two courses?

You will initially be assigned to two ten-week courses (or the equivalent) in the course assignment lottery. Additional courses become available after everyone receives their course assignment email. There is no charge for a 3rd course.

4. In my list of course choices, what happens if I list two different courses that meet at the same time?

You may list courses meeting at the same time. You will only be assigned to your most highly ranked available course. A second course will not be assigned at the same time.

5. Is there any point in listing the same course more than once in my list of course choices?

No. The second appearance of the same course will be ignored.

6. What is a constraint in the lottery process, and when should I consider using it?

Consider using a constraint in order to coordinate your first and second course assignments. The course preferences form lets you customize your schedule according to constraints that you determine, including course load (e.g. one 10-week course, one 10-week and a 5-week), all classes on one day, and/or classes at certain times of the day. After your first course is assigned, we will match the next highest available choice on your list, consistent with any requested constraints - first checking whether you would like all your courses on the same day, then whether you would like classes at certain times of the day. If none of your remaining choices is available according to your constraints, we will assign the most highly ranked available preference on your list, regardless of constraints. Very important: providing constraints will override the rank order of course preference you have listed. For instance, if you choose the constraint that you would only like to be assigned to courses on one day of the
week and your first choice course is on Thursday, you will be assigned a second course on Thursday, even if it’s your 5th choice. Therefore, if you would like to be assigned to courses strictly by the rank order of your course preference and regardless of considerations of day and time, then please do not choose any constraints.

7. **What is the best strategy for getting into my top choice courses?**

List your highest preference as #1 on the Course List. Then, fill in from next highest preference (#2) down to least preferred (#8). The more choices you list, the better. As noted above, please be careful when choosing constraints.

**Using the On-line Registration Form**

1. **How do I access the registration form?**
   Go to [http://www.brandeis.edu/bolli/membership/register.html](http://www.brandeis.edu/bolli/membership/register.html). Please consult the User’s Guide before you begin the registration process.

2. **Do I need to use a certain browser?**
   Any browser should work, but we recommend using Chrome or Firefox for best results.

3. **How long will it take?**
   Please allow 20 uninterrupted minutes to fill out the online registration form.

4. **How should I prepare to fill out the form?**
   We recommend that you have at least six course choices listed on a piece of paper. It is vital that you read the course descriptions thoroughly before going to the online form—course descriptions are not available on the online form. They are available on our website ([www.brandeis.edu/bolli](http://www.brandeis.edu/bolli)). Please be sure to note the course codes.

5. **What if I changed my mind after submitting the form?**
   You may change your course preferences any time before early registration ends by logging back into your account. Please contact the office for further help.

6. **Do I have to pay online?**
   All payments to BOLLI must be made online through our registration system. No paper checks will be accepted.

7. **What if I have questions while I’m filling out the form?**
   Please contact Matthew Medeiros at 781-736-2992 or mmedeiros@brandeis.edu. We recommend using email. Please be patient; we receive a large volume of requests during registration. Your email or voicemail will be returned within three business days.
Please do not wait until the last minute to start the registration process so that we will have plenty of time to provide help.

8. **Will I receive confirmation via email?**
   Yes. You will receive the following confirmation emails:
   1. Confirmation of your membership registration
   2. Confirmation of your payment
   3. Confirmation of your course preferences and constraints

**Further Questions?** Contact Matthew Medeiros at 781-736-2992 or mmedeiros@brandeis.edu.