BOLLI Registration Information and FAQ
Updated 1/9/2017

Spring 2017 Registration Timeline

- Early registration opens Tuesday, January 17 at 9:00am
- Early registration closes Friday, February 3 at 4:00pm
- Course assignment emails will be sent on Thursday, February 9
- Third courses email will be sent on Thursday, February 16
- Welcome letters will be sent by Study Group Leaders by Friday, February 24
- Study groups begin the week of March 6

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](http://www.brandeis.edu/bolli/membership/index.html)

- Membership entitles you to take three 10-week courses per term, of the equivalent (i.e.: two 10-week courses and two 5-week courses). Two of those courses will be assigned by lottery after early registration has closed. The lottery is random, automated, and performed by a sophisticated computer program. 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. We recommend listing at least 6 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.

- If you don’t get into a course you were looking forward to taking, you may request to be put on a wait list. It’s very common for spaces to become available in even our most popular courses, so getting on the wait list is a good idea. Please contact Matthew Medeiros by email at [mmedeiros@brandeis.edu](mailto:mmedeiros@brandeis.edu) in order to be added to a wait list. You’ll be added in a first come, first served method and you will 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.

- All registration and payment will take place online: [http://www.brandeis.edu/bolli/membership/register.html](http://www.brandeis.edu/bolli/membership/register.html). On the registration page you will find a “how to” guide for using our online registration system. Please note that all payments must be made online. We cannot accept paper checks at this time.
Registration Tips

• The course catalog, course matrix, and lunchtime presentations schedule can all be found online at 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 to choose the wrong course by mistake if two courses have similar names.

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

• The course preferences form lets you choose some constraints including your preferred course load (ie: one 10-week course, one 10-week and a 5-week, etc), a same day constraint and a time of day constraint. This is where you can note if you’d only like to take one 10 week course or if you’d like your courses only on a certain day or time. If you don’t provide any constraints, your courses will be assigned in order of preference. Please note that providing constraints will override the order of preference you have listed. For instance, if you choose the constraint that you’d 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. **If you’d like to be assigned to courses strictly by order of preference, please do not choose any constraints.**

• If you expect to be absent for three 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 or Naomi Schmidt naomischmidt@comcast.net.
• Registration help is available! We are happy to help you by email or phone. In-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, 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 so many courses? (4 courses if I want one, 6-8 if I want two)

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. If you wish to have two courses (or up to four 5-week courses), and you have constraints as to day and/or time you need to list six to eight to increase the probability of being assigned to two suitable courses.

(NOTE: You will be contacted by the office in the case that you do not receive your requested course load only if you have listed the recommended number of course choices. If you have not entered enough choices, it will be your responsibility to call or email the office if you are not assigned to the number of classes that you requested.)

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

You cannot initially request more than two ten-week courses (or the equivalent). 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 disregarded.

Constraints

How can I coordinate my Second Course Assignment with my First Course?

• The course preferences form lets you choose your course load (ie: one 10-week course, one 10-week and a 5-week, etc), a same day constraint (only want to take courses on one day of the week) and a time of day constraint.
• Please note that providing constraints will override the order of preference you have listed. For instance, if you choose the constraint that you’d 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. If you’d like to be assigned to courses strictly by order of preference, please do not choose any constraints.

Strategies

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 your 6-8 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 contacting the BOLLI office.

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 3 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.