Priority Registration FAQ

What is Priority Registration?
Due to the high demand for many of OLLI's workshops, and in consideration of this demand versus the limitation of classroom sizes, our workshop registration system uses a lottery or ‘allocation’ process to sort through all registration requests for a given workshop to determine who gets registered and awarded seats to that workshop.

Priority Registration simply means that the automated lottery process gives special consideration to the order in which you request your workshops. Members are asked to list their favorite workshop first, their second favorite workshop second, and so on until they have completed all of their workshop requests. Once a member’s workshops have all been requested and the member completes his or her check-out, the order in which workshops were requested and ‘purchased’ becomes that member’s default workshop priority list.

Why Priority Registration? How does it work?
Priority registration gives members better odds of getting registered (assigned seats) for their favorite workshops. When assigning members to available workshop seats for a given workshop, the lottery process begins by looking first for members who selected that workshop as their #1 priority. Once #1 priority members are assigned seats, it searches for members who chose the workshop as their #2 priority, and so on until all of the workshop seats are full. The remaining requests are assigned to the workshop's wait list.

Can I change my workshop priority list? How do I do this?
Yes. Members have the ability to view and change their workshop priority lists if desired. This can be done any number of times right up until the lottery is performed, at which point your priority list becomes final.

After all of your workshops have been requested and you have checked-out all of the workshops in your shopping cart, the instructions and illustrations below will help you to view and, if desired, change your workshop priority list on the Course Priorities page:

Viewing my Course Priorities page:

1. Be sure that you are logged in to the online course catalog on the OLLI website.
2. Click on "My Account".
3. Select Course Priorities.
Changing my workshop priority list:
Notice in the following screenshot, the website gives you the ability to change your workshop priority order by clicking on the numbered widgets, changing values, and then saving your changes.

![Screen shot of workshop priority list]

Click the numbered widgets to change priority order, then click 'Save Priorities'

Will the lottery and Priority Registration guarantee that I will be registered for my favorite workshops?
No. Despite the inherent fairness of its luck-of-the-draw lottery implementation, if there is a fault to the whole Priority Registration process, it is only that workshops still have a pre-determined number of seats and the most popular workshops still tend to fill up. But you really can't blame the process. If there are 50 seats in a popular workshop and 75 people request the workshop, even if they are all #1 priority requests, there will still be 50 people randomly selected for seats and the remaining 25 will be wait listed.