

Requesting Courses Online

How to request courses:

- Go to umt.edu/molli and click on Catalog in the middle of the screen.
- Click on Sign-in and sign into your account. If you do not know your sign-in information, please call the MOLLI office for assistance. If you are new to MOLLI, create an account.
- Once you complete the sign-in process, you will be returned to the Catalog page.
- If you do not have a current membership, click on the Membership category and add a Membership to your cart. **TIP:** *If you do not know if you have a current membership, click on the maroon My Account in the white space above the categories. Then click the maroon My Membership on the left. If you see MOLLI Membership with an expiration date of 06/30/2021, your membership is current. If not, you will need to add a membership to your cart. If after signing into your account you do not see Request Course or Add to Cart under the course and special member event descriptions, you will need to add a membership to your cart.*
- Add courses to your cart based on your **PRIORITIZATION** of courses by clicking on Request Course.
- Add special member events to your cart by clicking on Add to Cart.
- Once you have added all of your courses and events to your cart, review your selections. You may remove any unwanted courses by selecting Remove. Once you are satisfied, click on Check Out.
- Verify your personal data on Check Out: My Information. **Verify your email address.** Click Next.
- Continue through check-out process.
- You will receive a Course Request Acknowledgement email listing the courses you have requested. **TIP:** *You will not pay for courses during the Course Request Period. After the Allocation period, you will receive a course confirmation email showing courses in which you are now Registered Not Paid. You will now need to log into your account and pay for your courses.*

How to double-check your Requests and Priorities after you check out:

- Click on My Account, then Course Priorities.
- Check your course **PRIORITIES** and **REPRIORITIZE** using the dropdown list under the column Priority.
- Then click Save Priorities. **TIP:** *Be sure to click Save Priorities or your prioritization will not be retained. Look for the message Priority(-ies) Saved Successfully which will appear in green above the Priority column.*

How to change course requests during the Course Request Period:

- To add requests or change your **PRIORITY** order, access your online account any time during the Course Request Period. If however, you wish to remove a course, you must contact the office by email - molli@umontana.edu or by phone - 406-243-2905.

Requesting Courses by Mail

- Using the registration form included in this catalog, **PRIORITIZE** your course selections by putting the **PRIORITY** number next to each course selection; #1 will be your highest **PRIORITY**. The MOLLI mailing address is included on the registration form.
- Do NOT send payment for courses if your registration form will be processed during the time period of Monday, August 17 - Wednesday, September 2.
- DO send payment for New or Renewed Membership, and also for Booster or other donations, if applicable. **TIP:** *You may check whether your membership is current by logging into your account, click on My Account and then My Membership to view your membership expiration date. You may also email or call the MOLLI office.*

Requesting Courses by Phone

- Verbally state courses in **PRIORITY** order. The first course stated will be your highest **PRIORITY**.
- MOLLI staff will check the status of your membership.
- List special member events you are registering for and if you are making a donation.

Making Payments Online - New Feature

- Sign-in to your account
- Select My Account
- Select Make a Payment and any orders with payment due will be listed.
- Click on Pay next to the order you wish to pay.
- Select Payment Type and click Next.
- Complete requested information, click Next, and you will be taken to the Purchase page.
- Complete transaction by clicking Add Payment. You may now print your receipt.

Important Message from MOLLI

The MOLLI office is closed to walk-in traffic until further notice. All business and registrations will be handled by telephone, mail, and email.

Zoom

There will be no in-person MOLLI courses or events during the fall term. All courses and events will be held live on the Zoom platform. Members do not need to establish a Zoom account to participate. The Zoom application will need to be downloaded on your device, tablet, laptop, and/or computer to access both audio and video. There is also an audio-only option of calling from a landline or cell phone. For more information on Zoom, visit the Moodle site (dhc.umt.edu/molli/MOLLImoodle.php) or visit the Zoom (zoom.us) site directly. If you have not used Zoom and would like to learn more or schedule a practice session, the MOLLI office staff will be happy to help. If you have any questions or need assistance, please call the MOLLI office. Before each future term, the MOLLI Council will determine how the term will be offered based on information and recommendations from the CDC and the Missoula City-County Health Department.

Refund Policy

Members may receive a full refund of course tuition if a course is dropped at least 48 hours prior to the first class session. A refund, minus a \$10 processing fee, or credit/gift card for a future course will be offered if a course is dropped **no later than 24 hours after the first session. Memberships are nonrefundable.**

Tuition Assistance

MOLLI strives to keep membership and tuition affordable so everyone 50+ has the opportunity to engage in lifelong learning. We know, however, that some people may still need assistance. A member in need of financial assistance may apply to receive a waiver of some or all of the course tuition up to two courses per term. Some exclusions apply and members must pay the annual \$20 membership fee. The member will need to **complete and sign a Tuition Assistance Application**. To learn more about the MOLLI tuition assistance program, please call (406) 243-2905.

Auditing Classes

MOLLI **DOES NOT** allow the auditing of classes. All members wishing to attend a class or event must be registered. Every membership and course/event registration helps to support and build MOLLI. To register for a class or event, call the MOLLI office at (406) 243-2905.

Future Term Dates

Winter 2021 – January 12 – February 20, 2021

Spring 2021 – April 5 – May 15, 2021

Summer 2021 – May 25 – June 12, 2021

Fall 2021 – September 27 – November 6, 2021