

MOLLI's New Enrollment Process

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

MOLLI Course Registration Process Has Changed!

MOLLI will now be using a three-step process of - Request, Allocation, and Registration. The new process will assign requests on an equal opportunity basis, reduce the overload on staff, and reduce member angst. An allocation, or lottery, will be run on courses that have more requests than space available. The allocation will also give priority to the requests of previously waitlisted students for repeat courses. Explanation of the three-step process follows:

1. Course Request Period – Monday, August 17 – Wednesday, September 2 - During this period, members decide which courses they want and enter their requests online, by telephone, or by mail. Members will request and **PRIORITIZE** the courses they want. The only payment collected will be for the yearly membership. You will request courses based on your preferences. If you are registering online, your courses will be **PRIORITIZED** as follows: The first course added to your order will be assigned as Priority #1; the second course added to your order will be Priority #2 and so on. If you are sending in your request by mail, please indicate on the order form the **PRIORITY** order of your course selections. Members can request as many courses as they like during the Course Request Period. At any time during the Course Request Period, members may change **PRIORITIES** and add requests online. However, if you need to remove/drop a request, you will need to contact the MOLLI office by email at molli@umontana.edu or phone 406-243-2905.

2. Allocation Period – Thursday, September 3 – Friday, September 4 - Allocation will be run on any course that has more requests than space available and all other course registrations will be finalized. For oversubscribed courses the allocation software fills courses according to member **PRIORITIES**. The database is closed during this period to retain the integrity of member requests/**PRIORITIES**. The MOLLI office staff will add the 2 for \$100 discount if you are registering for 2 or more courses. Members will receive notification of course(s) in which they are enrolled and amounts due by Saturday, September 5. Members will then go online, call the MOLLI office, or mail a check to pay the balance due.

3. Additional Registration Period – Saturday, September 5 – course/event start date - Registration reopens after the Allocation Period is complete and ends one day prior to course/event start date. Members may register for as many additional courses with space still available as they wish. Courses with space still available may be seen online or by calling the MOLLI office.

What Does This New Process Mean To MOLLI Members?

Less Angst - Whether a course is requested on the first minute of the first day or the last minute of the last day of the Course Request Period, your chances of getting into that course are the same.

Course Prioritization - Members will need to **PRIORITIZE** the courses they are selecting either in the online cart, on your paper registration form, or in the telephone message.

Course Payments - The only payments collected during the Course Request Period are for Membership, Booster, and Other Donations. If you have already paid for your membership for the year, no payment will be collected. You will pay for your course(s) after the Allocation Period. You will receive a notice showing your courses and the amount due.