



Welcome to our new website!

## Explore our courses and become familiar with registration.

Keep this document handy for reference.

### **IMPORTANT:**

- When you first sign into our new website your User ID is your current valid email. You will then be asked to create a new password that is stronger and will have a higher level of security.
- You must be a current member before you can register for courses, activities or events

On the main menu click on:

**Courses:** to register for courses or access the semester calendar.

**Membership:** comprises membership purchase, membership benefits and financial assistance information.

**Walks:** registration for Walks will be handled separately. It will not be part of the course registration week. **The Walks registration opens every Spring the week before the Spring course registration week.**

### **Course registration**

- You will find the new registration system more reliable. Once you select your course(s), your spot will be held for 10 minutes, giving you more time to complete your payment. You can always click on the time icon to add an additional 10 minutes should you need more time to register.
- You will no longer see the red/yellow/green progress bar showing the status of the registrations for your course(s). This was overloading, and thus slowing down, the former system.
- When a course is full you will be asked if you would like to be put on a Waitlist. Consider doing this since often we can find larger classrooms to accommodate the waitlists.
- When the course schedule for a term becomes available, courses are listed according to the day of the week they are offered. You will be notified when the course schedule is available. You can then find course descriptions for each day of the week on the **Courses** pull-down menu tab above.
- Registration for all [summer courses](#) opens on the same day. They are not listed by day of the week. Summer 2019 courses, registration is scheduled to start on July 3. For other semesters, registration is spread over five days.
- Registration opens at 7 am. Registration for weekend courses takes place on Fridays so that resources are available in case of questions or problems.
- Use the main menu at the top of the page, **Courses**, to see course descriptions by day of the week. Use the **Related Information** menu on the right side of this page to view courses by category, to download the calendar or use the map to find your location.

## Instructions for Registering Online

To register online, follow these steps:

1. Have a credit card handy. You need it for registration.
2. Sign into the LIFE website with your username and password.
3. From the Courses menu, select the day for your course or Summer for the Summer term.
4. After 7 a.m., refresh your browser page. You should now see links under each course. If you do not see links, refresh the page again.
5. Click the link below the course that you want to take. You have 10 minutes to complete your registration. Your place is reserved while you register.
6. Select your course and click **Save and Finalize**.
7. On the Checkout page, enter your credit card information and any other missing information.
8. On step 2 of Checkout, review the information to make sure that it is correct.
9. If you are only registering for one course in that session, click **Complete Order**.
10. If you want to register for another course at the same time, scroll up to the Courses menu and repeat the registration process for that next course. The new course will be added to the previous course in your shopping cart. When you are finished selecting courses, **click Edit Cart** to see your order or **Complete Order** to pay.
11. When a course is full you will be asked if you would like to be put on a Waitlist. Someone from the office will notify you if a spot becomes available. Consider doing this since often we can find larger classrooms to accommodate the waitlists.
12. Make sure that you allow enough time to travel from one course to the next.

## Membership and Semesters

You must have a valid membership to register for courses, events or activities.

**Renew your membership before semester registration opens.** This will increase your chance of getting into high demand courses.

Save these dates:

- Monday, July 1 – LIFE membership renewal
- Wednesday, July 3 – Registration for 2019 Summer Semester
- Monday, July 15 to Thursday, August 23 – 2019 Summer Semester

Semester Schedule:

- **FALL 2019** starts Oct 2 ends Dec 6
- **WINTER 2020** starts Jan 27 ends March 27
- **SPRING 2020** starts April 27 ends June 20
- **SUMMER 2020** starts July 13 ends August 24