

OLLI at UNLV Class Proposal Process

Fall 2019 Proposal Dates: May 6-16, 2019

1. Go to <https://olli.unlv.edu/courses>
2. Click on the link for the Fall 2019 Proposal Form
3. The form will take you through a variety of different sections including:
 - a. Instructor Information
 - i. Name
 - ii. Address
 - iii. Phone
 - iv. Email
 - v. Biography
 - vi. Co-Instructor information as necessary
 - b. Class Information
 - i. Class Title
 - ii. New or Continuing Class
 - iii. Class Description
 - iv. Syllabus Submission Information
 - v. Additional Information
 - c. Location Information
 - i. Class location preference
 - ii. Three separate day and time selections
 1. Please note, three different selections must be made to qualify your proposal for processing by the Educational Programming Committee and Administration.
 - iii. Audio and Visual Technology Needs
 1. **Satellites Only**
 2. Paradise Campus classrooms are all equipped with full technology for class use.