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.