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| --- |
| **Contact Information** |
| **Name**  |  |
| **Mailing Address**  |  |
| **Phone** |  | **Email** |  |
| **Recruiter’s name and email address** |  |
| **Your Biography** in 75 words or fewer. Please use 3rd person narrative.\_\_\_\_\_ Please use biography currently on file with OLLI@UGA. |  |
|  **Class Information** |
| **Title of Class (60 characters or less please)** |  |
| **Class Description** in 100 words or fewer. **Materials/supplies fee**: If needed, please include the amount per student.**Required Text**: If there is a class text required, please include the title, author, and ISBN.\_\_\_ Please use description currently on file. |  |
| **Class Preferences** |
| **Note**: Our classrooms are equipped with an iMac computer that can be used under Microsoft Windows 10 or Mac (High Sierra). The computers are equipped with Microsoft Office (Word, Excel, PowerPoint), Internet (IE/Firefox), Adobe Acrobat, mounted audio speakers, overhead projection, wireless microphones, PowerPoint advancers, whiteboards, flipcharts, and markers. If you need something other than a traditional classroom, please describe your needs. *If you’ll be using a Mac laptop and it doesn’t have an HDMI video port, you must bring your own adapter.*Students can provide feedback after classes. Would you like to receive the compiled feedback on your class?: \_x\_ Yes \_\_ No  |
| **Schedule Preferences – Spring 2020 Term: February 3 – June 12** |
| **Enrollment (Min/Max)** |  | **Number of Class Sessions:** |  | ***OFFICE USE ONLY***

|  |  |
| --- | --- |
| Code |  |
| Category |  |
| # Sessions |  |
| Assigned Location |  |
| Class Fee | $ |
| Assigned Schedule |

 |
| **Preferred Days of the week?**  |  | **Any Day *Except*:** |  |
| **Preferred Class Period**  | **Morning:** **\_\_9:00-10:15**  **\_\_\_9:00-11:45** **\_\_\_10:30-11:45** **11 AM to noon** | **Afternoon:** **\_\_\_Brown Bag Lunch, Noon-1:00**  **\_\_\_1:00-2:15** **\_\_\_1:00-3:45** **\_\_\_2:30-3:45** |
| **A time other than any of the above is required. Please schedule my class as follows**:  |
| **Date Choices** | **1st Choice:**  | **2nd Choice:**  |

***I agree not to advertise or sell any products or services to participants in my class: \_\_\_\_ (Type your initials)***