

Spring, 2009

Semester Planning Sheet

MJC Community Education



Our schedule will be distributed approx. **January 7, 2009**. Classes will run between **January 26-April 30, 2009**. The following holidays will be observed Martin Luther King – January 19, President's Day weekend – Feb. 13-16.

Instructor's Name: _____ Phone (home): _____

Cell #: _____ E-mail address: _____

PROPOSED CLASS: _____

Course Description: _____

*** PLEASE NOTE:** Due to the lack of pertinent information listed on previous submissions, incomplete Semester Planning Sheets will not be considered until last.

*Preferred Day of the week	<i>2008 Calendar on back side</i>	*Preferred Calendar Dates	<i>Please list number of sessions</i> _____
*Preferred Time		* Age group	
*Preferred Location/ room		*Media Equipment Needed	
*Materials fee	<i>When charging a fee a copy of the material is required for the office file.</i> \$ _____	*Supply List	YES or NO
*Max./Min. students	Maximum _____ Minimum students _____	*Books or Duplicating	YES or NO If Yes, Please list title and ISBN# below
<i>If your first class fills up are you available to teach a second offering? If so, please list additional dates here:</i>			
Additional Comments			

Please return **April 1st** to:

MJC-Community Education – (209) 575-6063
435 College Avenue-room 204 / Modesto CA, 95350
Or Fax to (209) 575-6025 Attn: JUDY

PLEASE NOTE: Community Education cannot guarantee that they will be able to offer all the classes suggested, but we will try to offer as diverse a program as possible. Thank you again for your continued interest and for helping make our program a success.