**Fall 2025 Class Information Form (CIF)**

**Title of class (30-40 characters):**

**Day/s of the week:**

**Date/s of Class:** Fall Classes run from September 2nd to December 19th

**Time:**

Our preferred times at Liberty Hall are 10:30-12:00 (noon) or 1:00- 2:30 pm for lectures.

**Category:**

**Brief description of the class (max 80 words):**

**Location & Address:**

Liberty Hall, 325 W Benton, is our preferred location for lectures and ZOOM.

**Instructor & title/affiliation:**

**Facilitator name & phone and e-mail:**

**Class limit:** **Class fee(if any):**

**How & when to pay:**

***The information below is for the use of the Curriculum Committee and the Continuing Education Workforce Training office; it will not appear in the catalog.***

**Instructor phone and e-mail:**

**Instructor mailing address:**

**Is the instructor a member of NKA?** (Y) (N) **Catalog requested?** (Y) (N)

**Facilitator Home Address:**

**Media equipment needed:**

Projector (Y) DVD (Y) Power Point (Y) Laptop (Y) P/A (Y) Internet access(Y) Other (Y)

**Materials/Supplies needed?**

Handouts\* (Y) Other: (Y)

If you do not want ZOOM, please check the box: (N )

\*If instructors want NKA to make copies of their handouts, they need to get them to facilitators or Continuing Education office two weeks prior to the class.

**Other needs or requests?**

Please send completed form to Kathy Flock ([kgflock@gmail.com](mailto:kgflock@gmail.com)) and Kathryn Dafoe (katydafoe@hotmail.com)

Please have the CIF in by May 28th.