



TO: GERRY SNYDER
FROM: JENNIFER HALLBERG
CAPITAL CITY CENTER
SUBJECT: STUDENT ENROLLMENTS
DATE: 3/23/2004

Here are the registration guidelines for enrolling a student.

Students may register by contacting Jennifer at 217-557-7288 or jennifer.hallberg@llcc.edu.

If sending an email request the following information must be included in the email.

- a. Student's name-First and Last
- b. Social Security number
- c. Class Title
- d. Class date, time, and location
- e. The Students LWA number
- f. Daytime phone number
- g. Complete work address (street, city, state, zip)
- h. Work Fax

Confirmations will be faxed for all registrations. If you do not receive the confirmation, please call me.

The Capital City Center must be notified two weeks prior to the start date of class for any cancellations.

Thank you

Jennifer Hallberg
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Capital City Center
Technical Training Coordinator
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