

Worksheet

Social Security Number

Birth Date
 ex. June 3rd: 06 03

Course Code					Course Title	Begin/End Date(s)	Day(s)	Times	Cost
S	A	N	P	L	Department Chairperson Workshop	Sept. 20-Dec. 13	W	7:30-8:45pm	\$85
Total →									

If this course is during your normal working hours your supervisor must sign your worksheet. Please retain for personal reference.

 Supervisor's Signature