

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois**

**STUDENT SERVICES TRAINING – PROGRAMS FOR THE MILITARY  
HAROLD WASHINGTON COLLEGE**

**THE CHANCELLOR**

**REPORTS**

that Harold Washington College held a student services training workshop for Programs for the Military staff from Charleston, South Carolina and Fort Campbell, Kentucky, on August 3-6, 2004 and;

that a total of 16 staff from the above sites and various offices in Chicago participated in the training of Programs for the Military staff on student advising, degree plans and completions, transfer credit, financial aid, student academic progress, and financial reporting and;

that the purpose of the training conference was to meet colleagues and establish contacts among the employees to assist in providing student services more effectively and efficiently to military students and;

that a procedures manual was established as an outcome of the training conference that is to be used as a guide for all employees working with the Programs for the Military students.

Respectfully submitted,

Wayne D. Watson  
Chancellor

October 6, 2004