



TO: District/CESA/Association Representatives

FROM: Andrea Pelloquin, Coordinator, Off-Campus Wisconsin Education Program

ENCLOSED PLEASE FIND:

1. Course Registration Forms & credit card slips**
2. Information regarding transcripts
3. Information regarding student grades

****Please do not print the registration and payment forms back-to-back. They need to be separate documents.**

PLEASE, collect registration forms and tuition payments from participants on the first day of class and return them-as a group-to:

Viterbo University Off Campus Center, 2323 S. 109th St, Suite 375 West Allis, WI 53227

Please do not have participants send registrations and payments to us individually. A **grade roster** will be sent to the instructor once we receive and process the registrations (unless the instructor grades in VitNet).

If a student would like a **transcript**, they must **request it online**. Viterbo University's Registrar will no longer accept written requests. Instructions are included.

COURSE INFORMATION:

Course Number: EDUC 549-006

Course Title: ALL ABOUT THE BAND-BAND TOGETHER

Tuition: \$110.00 for a 1 credit course.

Dates: JULY 24-26, 2017

Location: WAUKESHA

Instructor: JILL HANES

If any of the course information has changed or if the course was cancelled, please contact Andrea Pelloquin ajpelloquin@viterbo.edu or Karen Sandblom kmsandblom@viterbo.edu prior to class. Thank you. 1-800-234-8721