



WORKFORCE
EMPOWERMENT
INITIATIVE

CHECKLIST

- ☐ Apply to SSC
- ☐ Apply to WEI
- ☐ Submit Official High School transcript
- ☐ Submit FAFSA (submit verification)
- ☐ Receive Acceptance Letter (Selective enrollment)
- ☐ Register for Classes
- ☐ Submit WEI Participant Agreement
- ☐ Attend WEI Orientation
- ☐ Submit WEI Introduction Form
- ☐ Register to Career Coach
- ☐ Attend Mock Interview Session
- ☐ Attend Resume workshop and create Resume
- ☐ Attend WEI Essential Skills and Employability Skills Workshop
- ☐ Submit Employment Documents
- ☐ WEI Completion Survey
- ☐ Report Employment to WEI (on or before 30-days after completion of program)

**Workforce Empowerment
Initiative: (708) 596-2000,
ext. 2413**

QUESTIONS, QUESTIONS, QUESTIONS – WHERE SHOULD I CALL?

Questions about ...	Where?	Ext.
Activities and Clubs	Student Life	2418
Athletics	Athletic Department	2413
Disabilities/ Accommodations	SSDO	2572
Enrollment Verification	Records	2326
Food Service	Cafeteria	2437
GED/ESL	Adult Education	2227
Graduation	Records	2324
Lost & Found	Campus Police	2235
Placement Testing	Assessment Center	2495
Transcript Information (outgoing)	Records	5814
Tutoring	Academic Assistance Center	2397
Transcripts (incoming)	Admissions Office	(708) 210-5718
Books and Supplies	Bookstore	(708) 210-5760
Billing	Business and Acctg.	(708) 210-5720
Career Planning/ Job Center	College & Career Success Center (CCSC)	(708) 210-5748
Academic Advising	CCSC	(708) 210-5724
Foreign Students	CCSC	(708) 210-5724
Transfer Credit Evaluation	CCSC	(708) 210-5724
Financial Aid	Financial Aid Office	(708) 210-5780
Veteran's Educational Benefits	Financial Aid Office	(708) 210-5780
Add/Drop Classes	Registration	(708) 210-5779
Class Schedule	Registration	(708) 210-5779
Withdrawals	Registration	(708) 210-5779
Workforce Empowerment	Workforce Empowerment	2413
Mental Health & Wellness	Multicultural Wellness Center	5709