New Instructor Welcome E-mail

It is my pleasure to welcome you to the Center for Life Long Learning USC Aiken Family. I look forward to meeting you and experiencing your class.

My name is Daniel Gluvna and I presently serve as the Curriculum Chair for the Center for Life Long Learning USC Aiken.

Attached you will find the following documents:

- USC Supplier Portal Registration Guide

- Supplier Registration Supplement Sheet

- Blank W-9 with instructions

- Program Instructor Guide

- Course Proposal Worksheet

Please follow the instructions beginning with the **USC Aiken Supplier Data Base Registration Supplemental Sheet.**

If you have any questions please contact your liaison, or

Daniel Gluvna, dgluvna01@gmail.com, (734) 717-7712 or

Ruth Poland, External Programs, located at USC Aiken, B & E Building Room 111, ruth.poland@usca.edu, (803) 641-3719.

I have included our new Course Proposal Worksheet for your consideration for Spring 2024 Semester classes you would like to teach.

Best of Luck and I look forward to working with you.

Daniel Gluvna