4th/5th Credit Option Checklist

- Have an active file with the Center for Service-Learning and Civic Engagement

- Talk with your instructor
  - What are the instructor’s requirements for your volunteer placement site?
  - What class assignments will you complete (journal, essay, class presentation, etc.)?
  - What are the deadlines for submitting paperwork and completing class assignments?
  - Ensure that you have enough time within the semester to complete hours, if not, don’t register for the class.

- Complete the 4th/5th Credit Option Contract

- Visit the Advising office
  - Complete an add/drop form and see an advisor to register for the credit

- Up to three (3) 4th/5th credit options may be taken and prefixes may not be duplicated.

- Visit the Cashier to pay for the credit hour

- Complete CSLCE paperwork
  - Placement confirmation
  - 4th/5th Credit Option Contract
  - SHOAT

- Complete at least 20 service-learning hours based on your instructor’s requirements

- Attend a reflection seminar
  - Seminars are hosted by the CSLCE and last about an hour
  - You may choose any session on any campus that fits your schedule

- Turn in documented hours

- Complete a Community Service-Learning Questionnaire at the end of your assignment

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**Fall 2017 4th/5th Credit Seminars**

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<thead>
<tr>
<th>Location</th>
<th>Date</th>
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<th>Location</th>
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<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Cocoa Campus [Building 12, Room 305]</td>
<td>Tuesday, November 7</td>
<td>5-6 pm</td>
<td>Melbourne Campus [Building 10]</td>
<td>Tuesday, November 7</td>
<td>12:15-1:15 pm</td>
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<tr>
<td></td>
<td>Wednesday, November 8</td>
<td>1-2 pm</td>
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<td>Wednesday, November 8</td>
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<tr>
<td></td>
<td>Thursday, November 9</td>
<td>12:15-1:15 pm</td>
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<td>Thursday, November 9</td>
<td>5-6 pm</td>
</tr>
<tr>
<td>Palm Bay Campus [Building 2, Room 163]</td>
<td>Tuesday, November 7</td>
<td>2-3 pm</td>
<td>Titusville Campus [Building 1, Room 141b]</td>
<td>Tuesday, November 7</td>
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