



Eastern Florida
STATE COLLEGE
 Center for Service-Learning
 and Civic Engagement

Service-Learning Course Deadlines
Spring 2019

Deadlines to REGISTER for Service-Learning Related Classes

Community Involvement (SOW 2054)	Regular registration deadline: Thursday, December 10th LATE registration*: December 11-January 6
Human Service Experience (SOW 1051, 1052, 1053) and Service-Learning Field Studies I (referred to as 4 th and 5 th credit options)	<p>Last day to register:</p> <p>16-week & 12-week session 1: February 14 12-week session 2: March 14 8-week minimester A: January 31 8-week minimester B: March 28</p> <p>Last day to withdraw:</p> <p>16-week & 12-week session 1: March 14 12-week session 2: April 11 8-week minimester A: February 14 8-week minimester B: April 18</p> <p>Students may drop Human Service Experience and 4th/5th credit courses up to three days after course registration date</p>

Deadlines to turn in Service-Learning FORMS

Release from Liability form (RFL)

Thursday, March 14th

Students MUST complete an RFL form to participate in service-learning activities. NO SERVICE-LEARNING HOURS WILL BE RECORDED ON STUDENT TRANSCRIPTS WITHOUT A COMPLETED RFL ON FILE.

Placement Confirmation form:

Thursday, March 14th

SHOAT Hour Log form:

Thursday, April 25th

Please refer to your course syllabus or contact your instructor. Some instructors have earlier deadline dates for form submission which students must follow.

IMPORTANT

- Student Service-Learners must do the requisite number of service hours for each service-learning option or service-learning course. *Hours completed for one class cannot be used for another class.*
- Although faculty and CSLCE set minimum service hour requirements, community partners have their own requirements. Contact your placement site for their orientation/training and hour commitment requirements.
- Orientation/training hours/club meetings are not counted for service hour requirements

*A \$50 late registration fee will assess to all students who register for classes during Late Registration. Late registration fee begins to assess December 11.



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Seminar Dates for Field Studies 4th/5th Credit Options Courses

Students registered for Field Studies 4th/5th Credit Options Courses are **required** to attend a reflection seminar presented by the Center for Service-Learning and Civic Engagement. Students may attend a seminar on any date or campus that fits their schedule

Campus	Date/time	Room#
Cocoa	Tuesday, April 9 5-6 pm	Building 12, Room 305
Cocoa	Wednesday, April 10 1-2 pm	Building 12, Room 305
Cocoa	Thursday, April 11 12:15-1:15 pm	Building 12, Room 305
Melbourne	Tuesday, April 9 2-3 pm	Building 10, Room 206
Melbourne	Wednesday, April 10 1-2 pm	Building 10, Room 206
Melbourne	Thursday, April 11 5-6 pm	Building 10, Room 206
Palm Bay	Tuesday, April 9 2-3 pm	Building 2, Room 163
Palm Bay	Wednesday, April 10 1-2 pm	Building 2, Room 163
Titusville	Tuesday, April 9 12:15-1:15 pm	Building 1, Room 141b
Titusville	Wednesday, April 10 1-2 pm	Building 1, Room 141b