



## 4<sup>th</sup> and 5<sup>th</sup> 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 4<sup>th</sup>/5<sup>th</sup> Credit Option Contract**
- **Visit the Advising office (virtual preferred)**
  - Complete an add/drop form and contact an advisor to register for the credit.
  - Up to three (3) 4<sup>th</sup>/5<sup>th</sup> credit options may be taken and prefixes may not be duplicated.
  - Visit the Cashier/or pay online for the credit hour.
- **Complete CSLCE paperwork (forms are on webpage)**
  - COVID-19 Participation In-Person Agreement.
  - Release From Liability.
  - Placement confirmation.
  - 4<sup>th</sup>/5<sup>th</sup> Credit Option Contract.
  - SHOAT (timesheet).
- **Complete at least 20 service-learning hours based on your instructor's requirements**
- **Attend a reflection seminar (virtual seminars)**
  - Seminars are hosted by the CSLCE and last about an hour.
  - You may choose any session (students will be contacted with virtual seminar info).
- **Turn in documented hours in person or can be emailed to a CSLCE staff member**
- **Complete a Community Service-Learning Questionnaire at the end of your assignment (will be sent out by your instructor of CSLCE staff member)**