



Registration for Service-Learning

Step One: Complete registration form

- Log on to CISL's website, <http://www.fullerton.edu/cisl>
- Click on *Students*
- Click on *Service-Learning* on the right
- Read about service-learning and the registration process
- Login by inputting your Campus-Wide ID for *CSUF User ID* and your CSUF password for your *Password*
- Read more about service-learning
- "Click to Begin Registering" at the bottom of the page
- Complete *all* boxes that are not already completed for you. (If the information in the yellow highlighted boxes is incorrect, please contact the CSUF Registrar's Office at (714) 278-2380)
- Click *Submit for service-learning placement*
- You may print the form by clicking "Ok" when the menu box pops up to prompt you. Otherwise, the form is automatically emailed to your professor when you click *Submit*

Step Two: Find a site

Option One: Find one in Titan Connection

- Log on to the *CSUF homepage*, www.fullerton.edu
- At the *Portal Logon* and the bottom of the page, input your Campus-Wide ID number and pin number.
- Under *Quick Links* on your Student Portal page, click on *Career Center*.
- If you have never been to this page before, you may have to fill out a short form to access the database.
- Click on *Jobs*.
- Under the *Position Type* drop-down menu, select *Service-Learning*. Click *Search*.

Option Two: Find your own

If you found a site on your own and were offered to complete your service-learning hours there, great! Simply ask the agency or organization to register in our database on our website, www.fullerton.edu/cisl.



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Step Three: Complete Placement and Consent Forms

After you have contacted the agency or organization and been offered a service-learning position, ask for an orientation. Also, inform the site supervisor of the number of hours you need to complete for the semester.

Once you are *certain* the organization will accept you, log back onto CISL's website, <http://www.fullerton.edu/cisl> to complete the Placement and Consent forms.

- Click on the "Placement" link under "Students" or
- After you completed the registration form and clicked *Submit*, on the next screen, click on *Service-learning Placement Form*
- Complete all the information requested and click *Submit and Enroll* on the bottom of the screen. You may print the form by clicking "Ok" when the menu box pops up to prompt you. Otherwise, the form is automatically emailed to your professor when you click *Submit*
- The next screen will be the *Consent Form*. Complete the fields on this form.
- When you have finished, click the "*I Agree and finish process*" button at the bottom of the page.
- Confirm your **CWID** and **password** on the next page
- Print a copy for your records. A copy will also be emailed to your instructor.

What is Service-Learning?

Service-learning is a teaching methodology, which utilizes service experiences in the community as text for learning in the classroom. At Cal State Fullerton, students enrolled in service-learning courses engage in up to 40 hours of service per semester, to meet unmet community needs.

Need Assistance?

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