

# Faculty: Accessing the CICE Registration System (CalStateS4)

## Why should Faculty access S4?

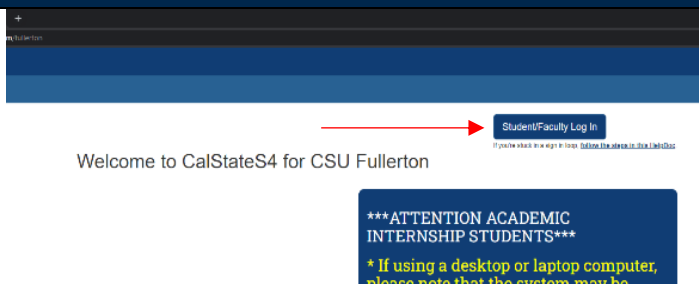
The system used by CICE to manage student registrations for record and risk management purposes is CalStateS4, often referred to simply as "S4." Each instructor of an experiential learning course has access to the CalStateS4 system. In this system, faculty can:

- View their course rosters
- View which students have completed their placements for their class
- Review student placement sites and positions (and review for course relevance and appropriateness)
- Look up supervisor contact information
- Download a report of enrolled students and their placements
- Email students directly through the system

Faculty should access S4 to actively confirm whether students enrolled in their experiential learning courses have complied CICE registration requirements prior to their starting any fieldwork, internship or service experience. Per system-wide risk management, students should not have started, and cannot accrue, hours until they have completed the CICE Registration.

## Accessing S4

1 Navigate to <https://app.calstates4.com/fullerton/> and click "Faculty/Student Login"

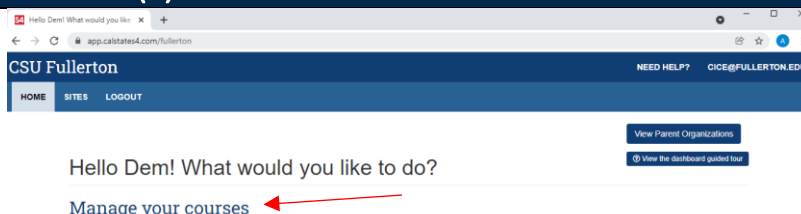


2 Use your CSUF portal credentials to log in

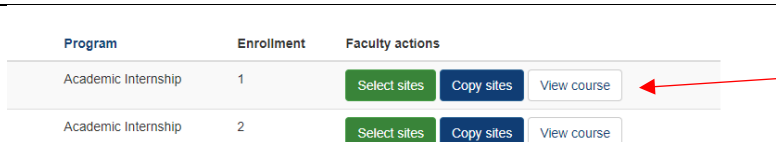


## Viewing your Course Student Roster(s)

1 Select "Manage your courses."



2 Select the "View course" for the course/section you wish to view.



# Viewing Student Placements

This page is a summary list of students enrolled in the course as well as their placement status and links to their placement information.

1 Click on the name of the internship site listed in the "Placements" column

## HUSR 999 (01): Demo HUSR Course

View Student Forms Student Report

User Tags

Place student(s)

<input type="checkbox"/>	First Name	Last name	Last login	Forms Completed	Supplemental Forms Completed	Placements
<input type="checkbox"/>	Tuffy	Titan	11/23/2021 - 12:37pm	Yes	N/A	<a href="#">Test Site</a>

2 A small window with a summary of the placement appears. Select "View Placement #XXXXXX" to open the full placement record.

Placement #174234

- **Program:** Academic Internship
- **Course:** HUSR 999 (01): Demo HUSR Course
- **Program Site:** Test Site
- **Opportunity:** Test Opportunity
- **Site Staff:** Testy McTest
- **Term:** Fall 2021

[View Placement #174234](#)

3 Here you can view details including site contact information and links to any forms linked to the placement.

### Placement #174234

You are masquerading as cice@fullerton.edu. [Switch Back](#)

**Student:** Tuffy Titan  
**Placed by:** Tuffy Titan  
**Course:** HUSR 999 (01): Demo HUSR Course  
**Program:** Academic Internship  
**Site:** Test Site  
**Site Staff:** Testy McTest  
**Opportunity:** Test Opportunity

**Placement Term(s):** Fall 2021  
**Estimated Hours:** 120  
**Reported Hours:** Not Reported

#### Signup Forms

Academic Internship Placement Forms COVID [View submission](#)

\* This form is required to complete your placement.

#### End of Placement Forms

HUSR Learning Plan [Complete form](#)

4 Review AI Placement Forms to see the date that the student completed the CICE Registration process. You may download forms as PDF files as needed.

## Academic Internship Placement Forms COVID

You are masquerading as cice@fullerton.edu. [Switch Back](#)

[Download PDF](#)

### Placement #174234 Information

**Student:** Tuffy Titan  
**Program:** Academic Internship  
**Course:** HUSR 999 (01): Demo HUSR Course  
**Program site:** Test Site  
**Opportunity:** Test Opportunity  
**Staff:** Testy McTest

**Term:** Fall 2021  
**Estimated Hours:** 120  
**Reported Hours:** 0  
**Student ID:** 800023194@fullerton.edu  
**Submitted by:** 800023194@fullerton.edu  
**Submitted on:** 12/08/2021 4:44 pm

## Student Forms

This page lists students and forms that they have submitted as part of the placements. Your course or department may have different forms so what you see will vary based on this. All students engaged in experiential learning must complete the Placement Forms. To view this page:

1 Select the 'Student Forms' tab

The screenshot shows the CSU Fullerton website header with 'HOME SITES LOGOUT' links. Below the header is the title 'Student Report' for 'HUSR 999 (01): Demo HUSR Course'. There are three tabs: 'View', 'Student Forms' (which is circled in red), and 'Student Report'.

2 Review the list of forms submitted and click on each to review them.

The screenshot shows the 'Student Placement Forms' section. A notification at the top indicates the user is masquerading as 'cice@fullerton.edu'. Below the notification is a table with the following columns: Placement, First name, Last name, Student E-mail, Forms, Program Site, Site Staff, and Site Staff Email. The 'Forms' column for the first row contains a link 'Academic Internship Placement Forms COVID' which is circled in red.

Placement	First name	Last name	Student E-mail	Forms	Program Site	Site Staff	Site Staff Email
#174234	Tuffy	Titan	cice@csu.fullerton.edu	Academic Internship Placement Forms COVID	Test Site	Testy McTest	rpierce@fullerton.edu

## Student Report and Emails

This page provides greater detail at a glance about student placements and the ability to download the information in excel format. To view the page:

1 Select the 'Student Report' tab

The screenshot shows the CSU Fullerton website header. Below the header is the title 'Student Report' for 'HUSR 999 (01): Demo HUSR Course'. There are three tabs: 'View', 'Student Forms', and 'Student Report' (which is circled in red).

2 Review the list of students and their placements and quickly look up supervisor contact emails.

The screenshot shows the 'Student Report' section. A notification at the top indicates the user is masquerading as 'cice@fullerton.edu'. Below the notification is a table with the following columns: First name, Last name, Student Email, Rid, Program Site, Opportunity, Site Staff, Estimated Hours, Reported Hours, and Site Staff Email. The first row is selected with a blue checkmark.

First name	Last name	Student Email	Rid	Program Site	Opportunity	Site Staff	Estimated Hours	Reported Hours	Site Staff Email
Tuffy	Titan	cice@csu.fullerton.edu	174234	Test Site	Test Opportunity	Testy McTest	120	none	rpierce@fullerton.edu

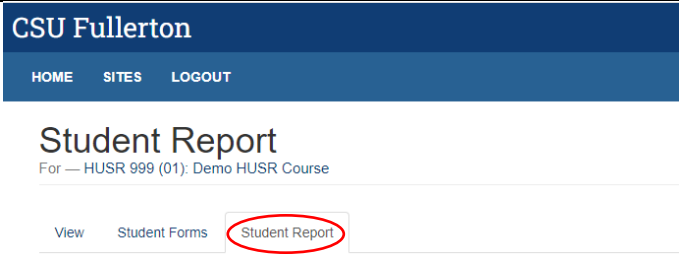
3 Use the buttons at the bottom of the page to download a copy of this report to Excel or use the batch email function (see next section for instructions).

The screenshot shows two buttons at the bottom of the page: a blue 'Send e-mail' button and a 'Download this report (can be opened in Excel)' button with a CSV icon.

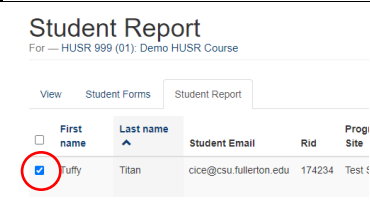
# Emailing Students through S4

The Student Report tab includes the 'Send e-mail' option which can be used to send bulks or individual emails to students in your course. This is a helpful tool to send an email reminder to the students who have not yet completed their registration. You can use the following steps as a guide to send this type of email:

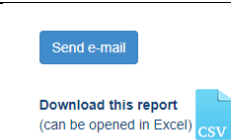
1 Select the 'Student Report' tab



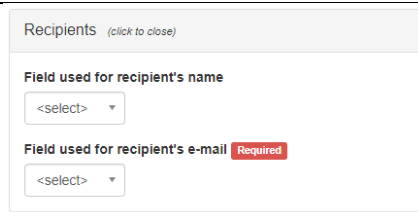
2 Check the box by all students' names you wish to email (for example, all students who have no placements)



3 Click the "Send Email" button

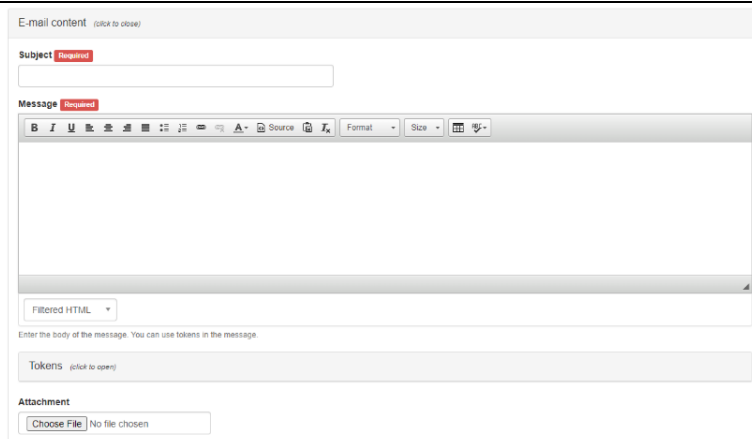


4 In the email set up window, make sure to set the



5 Enter an appropriate subject and compose a message to your students. Use the formatting controls in the Message box as you choose. You may also attach files to your emails here. See an CICE Registration Reminder email template below to copy and paste at your convenience.

Click "Next" when you are ready to proceed.

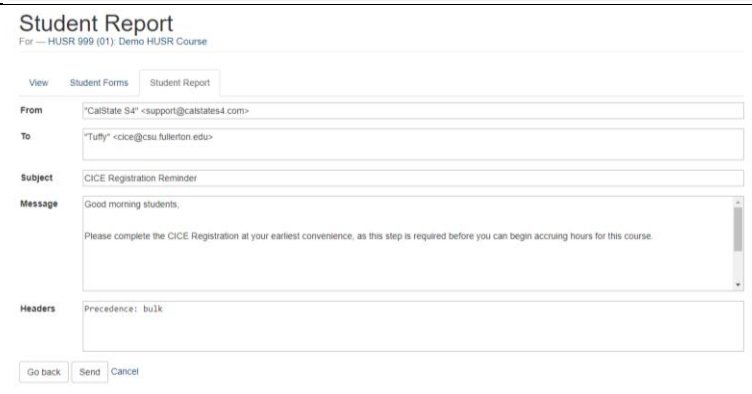


6 Review the email for accuracy.

Click "Go back" to return to the setup page and make any edits.

If everything is correct, click "Send."

All emails will be generated having a "from" address of *support@calstates4.com*, but all replies will be sent to **your** email address.



## CICE Registration Reminder Email Template

**Subject:** CICE Registration Reminder: Deadline XX/XX/XX

**Body:** Good afternoon students,

Please complete the CICE Registration as soon as possible at the following link:

<https://app.calstates4.com/fullerton/>

The deadline for this is XX/XX/XX. You may not begin accruing hours until you have completed the registration. Contact CICE on (657) 278-3746 if you have difficulty.

Best, <your name>