Service-Learning Registration Instructions

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.

Step 1: Find a Service-Learning Site

Option One: Choose from List provided by Instructor
Check your syllabus or with your instructor whether there is a list of specific sites from which you can choose a service-learning experience. If not, it is your responsibility to find a site.

Option Two: 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 & Internships on the blue toolbar on the left
- Click on Jobs & Internships on Titan Connection
- Click on Jobs & Internships on the toolbar at the top toolbar on the webpage.
- Highlight and Click Titan Connection jobs
- Click the “Show More” button
- Highlight Service-Learning under position type
- Enter a relevant keyword and click Search

Option Three: Find your own
If you secured your service-learning placement at a site that is not already registered in Titan Connection, complete a short online request form and an immediate email with instructions will be sent to you and your site supervisor. Visit fullerton.edu/cice/students and select My Service-Learning Site Isn’t Registered in the left menu column.
Please allow up to 3 weeks to finalize your site registration.

Step 2: Complete the CICE Registration
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 that you have been accepted by the organization, complete the CICE Registration as follows:

- Navigate to http://www.fullerton.edu/cice
- Click on CICE Registration
  - Input your Campus username and password (Same as your portal login)
  - Select: Service-learning
  - Click Login.
- Click Begin Registration
- Complete all boxes that are not already completed for you on the Student Registration form. Click Continue.
- Enter Emergency Contact info and click Continue.
- Enter your course schedule number for your course and click Search
  - Click Select next to your course
  - Enter the number of units you will be taking the course for and click Continue
- After page updates click Continue.
- Select your Service-Learning site and position from the drop down menus and click Continue
  - To add more than one site, click Add a placement site and repeat step
- Read the Release of Liability Form carefully, check the box next to “I agree to this release of liability form” and click Continue
- Read the Consent Form carefully, check the box next to “I agree to this consent form” and click Submit Registration Form
- Print a copy for your records or to turn in to your instructors if required

Need Assistance?
Visit Us: Langsdorf Hall 206
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