



Service-Learning Registration Instructions

Service-learning is a teaching methodology that 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 Placement

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 a site in Titan Connection

- Visit www.fullerton.edu/career
- Click on **Students > Jobs & Internships**
- Click on **View Jobs & Internships on Titan Connection**
- Login using your campus portal
 - *Fill out survey if first time logging in*
- In the left menu, click **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **Service-Learning**
- Enter relevant **Keywords** and click **Search**
- Click on positions to review and apply

Option Three: Find your own

If you secured an internship outside of Titan Connection:

- Go to fullerton.edu/cice/students
- Select "[My Service-Learning Site Isn't Registered](#)" on the left of the screen
- Complete the online request form

An email with instructions will be sent to your site supervisor. It is the student's duty to ensure their site is approved in a timely manner. Please allow up to 3 weeks to finalize your site registration.

Step 2: Complete CICE Registration (CalStateS4)

If you found your own service opportunity, make sure to inform the site supervisor of the number of hours you need to complete for the semester and request an orientation. Once you are certain that you have been accepted by the organization, complete the CICE Registration as follows:

- Visit www.fullerton.edu/cice
- Click on **For Students > CICE Registration (CalStateS4)**
- Click **Student/Faculty Login**
- Login using your campus portal
- Click **Place** next to your Service-Learning class
- Click **Search by Opportunities**
- In the **Site Name** box, enter the name of your host site and click **Search**
- Click the title of your service learning position
 - Call CICE if you cannot find your position
- Click **Select this Opportunity**
- Click **Select** next to the site staff you will be working with
- Click the yellow **Complete Form Online** button
- Complete all forms as required
 - Release of Liability
 - Emergency Contacts
 - Student Consent
- Click **Finish Placement**

You have now completed the registration process and can begin your service-learning hours.

Need Assistance?

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Call Us: (657) 278-3746
Helpdesk: <http://www.fullerton.edu/cice>