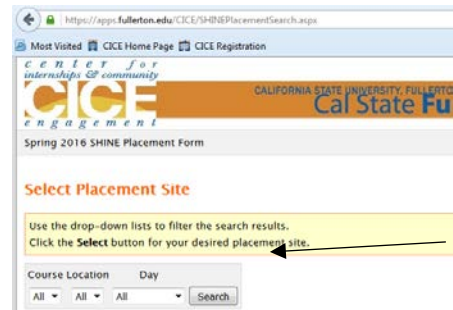


Registration and Parking Permit Pickup Locations

Complete the Project SHINE registration and select your site/time slot:

1. Go to <https://apps.fullerton.edu/CICE/SHINE/>
 - i. Sign in with your Fullerton portal information
 - ii. Select **SHINE**
2. Please select **Fall 2019** semester, **continue**
3. Please select **Begin Registration**
4. Please fill out your **Student Information**, **continue**
5. Fill out your **Emergency Contacts**, **continue**
6. For the **Placement Site**, you can choose to search **Courses**, **Location** or **Days**



*****Once you have found the location you would like to do your service, PLEASE EMAIL OR CALL THE INSTRUCTOR with your contact information asking if they still need a SHINE volunteer in their class. If you have to leave a message, do so then wait until you receive confirmation. DO NOT go to the site. The instructors will provide you a date on when you can begin your service hours.*****

IMPORTANT: Students receiving academic credit in a CSUF service-learning course must also complete the CICE Registration. Follow the Service-Learning Instruction card under Step 2 to complete registration. (Site Name = "Project SHINE"): <http://www.fullerton.edu/cice/resources/pdfs/infocards/SLInstructions.pdf>

Parking Permit

Volunteers at Wilshire (Fullerton), Anaheim or Cypress College must have a parking permit to park on campuses. Permits will be ready for pick up **two weeks after** you have submitted a completed parking permit form. Volunteers will have to buy a daily parking permit for \$3.00 or find other legal parking facilities while the permit is processed. Please contact **Dennis Sauers** at (714) 808-4709 dsauers@NOCE.edu for any parking permit questions. If you are not volunteering at these sites you will not need a parking permit.

Anaheim Campus 1830 W. Romneya Dr. Anaheim, CA 92801	714-808-4562
Wilshire Center (Fullerton College) 315 E. Wilshire Ave Fullerton, CA 92832	714-992-9530
Cypress Center (Cypress College) 9200 Valley View St. Cypress, CA 90630	714-484-7064

If you have any difficulties or questions, please visit us at LH 206 in the Center for Internships & Community Engagement office or call (657) 278-3746 or email Sevanah Charles at projectshine@fullerton.edu and copy: rlarum@fullerton.edu

Project SHINE service-learning students have served over 1,200 hours in the community last year!

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 the **Jobs** and then click **Search Jobs & Internships**
- Click **Position Type** and select **Intern (academic/for college-credit)**
- 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)

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:

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

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

Need Assistance?

For help navigating this process contact CICE

Visit Us: Langsdorf Hall 206
Hours: Monday-Friday 8am-5pm
Call Us: (657) 278-3746
Email Us: cice@fullerton.edu