



Missing Service-Learning Hours Form

Please complete this form and submit to The Alice Varnado Harden Center for Service, located in Suite 110, Reddix Hall, if you have a discrepancy with your service hours. A member of our staff will contact you within 48 hours of submission to handle your request.

Note to Students: We strongly encourage you to check the status of submitted service-learning hours within one week of the date you submit your form, to ensure accuracy of hours. Submitting of service hours to our office does not guarantee approval of hours. All hours meeting guidelines approval are then validated through the site director/professor. Be sure to submit hours before each semester deadline. Failure to submit hours before the semester deadline, or submitting hours from previous academic semesters is not permitted and results in the rejection of service hours.

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Name _____ J# _____

Email _____ Cell Phone _____

Please check all that apply:

- ☐ I want check how many service hours I have.

To check service hours please follow these steps:

- o Log Into Your Paws
- o Click "Student Records"
- o Click "Academic Transcript"
- o Click "Transcript Levels" scroll down to "Community Service" press "Submit"

- ☐ I turned in my service-learning form and checked my transcript but my hours are still not there.

- o What class/course was the service rendered? _____
- o What semester did you submit the hours? _____
- o What is the Instructor's Name? _____
- o How many hours were submitted on the form? _____
- o Do you have a copy of the form submitted? ☐ yes ☐ no

Note: Hours submitted by an organization not listed on our approved agency list, must be pre-approved, prior to submitting hours. Failure to do so will result in the rejection of service hours.

Student Signature _____ Date: _____

FOR OFFICE ONLY:

☐ Request Approved ☐ Request Denied CSCEL Staff _____ Student Initial _____

NOTES: