FAQs: Summer 2016 Community Service

What hours will be accepted?
Only hours served from April 16, 2016 - August 26, 2016 are being accepted. Hours served during this time will be processed under “summer 2016” on the student’s academic transcript, once approved by our office and verified by our staff.

My hours are showing “Courses in Progress” what does that mean?
Hours showing “in progress” must be manually added until the semester deadline is completed. So for the summer, hours will not be calculated until after August 26th. Example: For instance, the student below has 85 hours prior to spring 2016. During spring 2016 this student completed 15 additional hours. Although the total still shows 85, this student must manually add the 15 hours to their prior hours served, which means the student below actually has 100 hours, which will reflect in their total once grades are officially due for the semester.

What happens if I want to complete service in my home city/state and the site is not currently listed on the approved agency list?
All community service must be completed through a 501©3 non-profit organization, or a federal, state or local government agency. Students completing service at a site/agency not currently listed on the Harden Center’s agency partner list must have the site director at the anticipated agency complete a site approval packet, prior to the student beginning service. The site approval form may be completed online at: https://www.cognitoforms.com/CenterForService1/SiteAgreementPacket

Students with questions regarding site approval should contact Kimberly Harris in the Center for Service and Community Engaged Learning at kimberly.m.harris@jsums.edu. Please note that our office will not accept any hours from non-approved sites.

How do I submit my hours to your office if I do not live in Jackson, or will not be in the Jackson area during the summer months?
Students have two options when submitting hours:

1. **Mail:** Students may mail forms no later than Friday, August 26, 2016, providing original signatures (no copied, scanned, stamped, or electronic signatures) to our office by mail at:
   Jackson State University
   Harden Center for Service
   PO Box 17084
   Jackson, MS 39217

2. **In Person:** Students may submit forms to our office throughout the summer. Our office will be open, Monday-Friday from 8:00am-5:00pm. If you are away during the summer, you may bring the forms to our office during the 1st week of classes (August 22-26) The deadline for all forms is Friday, August 26, 2016 by 5pm.

   Please note that our office will not accept fax, scanned, or electronic copies of form or signatures.

Do I have to be enrolled in summer classes to complete community service during the summer?
No, students do not have to be enrolled in summer classes to complete summer community service hours.

What is the deadline to submit summer hours?
The deadline to submit summer community service forms is **Friday, August 26, 2016** by 5:00pm. Students do not have to wait until the deadline to submit hours and are encouraged to submit forms as often as possible throughout the summer.