

## FAQs: Summer 2017 Community Service

### What hours will be accepted?

Only hours served from April 14, 2017 - August 25, 2017 will be accepted. Hours served during this time will be processed under "summer 2017" on the student's academic transcript, once approved by our office and verified by the Center staff.

### 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.

### 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 the August 25<sup>th</sup> deadline. Example: The student below has 85 hours prior to summer 2017. During summer 2017 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.

TRANSCRIPT TOTALS (COMMUNITY SERVICE) -Top-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	85.000	85.000	0.000	0.000	0.000	0.000
Total Transfer:	0.000	0.000	0.000	0.000	0.000	0.000
Overall:	85.000	85.000	0.000	0.000	0.000	0.000
Unofficial Transcript						
COURSES IN PROGRESS -Top-						
Term: Spring 2016 Community Service						
Subject	Course	Level	Title	Credit Hours	Start and End Dates	
CSSL	106	CS	CAMPUS SERVICE		15.000	

### 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(c)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.cognitofrms.com/CenterForService1/SiteAgreementPacket>

Students with questions regarding site approval should contact the Harden Center at 601-979-1294. *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 25, 2017, providing original signatures (*no copied, scanned, stamped, emailed 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 in Reddix, Suite 110, during the 1<sup>st</sup> week of classes (August 21-25).

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

### What is the deadline to submit summer hours?

The deadline to submit summer community service forms is **Friday, August 25, 2017** 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.