

SUMMER 2022 SERVICE-LEARNING REGISTRATION INSTRUCTIONS FOR STUDENTS

1. Go to www.mdc.edu/serve to find a list of pre-selected agencies that will be available for Summer 2022.
2. Once you've selected the agency you are interested in serving with, contact them to review your course requirements for service, your interests and availability, and ask if they have available service opportunities.

If you choose to serve with an agency that is NOT on www.mdc.edu/serve, please first make sure the agency and service experience meet our [Standards for Service](#), fill out the [Service Site Approval Form](#), and then email it to your iCED campus staff for approval **BEFORE starting your service.**

3. Once you've contacted your agency, return to www.mdc.edu/serve and select "Register & Record My Service" at the top right corner of the page.
4. Select **Option 1: "Course service assigned by your professor (Service-learning)"**.
5. Log in using your myMDC Account ID and password.
6. Select "Start a New Service-Learning Application".
7. Select the class for which you are participating in academic service-learning & select "Proceed to Agency Selection".
8. Select the agency you have chosen and contacted.
9. Once you have chosen your agency, select "Submit Application & Finish".
10. Save the **Service-Learning Hour Log** to your desktop.
11. Complete the service per the agency's instructions and fill out the virtual **Service-Learning Hour Log**. Remember that hours logged must reflect hours in service (see Standards for Service)
12. Email the completed **Service-Learning Hour Log OR another form of verification** (see below) of service hours from the agency to iCED Staff by the deadline below.

Hialeah: iCEDHialeah@mdc.edu

Homestead: iCEDHomestead@mdc.edu

Kendall: iCEDkendall@mdc.edu

Medical: mdelorbe@mdc.edu

North: iCEDnorth@mdc.edu

Padrón: iCEDpadron@mdc.edu

West: mdelorbe@mdc.edu

Wolfson: iCEDwolfson@mdc.edu

MDC Online: iCEDwolfson@mdc.edu

REMEMBER TO COMPLETE YOUR SURVEY

After you finish your service-learning project and turn in all your forms, go back to the registration website and complete the student satisfaction survey.

Haus Wally* Spring 2020 Term					
— Service Registration Record —					
(Visit your campus iCED office for an official service transcript.)					
No service-learning activity found for Spring 2020 term!					
Past Service-Learning Projects [-]					
Term	Course	Class	Hours	Community Partner / Agency	
🕒 2167	MAC1114	000001 TR	0.00	A New Start: Social and Financial Services 🔗 Survey	
Hours Total			0.00		