



**Office of Continuing Education and Service-Learning
Dr. Rory L. Bedford, Director**

Process for Clearing through the Office of Service-Learning

Remote Clearance

Students who have not been cleared through the Office of Continuing Education and Service-Learning are being sent emails to inform them to contact the Office of Continuing Education and Service-Learning at telephone numbers 318-274-2553, 318-274-2547, 318-274-2286 or email hopwoodm@gram.edu.

When the student contacts the office, the director or his representative will counsel with the students to assist him/her with verifying service-learning and community service service-learning projects. Students are directed to go to the GSU Website homepage (www.gram.edu). Move the cursor to the word Academics. Drop down to Office of Service-Learning, which is located in the fourth column and is the 5th unit under Academic Resources. Click on Office of Service-Learning. The homepage will appear. Move the cursor to the gray column on the left hand side of the page. Click on Service-Learning Forms and Resources. Under forms and resources, click on Service-Learning Volunteer Form (Revised). The form can also be accessed from the link below.

<http://www.gram.edu/offices/service-learning/docs/Revised%20Service%20Learning%20Volunteer%20Form%2010%2016.pdf>

Download the form and fill in the required information. Once the form is filled, the student is required to email the form as an attachment to hopwoodm@gram.edu.

A list of students who have not met the service-learning requirements will be updated and sent to the respective deans each Friday.