

## Community Service & Civic Engagement REGISTRATION PROCESS

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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

To participate in a Community Service or Civic Engagement activity for E360 credit, follow these steps:

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources in Segal Hall:
  - a. Prepare resume; meet with Experience360 Staff to review and edit
  - b. Log into an ExperienceLink account via [www.delval.edu/experiencelink](http://www.delval.edu/experiencelink) (CSPD's web-based opportunity posting system)
  - c. Upload your updated resume – once uploaded, you can apply to positions and sometimes, employers will view resumes via our Resume Book to recruit you specifically. This is also a great way to externally save your resume for safe keeping.
2. Utilize DelVal's Student Involvement Office (SIO) resources in the Student Center
  - a. Meet with SIO staff to explore opportunities on and off campus that will fulfill Activity requirements
3. Explore and apply to community service and civic engagement opportunities via:
  - a. Community Service/Civic Engagement Organization postings via [ExperienceLink](#)
    - i. Click on the *Jobs* section at the top toolbar. Make sure to look at the *DelVal Jobs* section which features positions from employers who post specifically to DelVal students and grads.
  - b. CSPD recruiting and networking events
  - c. Meet with CSPD and SIO staff to discuss networking and outreach opportunities
  - d. Consult with additional networking resources for potential leads:
    - i. Academic Advisor, Department Chair and Faculty Members
    - ii. DelVal staff
    - iii. Classmates and upperclassmen
    - iv. Alumni – check out the Official Delaware Valley University Alumni & Student Group on LinkedIn
    - v. Personal contacts and networking
4. Apply for Academic E360 Credit during the course registration period
  - a. Review *Community Service & Civic Engagement Policies and Guidelines* – make sure to check out the prerequisites to make sure you meet the requirements!
  - b. If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements
  - c. Meet with your Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
5. Log-on to [ExperienceLink](#) to complete the Activity Application Form via the Experiential Learning module.
  - a. You must review and comply with all Community Service & Civic Engagement Program, Delaware Valley University and Employer site policies, procedures and expectations. Your signature on the Application indicates that you understand and agree to program and University policies.
  - b. Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
  - c. Once approved, you will then be registered for the course in Self-Service.

**Deadlines:** End of the Add period of term registering (see [Academic Calendar](#))