

**North Carolina Central University**  
**Academic Community Service Learning Program**  
**Frequently Asked Questions (FAQ's)**

1. **Why do we have to do community service?** NCCU's connection to the community is steeped in tradition by educating and engaging students for social and civic responsibility. We are continuing our founder, Dr. James E. Shepard's legacy and vision. NCCU stands by its motto of "Truth and Service".
2. **Who has to perform community service?** All undergraduate students, who are not exempt, and enrolled in NCCU after 1994 must complete the community service requirement. This includes all re-admitted and transfer students.
3. **Who is exempted from community service?** Students who have completed a full four-year degree and are returning for a 2nd degree are exempted from community service to include graduates and online students.
4. **How many service hours required per semester?** All full-time students with at least 12 credit hours are required to perform 15 service hours per semester. Part-time students' service hour requirement is prorated: 1-5 course credit hours = 4 service hours, 6-8 credit hours = 8 hours, 9-11 credit hours = 11 hours.
5. **How do I earn my community service hours?** You must complete the orientation to receive a login to Get Connected to community service opportunities. Then you can select the agency or event to complete your service hours or inquire through your service learning course instructor.
6. **What do I do if I cannot contact my agency?** If you cannot get in contact with the community partner, you will need to contact the Student Service Advisor with the Academic Community Service Learning Program (ACSLP) so that they can make contact for you and/or reassign you to a new partner.
7. **Is military service a service learning opportunity?** Yes. Active military/veterans with an honorable discharge will receive 60 service hours for honorary service. Please contact the NCCU Veteran Affairs office for more information.
8. **Can I provide peer-to-peer tutoring on campus and receive service hours?** Yes. Before you begin any peer-to-peer tutoring, please make sure the department is on the approved agency list. No exceptions will be made, nor will hours be accepted from departments that are not approved.
9. **Can community service that I perform on my job count toward my service hours?** Maybe. If the service hours are with one of the non-profit organizations on the ACSLP partner list. Make sure you submit a timesheet for the hours that is signed by the non-profit, not your work supervisor.
10. **If I complete more than 15 hours during a semester, will the hours carry over?** Yes.
11. **Can I complete service hours during the summer for the fall?** Yes, any time after freshman year, students can perform community service hours during the summer at a non-profit organization in Raleigh, Durham or Chapel Hill or a national organization that is approved by the Academic Community Service Learning Program (ACSLP) prior to starting the service.
12. **Can I change my placement during the semester?** Yes.
13. **What do I do with the time sheet if I do not turn it in by the 21<sup>st</sup> of the month?** Please turn in your time sheet at least once a month so that your service hours can be verified prior to adding to your account. If you do not turn in your timesheet on time, it delays entry of your service hours.
14. **What will happen if I do not do my community service?** Upon graduation, if you fail to complete your service requirement a "hold" will be placed on your account which prevents you from participating in the graduation ceremony and obtaining your transcript.
15. **What do I do when my account has a "hold" on it and I cannot register for my classes?** You should immediately contact the Academic Community Service Learning Program (ACSLP) if you have not completed your hours, please talk with the staff to advise you appropriately.

- 16. Can a student register an organization?** No. The student must contact the agency and have the administrator of that organization to register online on ACSLP Community Engagement webpage by June 30<sup>th</sup> for the new academic year. If it is a campus student organization then an advisor will need to register the organization.
- 17. What other services does Academic Community Service Learning Program (ACSLP) offer?** AmeriCorps, America Reads (federal work-study), in-house work-study and transportation within five miles of the university.