



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 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.



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

Process for Clearing through the Office of Service-Learning

On-Campus 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.

Students who choose to come to the Office of Continuing Education and Service-Learning will be served. The office is located in Jacob T. Stewart room 222. Staff will maintain a distance of at least 6 feet from the students. Forms can be accessed from the folder outside the door. Once the form is filled, it should be placed under the door. The director or his representative will review the form and inform the student if additional information is needed.

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