



IMPORTANT DEADLINES

<u>TERM</u>	<u>FIRST DAY TO RECORD</u>	<u>LAST DAY TO RECORD</u>
Fall 2018	August 4, 2018	December 14, 2018
Spring 2019	December 15, 2018	May 3, 2019
Summer 2019	May 4, 2019	August 2, 2019

The ServScript Program allows students to record their service to the community on their official FSU transcript. Your transcript is an official government document, a permanent record of your academic achievements, and a direct reflection of your college career to potential employers, and graduate and professional schools. Falsifying any information in the ServScript Program is falsifying information on an official government document.

STEP 1: The ServScript Program form can be found online at <https://thecenter.fsu.edu/resources/servscript> Use this form to keep an accurate record of your service hours each semester. **If you are audited, we will ask for this completed form as verification of your service.**

STEP 2: Throughout the semester, submit your service hours online. Login to the myFSU portal with your FSUID and password. Anytime you submit service, verify that we received your entry by clicking the “Review My Current Entries” tab in the ServScript Program Application.

Start Date	End Date	Hours	Agency	Task	Service Learning Course #	Instructor Name
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						
Supervisor Full Name Supervisor Signature Supervisor Title Supervisor Phone Supervisor Email Student Organization Served With						



STEP 3: Within the Student community, select “ServScript Application” from the Student Services portal (located on the bottom right side of the page).

Student Services

- Intramural Sports Sign-up
- Leach Center Hours
- ServScript Application**
- Tutoring Services
- Withdrawal Services

DEFINITIONS:

- **“Add New Entry”** - Enter new service hours
- **“Review Current Entries”** - Review what you already submitted for the current semester and/or add more hours to an existing entry for the current term
- **“Review Approved Hours”** - Review entries that were approved from previous semesters

STEP 4: To enter new service hours, click on “Add New Entry.”

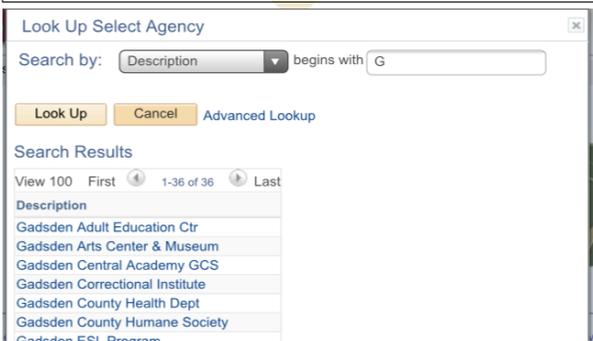


NOTES:

Submit a separate entry for each agency you serve. If you complete different tasks within the same agency, you may enter separate entries for each specific task. Think about how you want employers/graduate schools to view your service. The way you enter your hours is how it will appear on your transcript.

Identifying the Agency: Select the agency that benefitted from your service; not the group you served with.

Agency: Click on the magnifying glass. Type in the first letter of the agency. Then, click the Look Up button or press Enter. You will receive a complete list of agencies from our database containing that word. It is important to follow these steps because our agency database has a character limit and therefore, agency names may be abbreviated. Select your agency from the list. If you are unable to find your agency, please contact servscript@admin.fsu.edu.



STEP 5: On the Add New Entry page, complete all fields for each service agency/task performed.

- Start/End Date: Enter the first date that you volunteered with the agency for the Start Date and the last date that you volunteered for the End Date. Dates entered outside of the current semester are not accepted.
- Hours: Enter the total number of hours performed during the specified time period entered in Start/End Dates. Click on the drop down menu to select the nearest quarter hour.
- Supervisor Information: Enter the supervisor’s full name, title, phone number and/or email address. The supervisor must be a third-party individual who witnessed and can confirm the number of hours you completed with the agency in order to verify your service. The supervisor should not be an individual that you served directly. Serving as your own supervisor is not permitted.
- Student Group: If your service was completed with a student organization, check the appropriate box, click the magnifying glass, and search for the organization (the same way you search for the agency).
- Service Learning: If you completed service as a course requirement (service learning), check the appropriate box, click the magnifying glass, and select the course from the menu.
- Prompts: Provide a reflection response to the prompts We not only want to see what you did, but also how your service impacted the community and how you benefitted from this service experience.

If the agency is not found after searching, you have two options:

- 1) Type the word “OTHER” into the search box and select OTHER from the drop down menu. Once you select OTHER, a text box will appear to the right of the search box (pictured below). Type the whole name of the agency into the text box (don’t abbreviate or use acronyms). **NOTE:** Most local nonprofit agencies are listed in the database. Selecting OTHER should only be used if you volunteered outside of the Tallahassee area or if you have already searched and cannot find the agency you served. If OTHER is used to complete an entry, it will be included in the audit at the end of the semester, to verify the information is recorded accurately. Keep in mind, what you enter into the ServScript system is what is printed on your academic transcript. Take the time to search for the agency, and avoid using OTHER, if possible.
- 1) Email ServScript@admin.fsu.edu prior to the deadline to request assistance with finding the agency, or to have the agency you served added to our database.

The screenshot shows a form with several fields: 'Start Date' (calendar icon), '*End Date' (calendar icon), 'Enter Hours' (input field with ': 00' and a dropdown arrow), 'Select Agency' (input field with '375' and a magnifying glass icon), 'OTHER' (text), '*Enter Task' (input field with a magnifying glass icon), and 'Enter Agency Name' (input field). The 'Enter Agency Name' field is circled in red.

STEP 6: Before submitting, check that all of the information is correct. By submitting, you certify that the hours entered are correct and accurate. Intentionally submitting false information to the ServScript Program is falsifying an official government document, the academic transcript, and is a violation of the University’s Honor Code.

Upon clicking the Submit button, a message should appear (pictured below) indicating that your submission was received. Notify ServScript@admin.fsu.edu if you experience any technical difficulties or aren’t sure your submission was successful.

Procrastinating until the last day of the semester to submit your hours may increase your risk of experiencing technical difficulties. Hours are not accepted after the deadline; therefore submit completed hours throughout the semester and in advance of the deadline to avoid problems.

Your submission is now pending approval until reviewed by The Center for Leadership & Social Change. Approved hours will be posted when grades are posted. If you have any questions, [Contact Us at servscript@admin.fsu.edu](mailto:servscript@admin.fsu.edu)

Entries can be viewed, deleted, and edited (any time before the current semester’s deadline) by clicking on “Review Current Entries.” These entries are not considered officially approved until they are posted to the Official Transcript. All hours submitted are subjected to audit and review by the ServScript Program Review Committee.

TO REVIEW CURRENT ENTRIES

Click “Review Current Entries” to edit or delete the service hours that you entered for the current semester.

To add hours or edit an entry already submitted, click on “View” next to the entry you want to change. Enter the new TOTAL hours completed and update the end date. All fields can be edited at any time, including the reflection, up until the deadline (last day of the semester, by 11:59pm Eastern Time). To delete an entry (perhaps a mistake was made), click on “Delete” button next to the applicable entry. There is NO “undo” function.

Start Date	End Date	Service	Community Need	Agency	Supervisor Name	Hours	View	Delete Entry
07/03/2017	07/05/2017	Mentoring	Education PK-12 Elem	Springwood Elementary LCS	Joi Phillips	2.00	View	Delete Entry

It is recommended that you enter service hours throughout the semester. You can create a new entry after you complete your first service hours of the semester and then update that same entry throughout the semester as you complete more service hours at the same agency. If you complete service hours at another agency or complete different tasks, just create a new entry (add new entry).

TO REVIEW APPROVED HOURS

Click “Review Approved Hours” to see service hours approved from previous semesters. These are posted on the Unofficial Service Transcript. To view what has been posted to the Official FSU Transcript, please request an Unofficial Transcript from the Registrar Office.

Click “View/Print Transcript” to have a PDF version of your Unofficial Service Transcript. **NOTE:** If you do not have a local Tallahassee address on record in your Personal Campus Information, you won’t be able to see your Unofficial Service Transcript. Please add this information or contact ServScript@admin.fsu.edu for further assistance.



The Center
for Leadership
& Social Change

ServScript Program
Recognize your commitment to service with your scholarly achievements on your Academic Transcript.

[About ServScript](#) [Add New Entry](#) [Review Current Entries](#) [Review Approved Hours](#) [FAQ](#)

Approved Transcript Hours.

Term	Start Date	End Date	Category	Agency	Service	Service Hours	Civ Ed
2004 Fall	10/15/2004	10/15/2004	Education PK-12	Leon County Schools	Voter Registration	1.00	
2004 Fall	11/19/2004	11/19/2004	Domestic Violence	Refuge House	Service to the Community	4.00	
2004 Fall	11/02/2004	11/02/2004	Education PK-12	Leon County Schools	Voter Registration	8.00	
2004 Fall	10/30/2004	10/30/2004	Health-Disability	Ability 1st	Service to the Community	8.00	

[View/Print Transcript](#)

Total Cumulative Hours 21.00

Enter all completed service hours on or before the deadline each semester. The last date to submit hours for the current semester is always the last Friday of the semester by 11:59pm Eastern Time. Hours must be recorded in the same semester in which they were completed. Hours completed after the deadline can be submitted for the following semester, and can be entered beginning the day after the deadline for the current semester. If you are engaged in a service project that spans two semesters, enter your service into two separate entries—one for one semester and another for the following semester.

Email us at ServScript@admin.fsu.edu if you have any questions or need any further information or assistance.