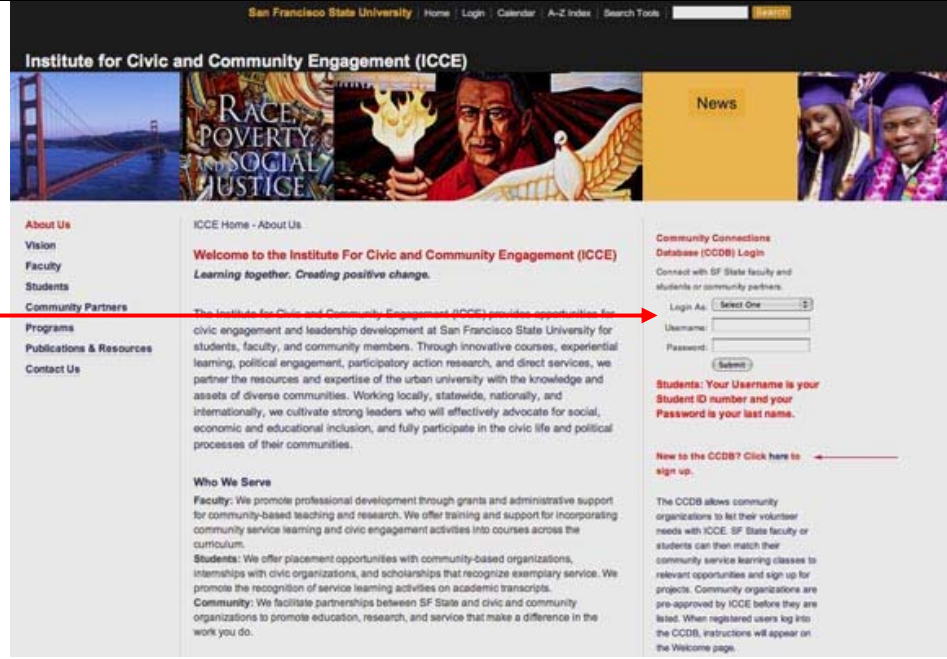




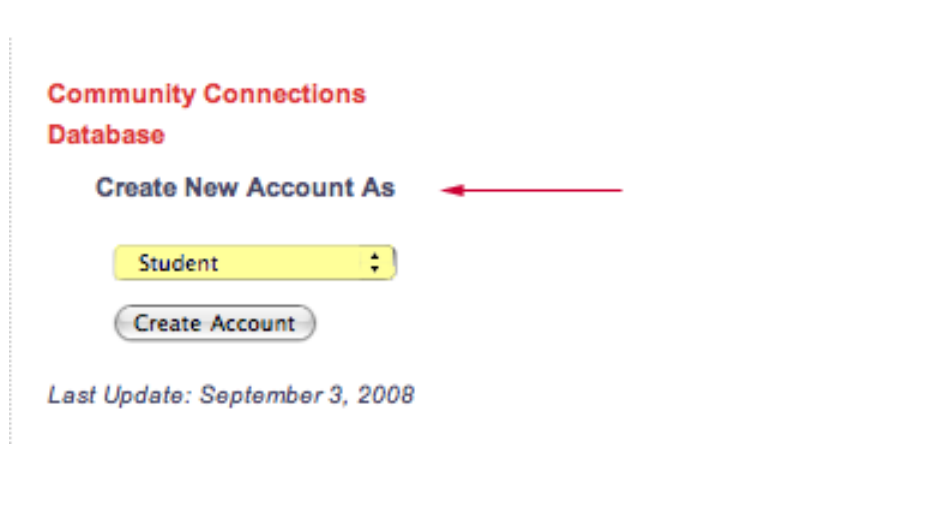
Community Connections Database (CCDB) Instructions for Students (CSL-4S)

The Community Connections Database (CCDB) allows students to search for community service learning opportunities at University-approved sites.

Accessing the database
STEP 1: Go to ICCE home page at www.sfsu.edu/~icce
The CCDB Login is located in the right sidebar column (red type)
STEP 2: Login as Students using your SFSU ID and your last name (case-sensitive),



OR
Sign up and Create Account if you do not already have a CCDB profile.




Sign up and Create Account

STEP 3:

You must agree to the CSL Agreement or you will not be allowed to register.

There will be three screens. You must agree to abide by the guidelines. Read them carefully.



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Student CSL Agreement

The following online registration process is divided into three sections:

1. Desired Conduct
2. Unacceptable Conduct
3. Student Community Service Learning (CSL) Agreement


In order to register for access to the Community Connections Database (CCDB), students must agree to abide by the following CSL code of conduct:

1. Desired Conduct (Screen 1)

- **Ask for help when in doubt:** Site supervisors understand the issues at your site. Please discuss any problems or questions with them as they arise; they can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the Community Service Learning staff with questions concerning your placement.
- **Be punctual and responsible:** Although you are volunteering your time, you are also agreeing to be a reliable, trustworthy and contributing member of the team. Administrators and the person(s) whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your assignment.
- **Call if you are going to be late or absent:** Call the site supervisor if you are unable to go in, or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- **Respect the privacy of all clients:** All information regarding the people with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), should be considered privileged information. It is vital that you treat it as confidential information. Use pseudonyms in your academic assignments if you are referring to clients or the people with whom you work at the volunteer site.
- **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.
- **Act appropriately:** You are in a professional environment and are expected to treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of SF State's ongoing commitment to the Community Service Learning Program.
- **Be flexible:** The level of intensity of activities at a service site is not always predictable. Your flexibility to changing situations can help the organization work smoothly and produce positive outcomes for everyone involved.
- **If you are injured:** You may file a claim at the community agency, or you may seek medical attention through the provider of your choice. If you decide to seek medical attention through your own provider, you will be responsible for covering your own expenses. Please be aware that if you wish to file a worker's compensation claim later on, it may not be accepted if a non-authorized provider provided the medical attention.

[CHECK HERE IF YOU AGREE TO THE GUIDELINES ABOVE](#) ←

Sign up and Create Account STEP 4: Create your profile.



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Enter the information below to create your Service-Learning profile.

Required fields are marked with: *

Name (First / Last): *

Class Standing:

Major:

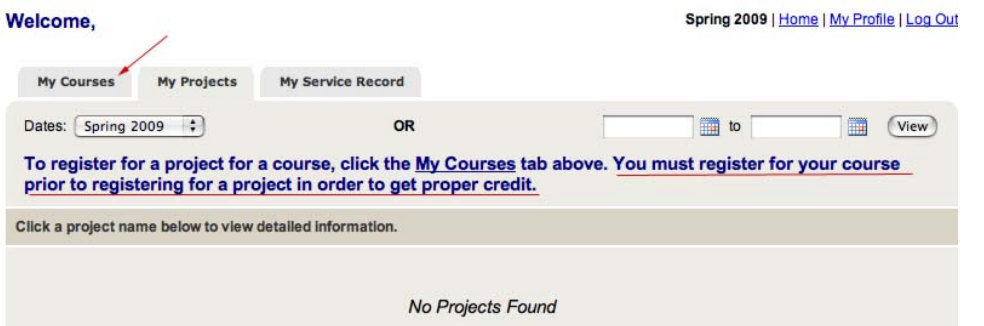

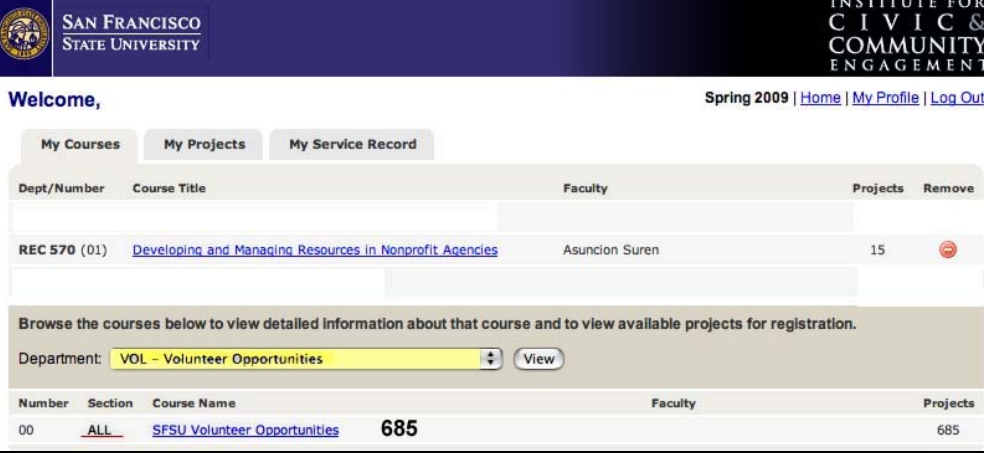
Minor:

GPA:

School ID: *

Confirm ID Number: *

Email: *

<p>Using the Database</p> <p>Click on the "My Courses" Tab.</p>	
<p>View and Register for Course Projects</p> <p>a) Pick department from the pull-down ↓ menu.</p> <p>b) Click on course name from the list.</p>	 <p>A list of community organizations matched to your course will appear. Click on the name of the project for more information—a new window will appear with a description and contact information. Once you find a project that you are interested in, print form. You must contact the agency yourself and arrange to go in for an interview and possible placement.</p>
<p>View all 685 Projects</p> <p>Click on pull-down menu arrow</p> <p>Scroll to end of list. Select VOL</p> <p>You can click on any of the agencies listed</p>	
<p>Please contact us at (415) 338-6419 if you have questions, or e-mail icce@sfsu.edu</p>	