II. Enrollment and Participation

    A. Basic Student Requirements

        1. All residential undergraduate students are required to earn one CSER credit for each fall and spring semester they are enrolled full-time, up to a maximum of eight semesters. Students who are enrolled full-time for more than eight semesters are not required to complete more than eight CSERs.

            a. Undergraduate students are considered full-time if they are taking 12 or more credit hours in a semester whether these course are residential or online.

            b. This CSER requirement does not apply to dual-enrolled students unless they have 12 undergraduate credits during their dual-enrolled semester.

            c. This only applies to full-time, residential students and not to LU Online students who are taking residential classes.

        2. Students must obtain approval from their CSER supervisor before registering or dropping a CSER.

        3. CSER registration occurs through the online CSER Dashboard, which may be accessed through LU Serve's website.

            a. Through CSER Dashboard students may search for existing organizations or submit a request for a new organization to be approved.

            b. Students should consult the CSER Dashboard for a historical record of their CSER registrations, evaluations, and grades.

        4. Each CSER requires a minimum of 20 hours of volunteer service. Some organizations and supervisors may require more than the minimum. If so, they are required to inform the student in advance.

    B. Timeline

        1. Students may enroll in CSER during any term. CSER is not required during the winter break or summer semester, but a CSER earned during these terms may count toward the student's graduation requirement.

        2. Students must complete their service hours within the term they registered and with the organization and supervisor they registered. Students are not permitted to complete a CSER with multiple organizations or supervisors. Each CSER must be completed with one organization and one supervisor. Switching from one supervisor to another within an organization requires approval from LU Serve.

        3. The dates for each term mirror the Registrar's academic calendar.

        4. Fall Semester

            a. The Add/Drop deadline for Fall CSER is the first Monday in October. After this deadline, Registrar will apply a $10.00 late fee to the student's account.

            b. The LU Serve Fair, which occurs near the beginning of the semester, hosts several CSER organizations and supervisors. Students may attend the fair to find a CSER opportunity. CSER supervisors are encouraged to represent their organizations and assist students in the registration process.

            c. Any fall CSER registration will be rolled automatically to the following spring semester. Students are expected to make a year-long commitment when

registering in the fall. Students must obtain approval from their supervisor in order to drop their CSER.

5. Spring Semester
   a. The Add/Drop deadline for Spring CSER is the first Monday in March. After this deadline, the Registrar's Office will apply a $10.00 late fee to the student's account.
6. Summer/Winter Terms
   a. The Add/Drop deadline is the the first Monday in July for Summer CSER and the first Monday in January for Winter CSER. After these deadlines, the Registrar's office will apply a $10.00 late fee to the student's account.

C. Enrolling in Multiple CSERs
1. While students are required to complete one CSER for each semester they are enrolled full-time, they may complete more than one CSER during any semester. There are two ways students may do this:
   a. Students may earn double-credit for a CSER by serving a minimum of 40 hours of volunteer service with one organization and one supervisor.
   b. Students may register with multiple organizations and serve a minimum of 20 hours of volunteer service with each organization. They may earn double credit with each organization as well.
2. Students may count these CSER credits toward any semester. Students should contact their academic advisors to ensure they are fulfilling all graduation requirements. Students may also check their DCP audit.

D. Additional Hours and Fees
1. Organizations are permitted to require additional hours so long as the students are given advance notice in writing and prior to registration.
2. LU Serve also recognizes that organizations may incur additional costs by offering CSER opportunities. If so, these organizations are permitted to charge a small fee to offset their additional costs for training or supervision. If the organization chooses to charge a fee, the organization must first receive approval from LU Serve, and the fee must be stated clearly in the organization's CSER description. The organization is required to give students advance notice of any fees they will incur. Charging a fee without prior approval from LU Serve or failing to disclose the fee could result in removal from the CSER program.