How to use the Service Activity and Development Credit Request Form

What's new about the Service Activity form?
It's an interactive spreadsheet now. You can:

- Re-use activity numbers from last year's catalog. You may type in or click to view a list and select a number you used on last year's form. The spreadsheet fills in the new number, category, activity name, and credits for you.
- Easily locate activities **prioritized** by the Committee in consultation with senior administration. For these items, the **Priority** column's contents is highlighted in yellow. When you select a prioritized activity, an extra service credit is automatically added to your total.
- View the entire catalog at any time. Simply click the **Click to Open Service Credit Catalog** link or click the **Catalog** tab at the bottom of the spreadsheet. Then, click a tab at the bottom to go to the **Instructions** or the **FORM**.

STEP	DESCRIPTION

1	Complete the top portion of the form.
	 • Type your name, S-number, and department in the corresponding fields.
	 • Click the **HOME CAMPUS** field to enable the drop-down list and choose your campus.
	 • In the DATE field, type the date in one of the following formats:
	    o mm/dd/yyyy
	    o May 12, 2021
	 NOTE: The form will prompt you to re-enter the date in a preferred format if you use a different format.

2	Choose one of the following to fill in your activities:
A	**Use an *old* activity number from last year's catalog to add an activity to your form:** 1. In the next empty row, click the cell In the **OLD #** column. 2. Type an activity number you used from last year's catalog OR click the arrow to expand the list and select an activity number. The form will populate the NEW #, CATEGORY, Activity Name, Priority, and # Credits Requested. Go to step 3.
B	**Use a *new* activity number to add a *new activity* from the *new catalog* to your form:** 1. In the next empty row, click the cell in the **NEW #** column. 2. Type an activity number from the new catalog OR click the arrow to expand the list and select an activity number. The form will populate the CATEGORY, Activity Name, Priority, and # Credits Requested. Go to step 3.
C	**Use the category and activity lists to add an activity from the catalog to your form:** 1. In the next empty row, click the cell in the **CATEGORY** column, click the arrow to expand the list, and select a category. 2. Click the cell in the **ACTIVITY** column in the same row, click the arrow to expand the list, and select an activity. 3. Fill in the **# Credits Requested** and, if applicable, the **Priority** columns from the Service Credit Catalog. Go to step 3.
3	If the **# CREDITS REQUESTED** column for the activity is not highlighted in red, go to step 4. If the **# CREDITS REQUESTED** column for the activity you are adding is highlighted in red, you will see a range (e.g., 2-5) or "variable" in the field. Select a value and type it into the cell; the red highlight will be removed. **NOTE:** You may want to discuss the number of service credits for this activity with your dean.
4	Click the cell in the **Est. Completion Term** column for the activity being added, then choose a term.
5	If this is a Joint Project, click the cell in the **JOINT PROJECT? (DROP DOWN)** column and use the pull-down menu to select **Yes**.
6	Use the **NOTES** column to add any details you wish to provide, e.g., the completion date of the activity, an explanation for clarification, or a link to a resource, etc.
7	Repeat steps 2-6 until you have added all your service credit activities.

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Once you've added all your activities…
- o **Service Credits, Priorities, and Carry Over:** The spreadsheet will maintain a total for all Priorities and Service Credits. You **must manually** enter **Carry Over**; it will be included in the totals.
- o **When you complete an activity**, enter the actual number of credits for each activity in the column labeled **# CREDITS COMPLETED**. If that number is greater than the sum of the number of credits requested and priority, a pop-up note will appear as a warning. The note does not prohibit you from entering a larger number.
- o **Sign and date the form** after meeting with your dean.

Protected information in the spreadsheet
The Catalog tab and the LISTS tab are protected to prevent editing.

Trouble Shooting
- *I entered the wrong number.* Simply type it again. Because the spreadsheet uses the number to look up the other fields, the most current entry will be used.
- **I deleted information from the OLD # or NEW # cells.** This can be fixed by copying and pasting information from lower in the form. Select a row lower on the form, e.g., row 33. Click the number 33 on the left-side of the spreadsheet to select the entire row. Copy that information by clicking copy in the upper left corner of the HOME menu screen or by typing CTRL-C. Then, select the row number of the row you wish to fix (by clicking on that row number on the left-hand side of the sheet) and then pasting the information using the Paste icon at the top left of the HOME Menu or by typing CTRL-V.
- *I need to add additional lines to the spreadsheet.* While we have tried to provide enough lines for most users, this could be a challenge for some. To add lines to the spreadsheet, simply highlight and copy as many blank rows (rows that are in the middle of the listing and already have the underlying computer code in them) as you think you might need and then select INSERT from the HOME menu screen. This is not a hard task but should be done with caution the first time. Please contact your Excel expert for help or contact Mike Kenney (michael.kenney@tri-c.edu) for assistance.
- *I have red highlights in the # credits requested column*. This occurs when a range of service credits or variable service credits are indicated for an activity. This red highlight may be removed by simply entering a numeric value in the cell. You may want to wait until your meeting with the dean.