USEK 100-Hour Community Service Program

Student Guide



USEK | OFFICE OF GENERAL EDUCATION

STEPS TO COMPLETE YOUR 100 HOURS

- **Login to GECS Portal**
- **Browse opportunities**
- **Contact partner**
- **Enroll**
- **Participate actively**
- **Submit feedback/reflection**
- **Wait for validation**

REMEMBER

- **Be professional**
- **Respect schedules**
- **Engage actively**
- **Reflect meaningfully**

YOUR PROGRAM SUPPORTS

- **Leadership**
- **Employability**
- **Citizenship**
- **Sustainability awareness**

STUDENT GUIDE TO THE 100-HOUR COMMUNITY SERVICE PROGRAM

1. Welcome

The 100-Hour Community Service Program is a core component of the USEK educational experience.

This initiative allows you to:

- Engage with society
- Develop leadership and communication skills
- Apply academic learning in real contexts
- Contribute positively to communities
- Strengthen employability and citizenship skills

The program reflects the University's commitment to education with impact.

2. Program Requirements

As part of your GECS journey, you will complete 100 validated community service hours through approved partners within the (General Education Community Service) GECS framework.

Completion is reflected on your grade transcript as an institutionally validated experiential learning achievement (P for Pass)

Evaluation is based on:

- Participation
- Completion
- Partner evaluation
- Reflection activities

3. Understanding the 4Ps

- **People:** Social development and community support
- **Planet:** Environmental sustainability and health
- **Prosperity:** Innovation, entrepreneurship, and empowerment
- **Peace & Partnership:** Citizenship, dialogue, and cultural engagement

Select opportunities aligned with your interests and values for each of the four pillars.

4. How the GECS Portal Works

Register in the four GECS courses on Banner on your first semester registration. You can then register separately for each of the GECS courses through the Portal (at any time throughout the year).

Step 1: Login to the GECS Portal using your university credentials.

Step 2: Browse available partners and sessions.

Step 3: Contact the partner by communicating with the organization for practical details.

Step 4: Enroll through the Portal.

Step 5: Participate and complete required activities.

Step 6: Submit feedback, reflection, and program learning outcome self-assessment.

Step 7: The Office of General Education (OGE) validates completion and confirms grading.

5. Student Expectations

You are expected to:

- Respect schedules and commitments
- Behave professionally
- Respect communities and organizational policies
- Engage actively
- Communicate respectfully
- Demonstrate responsibility and accountability

6. Reflection & Learning

Reflection is an essential component of the program.

Go beyond the experience and explore:

- What you learned
- Challenges encountered
- Personal growth
- Social realities observed
- Connections to academic learning
- Sustainability and SDGs

Reflection is not merely a description of tasks completed.

7. Evaluation Process

Evaluation includes:

- Partner validation
- Participation tracking
- Reflection completion
- Student feedback

You may be contacted by the OGE if concerns arise.

8. Passport & Recognition

Upon completion, you will receive:

- A validated GECS completion record
- A digital community service passport/certificate

The program contributes to:

- Leadership development
- Employability
- Civic engagement profile
- Personal growth

9. Frequently Asked Questions (FAQ)

1. Who is required to complete the General Education Community Service (GECS)?

For students first admitted to USEK in Fall 2026–2027 or later, the GECS Program is part of the journey toward graduation.

2. I started in the Foundation Program. When does the GECS requirement apply to me?

If your first admission to the Foundation Program was in 2026-2027 Fall Semester or later, the GECS requirement becomes applicable when you are admitted to an undergraduate program.

3. I started in the Freshman Program. When does the GECS requirement apply?

Students first admitted to the Freshman Program in 2026-2027 Fall Semester or later become subject to the GECS requirement upon admission to an undergraduate program.

4. I am transferring to USEK. Do I still need to complete all 100 hours?

Not necessarily. Transfer students may complete the GECS Program on a prorated basis, depending on the number of credits remaining toward their degree. The Office of General Education (OGE) determines the applicable requirement.

5. Can my previous volunteering be recognized?

Yes. Transfer students may request recognition of previous community engagement activities by submitting the required documentation. Approval is granted by the OGE after evaluating the relevance of the activities to the Program's objectives and learning outcomes.

6. I am an exchange student. Do I need to complete the Program?

Exchange students may be subject to an adapted GECS requirement, depending on the duration of their studies at USEK and the applicable exchange agreement.

7. I already volunteer with an NGO. Can these hours count toward GECS?

Possibly. Students already engaged in community service may request partial or full recognition of their activities. Approval depends on the nature of the activities and their alignment with the GECS Program.

8. Who decides whether my previous volunteering is accepted?

The OGE reviews every request individually and communicates the final decision.

9. What if I have medical, accessibility, or other exceptional circumstances?

Students experiencing medical, accessibility, or significant personal circumstances may request adapted pathways or reasonable accommodations. Requests are reviewed by the OGE in coordination with the relevant university offices, including the Accessibility Office when appropriate.

10. Will the GECS Program affect my GPA?

No. The GECS Program is a graduation requirement but carries no academic credit and does not contribute to the cumulative GPA.

11. How will the GECS Program appear on my transcript?

Successful completion is recorded on your academic transcript with the institutional notation Pass (P).

12. Can I register for multiple community service opportunities at the same time?

No. Students may participate in only one approved GECS opportunity at a time.

13. Can I earn GECS hours by participating in USEK events?

Yes. Certain General Education initiatives and approved institutional events may be recognized for GECS hours, provided they have been approved by the OGE and satisfy the Program requirements.

14. Who should I contact if I have questions about my GECS requirements?

For any questions regarding eligibility, registration, recognition of previous volunteering, partner organizations, exceptional circumstances, or completion requirements, please contact the OGE:

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