Service Learning Agreement

Thank you for participating in Service Learning. The next step after submitting your Service Learning Application is to submit your Learning Agreement online.

The Learning Agreement you submit will go through the following electronic approval process:

You submit your Learning Agreement online

Your Professor reviews and approves your Learning Agreement

Agency Supervisor receives email to review and approve your Learning Agreement

Steps to Submit Learning Agreement

1. Go to www.CollegeCentral.com/LAVC, select “Students” and click on “Create an Account.”

2. Use your Student ID Number as your User ID and create a password. You will be prompted to create a profile. Everything with an asterisk (*) is a required field.

3. Once you access your account, on the left-hand side menu, select “Experiential Learning.”

4. Click on “Submit a New (Step 1) Service Learning Learning Agreement.”

5. Fill in all the required field and click on “Submit Experiential Learning Agreement.”

Step 1 of Service Learning is done!

Please wait until your learning agreement is approved by all parties before you start volunteering.
You will receive an email verifying that your learning agreement has been approved and it will include instructions on how to submit your timesheet online. Please note most learning agreements take a few days to be approved by the instructor and agency contact.

Thank you.

Questions?

• Please contact the Cooperative Education Office at 818-947-2334. Please note: from Oct. 9 – Oct. 29, the Co-op Ed. Office will be closed. For information on Service Learning during this time, please contact the Workforce Training Office at 818-947-2926.