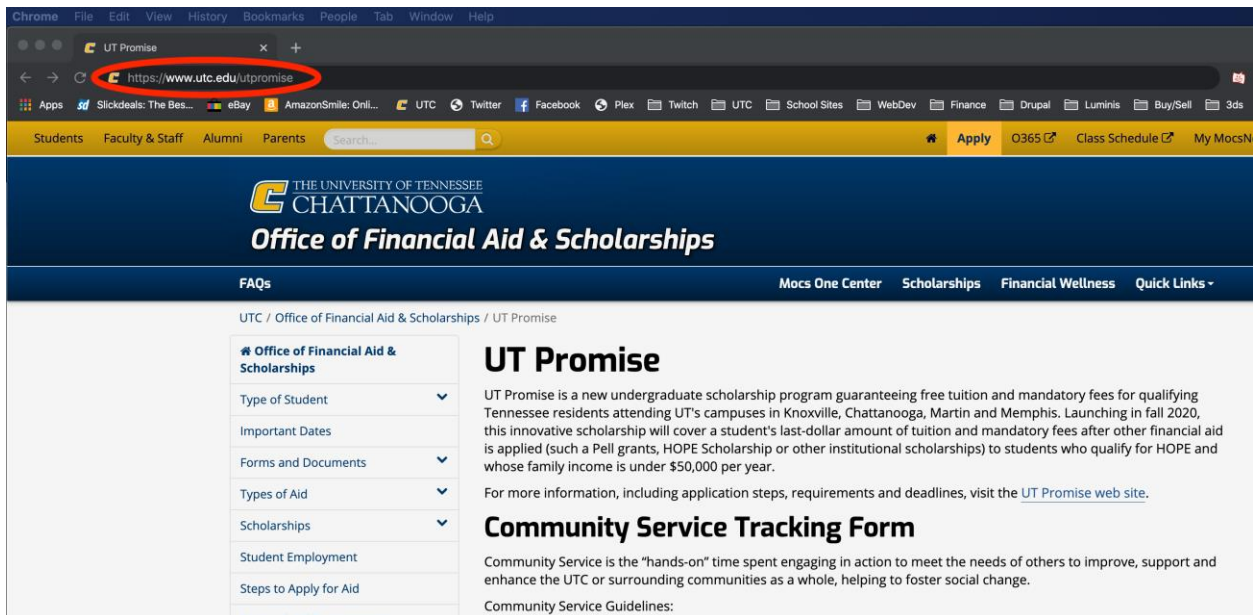


Instructions for Tracking Service Hours at UTC

Your volunteer service hours must follow UTC’s campus service definition. UTC defines community service as the “hands-on” time spent engaging in action to meet the needs of others to improve, support, and enhance the UTC or surrounding communities as a whole, helping to foster social change. Complete community service guidelines can be found [here](#).

Please follow the below steps when logging your service hours.

1. Visit <http://www.utc.edu/utpromise>



2. Click the “Submit Community Service Hours” button at the bottom.

Any specific questions regarding this community service definition or what activity, events, or initiatives meet the above regulations should be directed to daniel-grzesik@utc.edu at the University of Tennessee-Chattanooga.

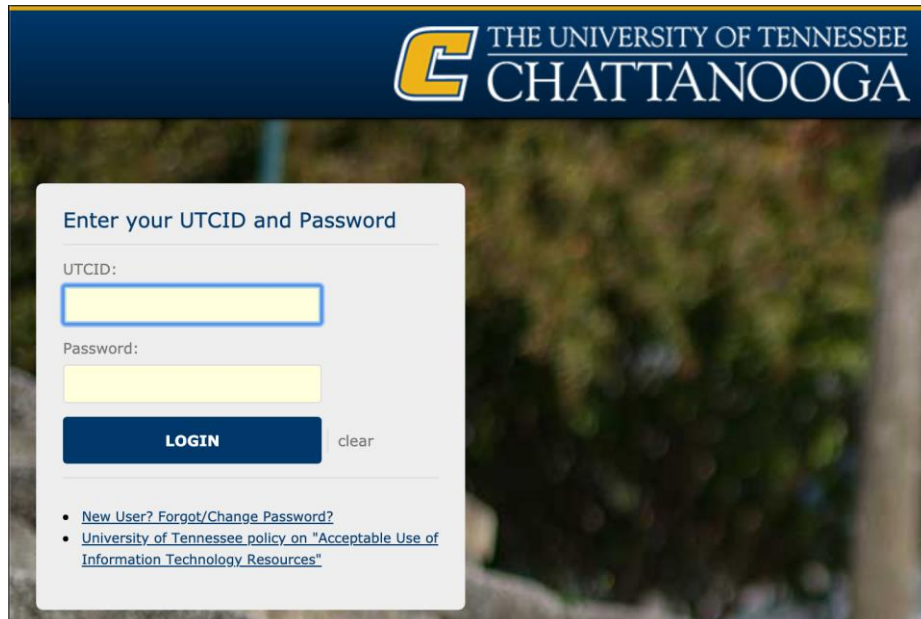
[Submit Community Service Hours](#) or [check your submissions](#)

3. Click the blue “UTC CAS Login” button and log in with your UTC credentials. After you successfully log in, you will be brought back to the same page (*Please note that you will only have to complete the authentication process the first time you try to access the reporting form*).

Online Forms

Beginning with the 2014-2015 school year, many forms will now be submitted online via a secure process provided by a third party servicer. This process is protected by your UTC CAS (Central Authentication Service) login. Please log in to the UTC Central Authentication Service (CAS) using your UTC ID and password.

UTC CAS Login



4. Click the green “UT Promise Community Service Hours Reporting Form” button.

Online Forms

Your information has been authenticated. Click the button below to continue to the secure third-party website and complete the required form. If you have additional forms required, you will need to go back to My MocsNet or the email you received to access each individual form.

UT Promise Community Service Hours Reporting Form

5. Complete the form and click on "Submit Form" button at the bottom.

* = required field



UT Promise Community Service Reporting Form

This form is for students in the UT Promise Program to submit their community service participation. Community Service is the "hands-on" time spent engaging in action to meet the needs of others to improve, support and enhance the UTC or surrounding communities as a whole, helping to foster social change. Contact daniel-grzesik@utc.edu with questions.

Student Information

First Name *	Last Name *	UTC ID *	Email *
John	Smith	ABC123	john-smith@utc.edu

Service Information

Name of Event *

Description of Service Performed *

Start Date *	End Date *	Hours *

Please enter the semester and year you'd like the community services hours to apply.

Semester *	Year *
-- Please Select --	

Additional Information (Optional)

File Upload (Optional)

Choose File No file chosen

Files over 25 MB will not be accepted

I acknowledge that all the information that I provided on this community service reporting form for the purposes of UT Promise is accurate. I understand that I may be held responsible for violating the provisions set forth in the Student Code of Conduct if I provided false information. [Click here](#) for the Student Code of Conduct.

Student Signature *

(click to sign)

Date

Approver Section

Approver Signature

Date

Approver Decision

You will receive notification via email that your form has successfully been received. You will also receive an approval or denial email once your submission has been reviewed. If you have any questions about tracking or logging your community service hours at UTC, please contact Daniel Grzesik, Director of Leadership Development and Programs, at Daniel-Grzesik@utc.edu .

For other questions about UT Promise, please contact UT Promise Coordinator Ashton Braddock at utpromise@tennessee.edu.