HOW-TO: E360 ACTIVITY REGISTRATION

1. Log onto www.delval.edu/experiencelink/students - Log-in using your DelVal credentials – your DelVal username (email address without @delval.edu) and your DelVal password used for campus accounts.
   As a student, you have an account in the system already (regardless of whether you’ve logged in yet or not). Make sure to log-in using your DelVal credentials. If you have trouble, please email e360@delval.edu for assistance. **Do not create a new account** - important academic information is listed in your already established account profile.

2. Choose the Experiential Learning Module
   On the home-page, on the bottom right – under More, choose Experiential Learning.
3. **Complete an Experiential Learning Action Plan** – screenshot below (if you have not yet already)

The system will prompt you to complete this when you enter the Experiential Learning module. Your *Experiential Learning Action Plan* will help your Department Chair to approve your *Activity Application Form* and understand your career goals. You can edit and update your Action Plan whenever you’d like.
4. Submit an **Activity Application Form** by clicking “Apply for an experiential learning activity”
Choose the activity that you’re registering for and complete the necessary fields. If you are registering for Career Exploration Experience (CEE), the system will ask you to designate the number of credits you are registering for. Make sure to look at your Academic Department E360 Requirements for information on how many hours are required per credit.

Choose the term that you’re registering for as the semester participating.

List your Learning Objectives - what you want to learn or do through this experience. Learn more about writing effective learning objectives here (page 5).

Agree to the policies outlined on the form by writing your full name in the textbox (your electronic signature). If you’d like to read over the policies per activity prior to registering, click here.

Designate your Site Supervisor and their email address – this is the individual who will be supervising you at your work site.
5. Approval Process:

After you submit your Activity Application Form, an email will be sent to your Site Supervisor asking for verification of your position.

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February 17, 2016, 2:43 pm

Dear Site Supervisor Name:

A Delaware Valley University student has submitted their position with your company to receive academic credit for the University’s experiential learning program, Experience360 (E360). You are receiving this message because you were designated the student’s site supervisor, and the program requires your approval that the student is working with you for verification purposes. This approval can be made online through ExperienceLink, using the shortcut below. As site supervisor, we will also ask that you verify the student’s hours worked, as well as complete an evaluation of the student when they have completed their experience. These forms will be sent and completed electronically through ExperienceLink. To complete the academic course associated with this experience, the student is required to create learning objectives to focus on in their position with your organization. Please take note of these learning objectives, which can be viewed on the approval form. Details on the Experience360 Program can be found at the link below on the approval form.

Details:
Student: Demo Student
Employer: NBD Company
Job: Volunteer
Start Date: February 17, 2016
End Date: May 06, 2016

You can use the following link to review and verify the student’s position here:
http://delval-csm.symplicity.com/explaining/bladee8894e785041957c42ee320f5e1

If you have an ExperienceLink account, you can also log in to http://delval-csm.symplicity.com/employees/, and go to the Experiential Learning tab to access this record.

Please do not hesitate to contact us with questions.

Thank You,

The Center for Student Professional Development
Experience360 Program
Delaware Valley University
720 E. Butler Avenue, Doylestown, PA 18901
215-489-2488
cspd@delval.edu / e360@delval.edu

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Your Activity Application Form will be sent to your Department Chair for approval that the position meets the requirement for experiential learning credits.

6. Once approved by both your Site Supervisor and Department Chair, you will be registered in the course/program by the CSPD.
   
   - Make sure to check your student email for confirmation of your registration.

7. Check your email for details from the instructor at the start of the term and log in to the Blackboard course site to start participation in your online course.

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Activity Applications must be received by End of Business Day on the following:

Summer and Fall Registration will open on April 4.

**Summer and Summer I**: Friday, May 13

**Summer II**: Friday, June 24

**Fall and Fall I**: Friday, August 19

**Fall II**: Friday, October 7