Community Involvement Center FAQ’s for Faculty

Registering with the Community Involvement Center

Access the registration form at http://weber/edu/CommunityInvolvement, the Community Involvement Home page.

Click on ‘Register’ in the purple bar on the left of the page.

Choose faculty registration form.

Fill out registration form completely and accurately. You will receive a confirmation page and a confirmation email when your registration is complete.

Accessing the Service Opportunity Directory

You will find several links to the Service Opportunity Directory on the Community Involvement web pages.


Click on ‘Service Opportunity Directory’ icon.

Once the Service Opportunity Directory is accessed, click on any agency on the left to see details concerning that agency.
What the Community Involvement Center provides:

- Maintain Service Opportunity Directory (list of over 100 community partners).
- Record and track completed service hours.
- Communicate completed service hours to instructors at three separate times during semester: at the end of 5, 10 and 15 weeks.
- 24/7 access to the CIC Service Hours Tracking System for students to monitor their completed service hours. (accessible from any location via the CIC home page.)
- Documentation of service for students, upon request, for potential employers and/or graduate programs.

Accessing the Community Involvement Center Hours Tracking System

- Access the CIC home page at http://weber.edu/CommunityInvolvement.
- Click on ‘Check My Service Hours’ in the purple bar on the left of the page.
- Login to the CIC tracking system.
- Login: Your email address.
- Password: You designated this password on your registration form.
- Your service hours can be accessed under the “My Service History” tab.

Why should I register with the Community Involvement Center?

How do students find out how many hours they have completed for my course?

How do I contact the Community Involvement Center?

Community Involvement Center
Stewart Library Rm 94
801.626.7737