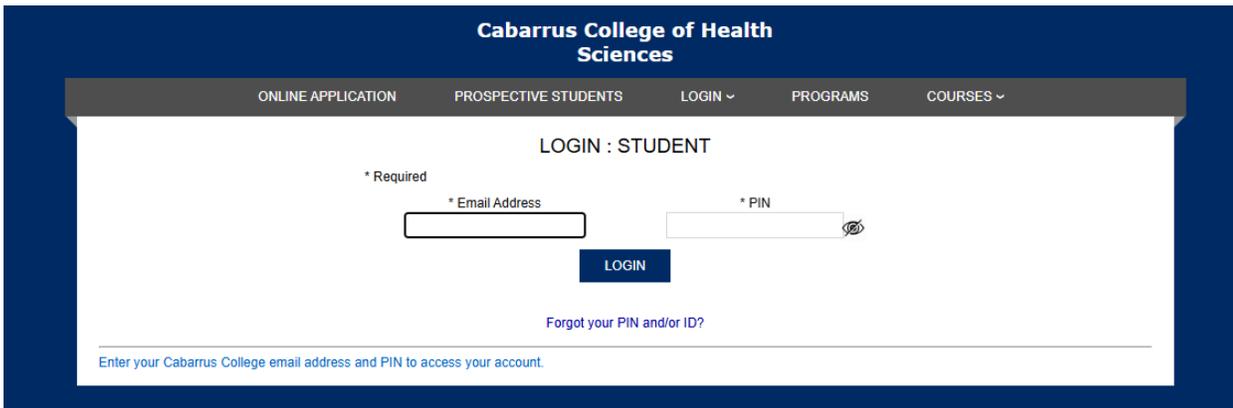


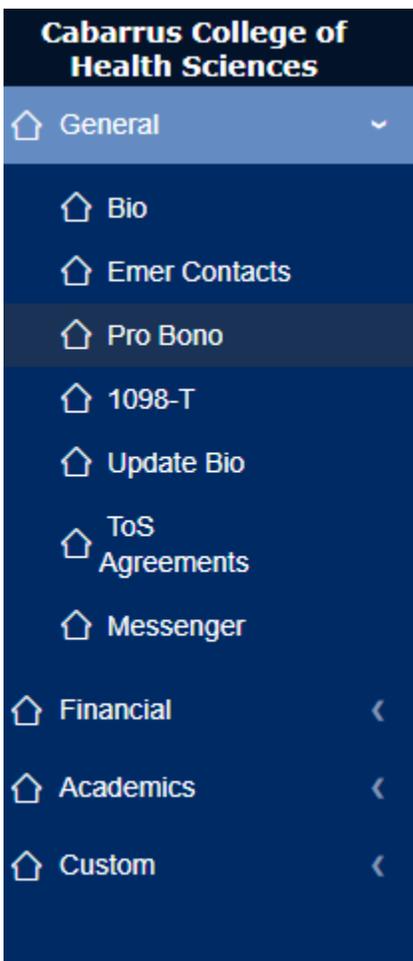
Entering Volunteer Hours via Sonis

Step 1: Log into Sonis



The screenshot shows the login interface for the Sonis system. At the top, the header reads "Cabarrus College of Health Sciences". Below this is a navigation bar with links for "ONLINE APPLICATION", "PROSPECTIVE STUDENTS", "LOGIN", "PROGRAMS", and "COURSES". The main content area is titled "LOGIN : STUDENT" and contains two input fields: "* Required * Email Address" and "* PIN". A "LOGIN" button is positioned below the fields. A link for "Forgot your PIN and/or ID?" is located below the button. At the bottom, a note states: "Enter your Cabarrus College email address and PIN to access your account."

Step 2: Click "Pro Bono"



Step 3: You'll see the Pro Bono page. Click "Add."

Pro Bono

MARCH 14, 2025

Organization	Supervisor	Hours	Employ Start (mmddyy)	To Date (mmddyy)
TOTAL HOURS 0.00				
<input type="button" value="ADD"/>				
<p>I certify that I completed my Volunteer Community Service Hours under the direct supervision of one of the approved sites. I certify that I completed my Volunteer Community Service Hours, and complied with the Cabarrus College Student Code of Conduct and other rules that applied to my Volunteer Community Service placement site.</p> <p>I certify that I am responsible for submitting accurate records of my Volunteer Community Service Hours to my designated course instructor each semester both in SonisWeb and on the required Volunteer Community Service Hours form by the deadlines noted on the form. I understand that not doing so will affect my ability to progress in the course/graduate from the Cabarrus College of Health Sciences.</p> <p>I certify that in submitting records of my Volunteer Community Service Hours, I will not misrepresent the number of hours or the type of work that I performed.</p> <p>I understand that any misrepresentation or ethical or legal violations related to my Volunteer Community Service Hours will be subject to discipline under the student Code of Conduct and Disciplinary Actions policy of Cabarrus College of Health Sciences.</p> <p>By checking this box, I certify that all of the preceding statements are true and I have completed the required number of hours as found in my current course syllabus of Volunteer Community Service work, this semester, and presented my instructor with a copy of the signed form from my Volunteer Community placement site.</p> <p><input type="checkbox"/> <input type="button" value="SUBMIT"/></p>				

Step 4: You'll need to complete the form for each volunteer opportunity that you've completed. "Organization" is where you volunteered. "Supervisor" is the person who monitored your volunteer efforts at the organization. "Employ Start" is when you started volunteering at the organization. "To Date" is when you finished volunteering at the organization. In the "Memo" section, include some key takeaways from the experience (i.e. What did you do? What did you learn? How did you help the organization in achieving their purpose? How did you grow in terms of your awareness of the various needs of the community?). Once you're finished, click "Submit."

Pro Bono

* Organization	Employ Start (mmddyy)
<input type="text"/>	<input type="text"/>
Supervisor	To Date (mmddyy)
<input type="text"/>	<input type="text"/>
Hours	
<input type="text" value="0"/>	
Memo :	
<input type="text"/>	
<input type="button" value="RESET"/>	<input type="button" value="SUBMIT"/>

Step 5: Check the box and click “Submit” to verify your hours for the semester. Unless otherwise stated, hours are due by the Monday of Week 15 each semester.

Pro Bono

 Record(s) updated. 

MARCH 14, 2025

Organization	Supervisor	Hours	Employ Start (mmddyy)	To Date (mmddyy)
Concord Service Organization, Inc.	Alice Smith	4.00	01/24/2025	03/11/2025
Cabarrus Park Clean Up	Jack Jones	1.00	02/01/2025	02/26/2025

TOTAL HOURS 5.00

ADD

I certify that I completed my Volunteer Community Service Hours under the direct supervision of one of the approved sites.

I certify that I completed my Volunteer Community Service Hours, and complied with the Cabarrus College Student Code of Conduct and other rules that applied to my Volunteer Community Service placement site.

I certify that I am responsible for submitting accurate records of my Volunteer Community Service Hours to my designated course instructor each semester both in SonisWeb and on the required Volunteer Community Service Hours form by the deadlines noted on the form. I understand that not doing so will affect my ability to progress in the course/graduate from the Cabarrus College of Health Sciences.

I certify that in submitting records of my Volunteer Community Service Hours, I will not misrepresent the number of hours or the type of work that I performed.

I understand that any misrepresentation or ethical or legal violations related to my Volunteer Community Service Hours will be subject to discipline under the student Code of Conduct and Disciplinary Actions policy of Cabarrus College of Health Sciences.

By checking this box, I certify that all of the preceding statements are true and I have completed the required number of hours as found in my current course syllabus of Volunteer Community Service work, this semester, and presented my instructor with a copy of the signed form from my Volunteer Community placement site.



SUBMIT