CO-CURRICULAR TRANSCRIPT

ADDING INFORMATION AND VIEWING IN COMMUNITY

Student Users Manual
When the user first arrives onto the Community home screen, click “My Account.”
Once on "My Account," click "Co-Curricular Transcript."
This screen will appear after clicking “Co-Curricular Transcript.”

Click “Add New Involvement” to enter any new information under Co-Curricular Involvements.

This method also applies for “Co-Curricular Activities, Co-Curricular Volunteering, and Co-Curricular Award.”
After clicking, “Add New Involvement,” this box will appear.

Within this box, you can the appropriate involvement information, start, end date, and time, “Learning Outcomes, What I learned from this experience and Reference information.”

Each category has a description in which one can decide whether or not that it category pertains to their involvement or activity.
“What I learned from this experience.” This is where one can enter in a description of what they have knowledge they have acquired from the involvement or event. However, it is not required.

The “Reference Information” field is required.
THIS IS THE END RESULT WHEN INFORMATION IS ENTERED INTO THE FIELDS.
Notice the buttons on left hand side that reads, “NO.”

These buttons if clicked on the left hand side of the “NO” will read, “YES.”

The student has the ability to decide whether or not to add information of the student group, event name, organization, or award type on the co-curricular transcript.
After clicking the left side of the button that originally said “NO” to “YES”, the student group and event name will now appear on the co-curricular transcript.

After deciding what should and should not appear on the co-curricular transcript, the student can click, “Approve Co-Curricular Transcript”. 
Once clicked on “Approve Co-Curricular Transcript,” the box will change into “Withdraw Co-Curricular Transcript.”

If the transcript needs any alterations, this is when clicking “Withdraw Co-Curricular Transcript.” needs to be clicked.

To view the co-curricular transcript, click “View PDF.”
This is the PDF view co-curricular transcript.

Official co-curricular transcripts will have a raised seal signed, be signed and can be picked up in the Student Life & Leadership Office or mailed to the student.