

Co-Curricular Record Frequently Asked Questions 2017-2018

General Student Questions

What is the CCR?

The University of Calgary Co-Curricular Record (CCR) is an official document which recognizes a student's out-of-classroom experiences that are still connected to the university. When coupled with your academic transcript, the CCR will provide a holistic view of your overall student experience at UCalgary that can help set you apart from the competition when you graduate.

What deadlines do I need to know?

The 2017-2018 CCR year includes **May 1, 2017-June 30, 2018**

The last day to submit new activity and position additions to the CCR system: **April 30, 2018**

The last day for SU Club executives to add positions to their individual CCR: **May 18, 2018**

The last day for validators to approve positions: **July 13, 2018**

I submitted my new positions by April 30th, but it doesn't look like they're up yet.

Please note that we are experiencing extremely high volumes of CCR inquiries and submissions at this time of year. If you submitted your new positions and activities by the 30th, they will be added as soon as possible, and you will have the opportunity to add them to your personal CCR. You will receive a notification once your positions have been successfully made available on the Co-Curricular Record system and are available for your executives and volunteers to add to their personal CCRs.

What types of activities are recognized on the CCR?

For new activities to be approved on the CCR must meet the following criteria:

1. The position must be on-campus activity or be attached to a campus department, club or faculty
2. Students must complete a 20hr minimum over the CCR year (May 1 – June 30)
3. The position can be paid, however, the function of the job must be focused on student engagement work (ex. Community Advisors in residence)
4. The students receive no academic credit for completing it

Is the CCR Mandatory?

No, the CCR is not mandatory for any student nor is it a requirement to graduate. However, it is an incredibly useful supplement to have upon graduation.

What are the benefits of the CCR?

- Provides you with a University validated and accredited transcript of their extra-curricular initiatives while at the University of Calgary
- Provides you a platform to express their skills and abilities, especially in pursuing volunteer/job opportunities and further education.
- Gives you a tangible tool to allow you to critically reflect on learning that occurred through your involvements
- To provide a database of engagement opportunities so that you can search for further involvements

What are Learning Outcomes/Achievements on the CCR?

Learning outcomes (or achievements) are attached to every position on the Co-Curricular Record. They are beneficial and unique as they provide insight to beneficial experiences with each position, which can then be associated to many transferable skills.

What is the difference between an activity and a position?

Activities are categories that will have several positions within them that you add to your record. For example "Club X" would be an activity with several positions within it, such as "President" and "Vice-President". You would add the position you participated in to your record.

How do I access/create my Co-Curricular Record?

Go to www.leadership.ucalgary.ca and click the "login" button at the top of the screen.

How do I view my CCR?

1. Once you have logged in to www.leadership.ucalgary.ca, click "Co-Curricular Record" on the left-hand side
2. Click "my record", from there you can view or print your CCR

How do I add a position to my own CCR?

1. Once you have logged in to www.leadership.ucalgary.ca, click "Co-Curricular Record" on the left-hand side
2. Click the blue button "Add a position to my Record"
3. From there you will be able to search for positions currently in the database
4. When you select a position its specific details will appear, and you can click on the blue button at the bottom of the page "Add Position to My Co-Curricular Record"
5. You will be prompted to select "achievements" (please select 5-10, quality is better than quantity in this case)
6. Once you hit "save" you are done and it will either be approved or denied by the validator

I do not see an activity I participate in on the CCR database. How do I get it added on?

If you are an activity organizer (for example a Club Executive), fill out the new position form (currently accessible by requesting it from lead@ucalgary.ca) and email it to lead@ucalgary.ca. If you are not the organizer (for example a Club member), please ask the organizer(s) to submit the form to us.

Can I submit one position for all Executive positions within my student club?

If you are submitting for multiple positions in one activity (for example 5 executive positions within your club), please fill out one full form, but then you can just send descriptions for the other positions if you feel all of the other information is the same for all of the positions. Please submit your form(s) to lead@ucalgary.ca.

I submitted an activity to the CCR before, but that activity no longer exists or needs to be updated. How do I do this?

If an activity needs to be deleted please email lead@ucalgary.ca specifying the activity. If an activity needs to be changed please email details of the change (e.g. description, hours, etc.) to lead@ucalgary.ca and the CCR staff will make the requested changes.

How do you check which activities I have been involved in?

Each activity has a validator (often a staff member with UCalgary) who keeps track of the hours and amount of time students have been involved with activities. Positions associated with SU sanctioned student clubs are tracked based on end of year reports submitted to the clubs office, so it is important to ensure hours submitted in these reports are accurate.

Am I able to add activities that I participated in in previous years to my CCR?

Unfortunately the CCR system only operates on a year-by-year basis, so you aren't able to add activities from previous academic years (e.g. if the current academic year is 2015-2016 you would be unable to add an activity/position that you engaged in in the 2014-2015 academic year).