Co-Curricular Record FAQ Document

Have questions about the Co-Curricular Record? Use this FAQ page to find the answers to your questions!

Program Update (February 2021)

The Co-Curricular Record and other Leadership and Student Engagement Programs (including the Involvement Catalogue and Involvement Advising) have now been merged with the CareerLink portal. This merge is part of a larger institutional project to help centralize student engagement programs and experiential learning opportunities. As the Co-Curricular Record team continues to work with the project managers for this merge, we thank you for your patience as we work out issues and update our how-to guides and resources. If you have any questions, concerns, or notice something is not working, please email involve@ucalgary.ca and we will connect with you as soon as possible.

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Resources and Guides

Use these detailed tutorial guides to help you navigate the Leadership and Student Engagement section of the CareerLink Portal and the Co-Curricular Record. Click on the guides below to view or download them.

Your CCR How-To Guide 2019-2020: Student Version
Your CCR How-To Guide 2019-2020: Staff and Validator Version
Your CCR How-To Guide 2019-2020: Using the New Activity/Position and Update Form
CCR Activity and Position Description Formatting Guide
CCR Activity and Position Description Examples Document
CCR Volunteer and Participant Hour Tracking Template
CCR Retroactive Position Addition Request Form (link to online form)

Please note: following the December 2020 merge of the Co-Curricular Record program with CareerLink, the images and instructions in these guides may differ from their current appearance in the portal. The CCR team is working to update these guides to reflect these changes, and we thank you for your patience during this process.
Overview

What is the Co-Curricular Record?

The University of Calgary Co-Curricular Record (CCR) is a program that allows students to have their on-campus volunteer and extra-curricular experiences recognized officially on a University of Calgary document. When coupled with your academic transcript, the CCR will provide a holistic view of your overall student experience at the University of Calgary, and will help set you apart from the competition when you graduate. The CCR is hosted on the online CareerLink portal, and uses a database of extracurricular and co-curricular activities that allows students to add positions they have participated into their personal Co-Curricular Record.

How does the Co-Curricular Record Work?

The Co-Curricular Record is hosted through the UCalgary CareerLink portal. To create a personal Co-Curricular Record, students can log into the portal and submit requests to add eligible positions and activities they have participated in to their personal record. After submitting a request to have a position appear on their Co-Curricular Record, activity and position validators (UCalgary staff members who coordinate programs included in the CCR database) can view these requests. After viewing a students' request to have an activity appear on their record, the validator can accept or decline the request. 'Accepting' a request means that the position will appear on the students' personal Co-Curricular Record, and 'declining' a request means that this position will not appear on the students' record.

Each year, students can request to add eligible positions to their Co-Curricular Record from the current activity period. Students can choose to download and print their record to help keep track of activities, and to use as a supplement for resumes and applications.
What Positions and Activities are Eligible for CCR Recognition?

For new activities to be added to the CCR database, they must meet all of the following criteria:

1. The position must be an on-campus activity or be attached to an on-campus department, club or faculty;
2. Students must complete a minimum of 20 hours 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); and
4. The position cannot be attached to any form of academic credit.

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 record of your extra-curricular involvement while at the University of Calgary;
- Provides you a platform to express your 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; and
- To provide a comprehensive database of on-campus engagement opportunities so that you can search for further involvements.

Frequently Used Names and Terms

CareerLink Portal - the online portal that hosts a variety of programs and services for a variety of departments, including Career Services, the Student Success Centre, International Student Services, and more. Since the 2020 merge of the CareerLink portal with other program and department portals, including the Student Success Centre and the Involvement Portal,
Leadership and Student Engagement programs formerly hosted via the Involvement Portal can now be found under CareerLink. UCalgary students, faculty and staff can access the CCR by logging in using their UCID/IT Account at careerlink.ucalgary.ca/. In addition to accessing the Involvement Catalogue and Co-Curricular Record, students are also able to sign up for Involvement Advising, and certain programs, events and workshops.

**Co-Curricular Record** - a program hosted through the CareerLink Portal that allows students to officially log their co-curricular experiences at UCalgary.

**Co-Curricular Record Database** - the online repository of activities and positions eligible for Co-Curricular Record recognition. New activities and positions can be manually added to the database through the online request form. Activities and positions that have existed in the database in previous years will continue to be included in the database unless they are requested to be removed.

**Personal Co-Curricular Record** - a students' individual record of positions that they have engaged in and received approval from a CCR validator to appear on their record. This record is hosted through CareerLink, and lists all of the student's approved activities.

**Co-Curricular Record Document** – the downloadable PDF document that includes an individual student's approved Co-Curricular positions. This document can be customized to include or exclude certain positions based on the student's preferences.

**Co-Curricular Record Category** – the university area or division that individual programs and activities are grouped under. CCR Categories include faculties and departments, student organizations, and more.

**Co-Curricular Record Activity** – a university program that is eligible for recognition on the Co-Curricular Record. Co-Curricular Activities are grouped within CCR Categories.

**Co-Curricular Record Position** – an individual role associated with an activity (i.e. program) that is eligible for recognition on a student's personal Co-Curricular Record.

**Co-Curricular Record Term** – the time period for Co-Curricular Record activities and positions. Each Co-Curricular Record Term begins in June and ends in May of the following year. E.g. The Co-Curricular Record Term of 2018-2019 includes involvement activities and positions that were active from June 2018 to May 2019.

**Learning Outcomes (Competencies)** – a list of possible achievements that a student may develop through their involvement with a specific CCR position. Students must pick at least three learning outcomes/competencies to add to each position to have their position approved on their personal record.

**Co-Curricular Record Validator** - a UCalgary staff member who processes students' requests to
have a specific position appear on their personal Co-Curricular Record. A validator is a staff member who is associated with a CCR-eligible program or activity, for example a program coordinator, department head, volunteer supervisor, etc.

This staff member has an account added to the CareerLink and is given appropriate account permissions to be able to view the students’ requests to have specific positions appear on their personal records. A validator may be directly involved with facilitating and coordinating the program (for example, a volunteer coordinator who directly oversees volunteer activities and communicates with participants), or may be a staff member who works more indirectly with a program and is provided with information on participants from another staff member/program coordinator. For example, a department head or coordinator could act as a CCR validator even if they were not direct supervisors of a program, as long as they are provided with the appropriate validation information from a program manager.

CCR validators are responsible for ensuring that accurate records of student involvement are kept for CCR position validation. Information retained should include the names, UCID numbers, UCalgary email addresses, and positions of participants, along with the amount of time the student has been involved in their position if they would like to use the hour-tracking feature of the CCR.

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**Dates and Deadlines**

**What is the timeline for the Co-Curricular Record?**

The Co-Curricular Record has an annual timeline based on UCalgary's academic calendar. Annually, the CCR year begins in May, and ends in June the following year (e.g. May 2019-June 2020).

The final deadline for all position validations from the 2020-2021 academic year to be completed is **August 31, 2021**.

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**What deadlines do I need to know?**

In light of the impacts of COVID-19, CCR deadlines are being updated for the 2019-2020 CCR period to provide students and staff members with additional time to ensure new activities and positions can be added to the CCR database and that students have ample time to request new positions to appear on their records.
• The 2019-2020 CCR year includes May 1, 2020 - June 30, 2021
• The last day to submit new activity & position requests to CCR database: June 30, 2021
• The last day for students to add positions to their individual CCR: July 31, 2021
• The last day for validators to approve positions: August 31, 2021

When is the deadline for clubs and other volunteer activities to add new positions to the Co-Curricular Record database?

Requests for new positions to be added to the CCR need to be submitted through the online form by June 30, 2021.

Activities and Positions

What is the difference between an activity and a position?

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

Are new positions, clubs, and other programs added automatically to the CCR database?

No. All new positions, programs and activities are only added to the CCR database by request. If an activity or position has appeared in the CCR database in previous years it will still be included in the database for the current CCR period automatically.

How can I request my new program, club or activity be added to the Co-Curricular Record database?
To add a new activity (program, club, organization, etc.) to the Co-Curricular Record database, please complete the online request form by logging in to the Co-Curricular Record at careerlink.ucalgary.ca/ using your UCID or IT credentials. Click the 'Co-Curricular Record' tab in the gray sidebar and the form will appear underneath this tab. This form should only be used to request new activities that do not already exist in the CCR database.

If an activity has been in the CCR database in past years it will be included in the current academic term. After submitting the new activity request form please wait until your request has been approved by a CCR staff member before attempting to add any additional positions through the form. The requestor will be notified via email once the new activity request has been processed.

Please ensure you connect with your program manager prior to submitting a new activity or position request. It is strongly recommended that program coordinators (UCalgary staff members) submit new position/activity requests for their program, rather than student participants. This helps ensure a high level of accuracy in new activities and positions created, and helps expedite the approval process. SU Clubs are an exception to this recommendation.

Want to learn more about using the new activity/position request form? Download the CCR New Activity/Position Request Form How-To Guide!

How do I request a new position to be added to the Co-Curricular Record database?

To add a new position to the Co-Curricular Record database, please complete the online request form by logging in to the Co-Curricular Record at careerlink.ucalgary.ca/ using your UCID or IT credentials. Click the 'Co-Curricular Record' tab in the gray sidebar and the form will appear underneath this tab. This form should only be used to request new positions that do not already exist in the CCR database. If a position has been in the CCR database in past years it will be included in the current academic term.

Please ensure you connect with your program manager prior to submitting a new activity or position request. It is strongly recommended that program coordinators (UCalgary staff members) submit new position/activity requests for their program, rather than student participants. This helps ensure a high level of accuracy in new activities and positions created, and helps expedite the approval process. SU Clubs are an exception to this recommendation.

Want to learn more about using the new activity/position request form? Download the CCR New Activity/Position Request Form How-To Guide!
Are there any guidelines for Activity Descriptions and Position Descriptions?

Yes! All new activity and position requests must follow the CCR Activity and Position description guidelines for their request to be approved. To review these guidelines, download our CCR Activity and Position Description Formatting Guide, and check out our Sample CCR Activity and Position Descriptions document for examples on how to write your descriptions.

If you are a coordinator of an existing position or activity and you would like to update their descriptions to match these guidelines, please email involve@ucalgary.ca with the updated activity or position description.

What types of activities are recognized on the CCR?

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

1. The position must be an on-campus activity or be attached to an on-campus department, club or faculty;
2. Students must complete a minimum of 20 hours 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); and
4. The position cannot be attached to any form of academic credit.

Are my extracurricular activities automatically added to my personal CCR?

No – you must manually add each eligible activity to your personal Co-Curricular Record!

Want to learn more about how to add a new position to your personal Co-Curricular Record? Download the CCR Student How-To Guide for step-by-step instructions!
Are my SU Club activities and memberships added automatically to my personal Co-Curricular Record?

No – you must manually add each eligible activity to your personal Co-Curricular Record!

Can I add activities from previous years to my CCR?

Students can request to have positions from previous years added to their records, and these instances will be assessed on a case-by-case basis. In previous years the Co-Curricular Record has not enabled students to have positions retroactively added to their personal record, however, we are exploring options to allow students who have missed deadlines in previous years to have their CCR-eligible extracurriculars recognized.

This is an appeal-based process, and students are not guaranteed to be able to retroactively add all positions. To engage in this process, students will be required to follow a number of steps and submit information to Leadership and Student Engagement. The office of Leadership and Student Engagement will make the final decision on whether a position can be added to a student's record retroactively. Please note that some retroactive position addition requests may be approved, and others may be declined depending on a number of factors, including the quality and accuracy of documentation provided to the office of Leadership and Student Engagement. All decisions made by the office of Leadership and Student Engagement are considered final.

Retroactive position addition requests will only be processed for the 2020-2021 academic year between August 1, 2020 and February 28th, 2021. The CCR team will resume processing requests once more on August 1, 2021.

Learn more about CCR Retroactive Position Appeals in the CCR Policies and Procedures Section!

Co-Curricular Record Features

Can students add their volunteer/involvement hours to their positions?
Yes! Hour tracking for positions is now a feature of the Co-Curricular Record.

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How does hour tracking work with the Co-Curricular Record?

When students submit a request for a position be added to their record, they can include the number of hours they were engaged in the position. After this request has been submitted, students can also edit the number of hours they have been engaged in the position. However, after the students' position request has been validated, they should not attempt to edit their position hours, as this will result in the position reverting to its pending status!

if you are a student that would like to edit your CCR hours listed with a position that has already been validated, please ensure you connect with your validator and/or position supervisor prior and email involve@ucalgary.ca to updating your position hours.

Want more information on editing your position hours for your personal Co-Curricular Record? Download the CCR Student How-To Guide for step-by-step instructions!

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What are Learning Outcomes/Achievements on the CCR?

Students are asked to choose learning outcomes (or achievement statements) as they add positions to their CCR. These outcomes are specific to what a student has learned as a result of their involvement. They are beneficial and unique as they provide insight to each position, transferable skills and a source of great information while preparing for job intervie

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Can I Edit the Learning Outcomes/Achievements listed for a Position on my Personal CCR?

Yes! To edit the learning outcomes/achievements listed for a position on your personal Co-Curricular Record, log into the portal and select the 'Co-Curricular Record' tab in the grey sidebar. Click on a position listed on your personal CCR profile, and scroll down to the blue bar that reads 'You have selected ___ of the required 3 to 35 competencies'. Click 'Edit', and you
will be able to update the learning outcomes/achievements listed for this position.

Please note that if you edit a position's learning competencies/achievements after it has been approved, it will revert to its pending status. If you need to update the learning outcomes listed for a position, please email your position validator/coordinator and involve@ucalgary.ca to ensure your position can be re-processed after making these edits.

Some of the information in one of my Co-Curricular activities or positions is out of date or incorrect. What do I do?

Please email involve@ucalgary.ca with any position or activity edits or updates, and a member of our team will make these edits for you or connect with a program coordinator for further information.

What is the code at the top of my PDF personal Co-Curricular Record document?

This is your CCR verification code. If you provide a copy of your CCR to someone (such as a potential employer, program coordinator, etc.), they can verify that your Co-Curricular Record accurately reflects your involvement at UCalgary by looking up this code at careerlink.ucalgary.ca/home/verify.htm.

New Activity/Position Requests

Are new positions, clubs, and other programs added automatically to the CCR database?

No. All new positions, programs and activities are only added to the CCR database by request. If an activity or position has appeared in the CCR database in previous years it will still be included in the database for the current CCR period automatically.
I’m a student and I would like to request a new activity be created for a university-managed program or activity. Can I submit this request?

If you would like a new activity or position to be created for a university-managed program, such as a Peer Helper role or research position, please connect with your program manager or supervisor prior to submitting this request. It is strongly encouraged that students do not submit new position/activity requests to be added to the CCR database. Instead, please connect with your program manager or supervisor to ask them to submit this request on your behalf.

If your program supervisor or manager would like you to submit a new position or activity request on their behalf, please ensure you have some form of documentation indicating that you have been in communication with them about this request. Documentation could include email screenshots or files, a letter of permission from your program manager/supervisor, etc.

For SU Clubs, please include documentation indicating that your club President or another member of your executive team has approved your actions to create new position or activity requests for your organization. Documentation could include email screenshots or files, a letter of permission from your club president or executive team, indication of your role with the student organization and the role responsibilities (e.g. responsible for administration within the club), etc.

Requests that do not include documentation indicating your previous communication and permission from a program manager/supervisor or club executive will be declined.

I have submitted a new Activity/Position request, but it has not been processed before the deadline - what should I do?

If you have submitted a new activity/position request but it has not been processed prior to the May 30th deadline for new position/activity requests, please be assured that this will not impact the outcome of this request. Due to the high volume of requests that are typically submitted to the CCR team in the weeks leading to these deadlines, position and activity processing time can be variable. If you have submitted a request or been in contact with the office of Leadership and Student Engagement regarding a CCR request prior to the June 30th, 2021 deadline, your request will be processed.

If your new activity request has not been approved prior to the June 30th, 2021 deadline you
will still be given the opportunity to submit new position requests for this activity once your activity request has been processed.

If delays in processing time for your new activity or position requests lead to a significantly shortened period of time available to students to add these positions to their personal records appropriate accommodations will be made to ensure provide students with more time to add these positions to their records.

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**CCR Validators**

**What is a CCR Validator?**

'Validators' are University of Calgary staff members who process students' requests to have positions appear on their personal Co-Curricular Records. Validators are given the appropriate account permissions to be able to view and process the requests made by students to have a particular position or activity appear on their personal Co-Curricular Record. Validators are typically staff members that manage programs recognized on the Co-Curricular Record, or work closely with the program and are able to access records to confirm students' involvement with the program.

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**I'm the president of an SU club, do I need to be added as a validator?**

No. All SU Sanctioned clubs are validated by the SU Clubs Coordinator using data from the year-end reports all sanctioned clubs are required to submit. Any requests made by students to be added as validators to CCR activities will be denied.

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I'm the president of a club that is not sanctioned through the SU (e.g. academic club, students' association, etc.). Do I need to be added as a validator?

No. Club presidents and other leadership positions should connect with a university staff member who acts as validator for the program. However, if you would like to ensure the validator for your activity and its positions is up to date, please email involve@ucalgary.ca.

When can I expect my positions to be approved by?

Validators must approve positions by August 30th, 2021. After positions have been approved or declined they will appear on students' records.

I think the validator for one of my CCR activities/positions is outdated. How do I get this updated?

Please email involve@ucalgary.ca – a member of our team will connect with the program coordinators to ensure the validator information for the activity or position in question is still accurate.

CCR Policies and Procedures

Expedited CCR Validations

If a student needs their CCR positions to be validated prior to the validation deadline (August 31st, 2021) due to an urgent need for their CCR document for a bursary renewal, scholarship application, or job, school or program application they should email involve@ucalgary.ca as soon as possible. The CCR team will do their utmost to accommodate these requests. It is strongly advised that students who need expedited CCR validations connect with the CCR team.
at least two weeks before the application deadline to ensure all position validators can be contacted. In this request please ensure you include the following information:

- Your name and UCID number
- The names of the positions whose validations you would like expedited
- The name and contact information of the program coordinator/position contacts for these positions (i.e. your supervisor in the role, etc.)
- The reason you need the position validations expedited
- The date you need to position validations completed by.

Please note that the CCR staff will try to accommodate these requests, however it is not guaranteed that all position validations can be completed by particular dates. To help prevent this, please email involve@ucalgary.ca as soon as possible about any position validation expedition requests.

**CCR Position Appeals**

Students who have had a position appear as 'declined' on their record, but feel they that they have successfully completed the position requirements and met time requirements have the opportunity to submit a CCR Position Appeal. CCR Position Appeals allow students to challenge a ruling they feel is inaccurate by submitting evidence they have participated in the role to CCR staff, who then further explore the position ruling. Position appeals can also be submitted if students would like to change the number of hours recorded for past positions if they are inaccurate. CCR Position Appeals are dealt with on a case-by-case basis, and are completed by CCR staff members in participation with activity and position validators and coordinators. The decision made by CCR staff in each position appeal case are considered binding and final. Timelines for processing position appeals are variable and are subject CCR staff availability.

**How Can I Submit a Position Appeal?**

To submit a position appeal, students must submit the following information to involve@ucalgary.ca via email with the subject line 'CCR Position Appeal Request':

- The student name and UCID
- The student's UCalgary email address
• The position name and time period the student would like to appeal on their personal Co-Curricular Record
• The name of their program coordinator or supervisor in this role (e.g. volunteer manager, club president, etc.)
• The number of hours they were involved in the position
• Preliminary documentation indicating their involvement in the position (e.g. emails from program coordinators, certificates of completion, event or course receipts, letter of affirmation from a supervisor or coordinator, etc.). Please note that the quality and quantity of documentation provided will impact the CCR staff member's decision on whether to accept the appeal and begin processing their case.

Once this information has been submitted a member of the Co-Curricular Record staff team will connect with the student regarding their position appeal. If a student would like to submit multiple position appeals to CCR staff they should ensure they include the listed information for each position and clearly demarcate all information and documentation between positions. If any of this information is missing the request will not be processed.

Please note that position appeals may take some time to process, and is at the discretion of the CCR team member processing your appeal request.

When Can I Submit Position Appeals?

Students are able to submit CCR position appeals between August and February (August 1, 2020 to February 28th, 2021). Position appeals submitted outside of these time periods will not be processed, as these are peak periods for CCR activity. If a student misses this time period they can begin to send in position appeals once more when the next position appeal period commences.

Expedited Position Appeals

If a student would like to request an expedited position appeal because of an urgent need for their CCR document for a bursary renewal, scholarship application, or job, school or program application they may submit the request outside of the appeal period. To request an expedited position appeal, please email involve@ucalgary.ca as soon as possible with your position appeal information (as listed above), the reason you need this appeal expedited, and the timeline for your position appeal.
These appeal requests will be accepted on a case-by-case basis only, and it is highly encouraged that students do not submit appeals outside of the position appeals period.

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What If I Have Multiple Position Appeals to Request?

If you have multiple position appeal requests to make, please send each of these requests and the associated documentation in separate emails to involve@ucalgary.ca.

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Retroactive Position Requests

As a new feature of the Co-Curricular Record program, the CCR team is introducing opportunities for students to request positions be added retroactively to their personal CCR. Students can request to have positions from previous years added to their records, and these instances will be assessed on a case-by-case basis. In previous years the Co-Curricular Record has not enabled students to have positions retroactively added to their personal record, however, we are exploring options to allow students who have missed deadlines in previous years to have their CCR-eligible extracurriculars recognized.

Please note that if positions do not exist in the CCR database for the CCR period a student is requesting a position to appear on their record for (e.g. a student is requesting Position X appear on their record for the 2017-2018 CCR term, but the position was only added to the database in 2019) a separate process will be required to request this position be added to the database for this time period.

Please be aware that these requests will be processed on a case-by-case manner, and there is no guarantee positions will be added retroactively.

Retroactive position requests will only be processed during certain time periods: between August 1 and the last day in February in the following year (e.g. August 1 2020 - February 28th, 2021). Outside of these times retroactive position requests will not be processed, as these are peak times for regular CCR activities.

Retroactive position addition requests will only be processed between August 1, 2020 until February 28th, 2021.
After February 28th, retroactive position request processing will be temporarily closed until the start of the next processing term, which will begin on August 1, 2021.

**How Can I Submit a Retroactive Position Request?**

To submit a retroactive position request, please fill out this online request form: [Retroactive Position Request Form (link here)](#)

In this request form, you will be asked to include the following information:

- Your name
- Your UCID number
- The name of the position and activity you would like to request to be added to your personal CCR
- The time period you were engaged in the position (e.g. 2018-2019)
- The name of the UCalgary staff member who was the program coordinator (or equivalent position) while you were a participant and their contact information
- The name of the UCalgary staff member who is the current program coordinator (or equivalent) for the activity and their contact information
- Whether you know if the position and activity are currently listed in the CCR database and if you know whether the position and activity are listed in the CCR database for the time period you would like the position added to your record
- A letter or email statement of confirmation of your participation in the position and activity during the time period you are requesting from the current and/or past UCalgary staff member who acted as program coordinators/supervisors for the role.
  - This statement should include:
    - The name of the UCalgary staff member and their association/connection to the role/activity
    - The name of the student whose involvement they are confirming in their statement
    - The time period the student was actively engaged in the position
    - An approximate number of hours the student was engaged in the position
    - The UCalgary staff members' contact information and current role
  - If the retroactive position request is for a SU Clubs role, the student making the request will be asked to provide an email or letter statement of confirmation of participation during the time period the are requesting from both an executive member of the SU Club that the position is for (either a current or past club executive is accepted), and an email with confirmation of participation from the SU Clubs Coordinator. The Clubs
Coordinator will be recommended to use the records in the Annual Report submitted by all SU Clubs to the Clubs Office to check whether the student was involved in the position they are requesting to be added to their record.

- The statement from the SU Club executive should include:
  - The name of the SU Club executive and their association/connection to the role/activity (either past or current)
  - The name of the student whose involvement they are confirming in their statement
  - The time period the student was actively engaged in the position
  - An approximate number of hours the student was engaged in the position
  - The SU Club executive's contact information and current role (student, alumni, current club position, etc.)

If the UCalgary staff member or SU Club executive is not sure of amount of time the student was engaged in the position, they are encouraged to provide an estimate of the amount of time that would generally be spent to successfully engage in the position (e.g. 4 hours/week, 10 hours/semester, etc.).

If the statement of confirmation is being provided by an individual who is no longer a UCalgary staff member or SU Club executive member, they should also include the name of their former position and how long they held this position.

Please note that email statements should be sent directly to involve@ucalgary.ca, not forwarded from the student making the retroactive position request.

Once this information has been submitted through the form and any required emails have been sent directly to involve@ucalgary.ca (not forwarded by the student making the request), the CCR team will review the student's request. CCR staff may contact the student and/or the position contacts provided by the student for more information before processing the request. Please note that all decisions made regarding the retroactive position request are at the discretion of staff with Leadership and Student Engagement, and will be considered final.

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How Long Will It Take For My Retroactive Position Request to Be Completed?

CCR staff will aim to respond to emails regarding retroactive position requests within three business days. To ensure your retroactive position request is processed, please ensure you submit retroactive position requests between August 1 and the last day in February.

The length of time it takes for CCR staff to process and complete retroactive position requests is
dependent on a number of factors, including: the amount of time it takes to connect with program coordinators and other contacts (if necessary), the workload of the CCR team at the time of the request, the number of retroactive position requests that have been submitted, and a number of other factors. In addition, if a new position and activity need to be added to the CCR database for the time period a student is requesting the retroactive position (e.g. 2018-2019), this will also extend the time it takes to process the retroactive position request.

The amount of time to process requests will be variable, and is up to the discretion of the CCR staff member(s) processing the request.

What If I Have Multiple Retroactive Position Requests to Make?

If you have multiple retroactive position requests, please send each of these requests and the associated documentation in separate emails to involve@ucalgary.ca.

CCR Policy Modifications in Response to COVID-19

In light of the impact of the COVID-19 pandemic has had on a number of programs and positions, several accommodations are being made for the Co-Curricular Record program for the 2020-2021 CCR Term.

I. Accumulating Hours for CCR Positions

1. With the awareness that a large number of programs, events, and other activities have been cancelled or impacted in light of the coronavirus pandemic, students who have roles that are eligible for CCR recognition but have not accumulated 20 or more hours by the end of the CCR term due to cancelled programs, activities or events, will still be eligible to have the position recorded on their CCR.

Students can submit the number of hours they have been engaged with the position when they apply to have a position appear on their personal CCR through the hour tracking feature. Even if the total number of hours is not equal to or greater than 20 hours, this will not impact their validation. Please note that for positions to appear on your personal record, you need to have completed all position/role requirements: if you did not successfully complete a position or
program, and apply to have the position appear on your personal CCR record with the number of hours you did engage in the program (e.g. 1-2 hours), your position request will be declined.

Please ensure you send an email to the program coordinator/validator to ensure they are aware of the number of hours you will be reporting. The hours you report for this CCR position must be consistent with the number of hours that your program coordinator or CCR validator has in their records, so they can ensure your request to have a position appear on your CCR is approved. If you have any questions or concerns about this process please send us an email!

II. CCR Dates and Deadlines

2. CCR deadlines have been updated to provide students, staff and faculty with additional time to submit new position/activity requests and for students to submit requests for a position to appear on their personal CCR (below). If extenuating circumstances prevent a student from submitting a new position/activity request form or from submitting a request to have a position appear on their personal Co-Curricular Record, we will work with the student to ensure the situation is resolved appropriately. (This policy was updated April 20, 2020).

- The 2019-2020 CCR year includes May 1, 2020 - June 30, 2021
- The last day to submit new activity and position additions to the CCR: June 30, 2021
- The last day for students to add positions to their individual CCR: July 31, 2021
- The last day for validators to approve positions: August 31, 2021

III. Changes to Program and Event Dates

3. If events or program activities were rescheduled to take place after May 30, 2020, these activities/events will still be eligible for recognition on the 2019-2020 Co-Curricular Record. If you have an event or program that is eligible for CCR credit or is related to a CCR-eligible position that has been moved to take place after May 30th, please email involve@ucalgary.ca. We will work with your team to find the best solution to ensure the time and efforts spent engaging in these activities is reflected on students' personal CCR.

If you have any other CCR questions or concerns related to the impacts of the coronavirus pandemic, please email involve@ucalgary.ca. CCR staff will work with you to answer your questions or find a solution to any challenges you may be experiencing.

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Using the Co-Curricular Record – Student FAQ's

Section Quicklinks:

I. Student CCR How-To Guide
II. Accessing and Using your Co-Curricular Record
III. Requesting new positions or activities for the CCR Database
IV. CCR Validation and Policies/Procedures

Student CCR How-To Guide

For more detailed instructions and tutorials on how to use the Co-Curricular Record, download the full CCR Student How-To Guide.

Accessing and Using your Co-Curricular Record

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

Go to careerlink.ucalgary.ca and click the "login" button at the top of the screen. Log in using your UCID/IT account and a new account will be created for you.

How do I view my personal Co-Curricular Record?

1. Once you have logged in to careerlink.ucalgary.ca, click "Leadership and Student" on the left-hand side tab, and select ‘Co-Curricular Record’ from the drop-down menu; and
2. Click the blue ‘...' button on the bottom right side of your screen and select 'Print my Co-Curricular Record' to download a printable PDF version of your record.
How do I add a position to my personal Co-Curricular Record?

1. Once you have logged in to careerlink.ucalgary.ca, click "Leadership and Student" on the left-hand side tab, and select ‘Co-Curricular Record’ from the drop-down menu; and
2. This will direct you to a new page with an overview of your activities and positions that have already been recorded in the CCR.
3. Click the ‘Add a Position to my Record’ button
4. You will be directed to a new page. From there you will be able to search for positions currently in the database, either by using the quick look-up bar, or using the selection boxes to find the activity and position you are looking for.
5. When you select the activity the position is listed under, a 'Positions Found' section will appear at the bottom of the page. Find the position you would like to add to your record and click 'Add to record', or 'View position' if you would like to double-check that it looks correct: if you choose this option, you will be directed to a new page with the position details and a button that allows you to add the position to your record.
6. You will be prompted to select "achievements" (please select 5-10, quality is better than quantity in this case); and
7. Once you hit "save" you are done, and it will then go to the Validator for review.

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I participated in a new program or position this year. Is this automatically added to the CCR database?

No. All new positions, programs and activities are only added to the CCR database by request. If an activity or position has appeared in the CCR database in previous years it will still be included in the database for the current CCR period automatically.

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Requesting New Activities or Positions for the CCR Database

I do not see an activity I participated in this year within the CCR database. How do I get it added in?
If you are an activity organizer (for example an SU club executive), fill out the 'New Activity/Position' form available through CareerLink under the ‘Co-Curricular Record’ tab, which can be found underneath 'Leadership and Student Engagement’ in the black sidebar. Detailed instructions on using this form are available in the 'CCR New Activity/Position Form How-To Guide'.

If you do not directly manage the program or position you are sending in a request for, please ensure you connect with your program manager prior to submitting a new position or activity request. It is strongly recommended that program coordinators (UCalgary staff members) submit new position/activity requests for their program, rather than student participants. This helps ensure a high level of accuracy in new activities and positions created, and helps expedite the approval process. For student clubs, connect with your leadership team to ensure no duplicate activity or position requests are submitted.

I do not see a position I participated in this year in the CCR database. How do I get it added in?

If you are an activity organizer (for example an SU club executive), fill out the 'New Activity/Position' form available through CareerLink under the Co-Curricular Record tab. Detailed instructions on using this form are available in the 'CCR New Activity/Position Form How-To Guide'.

If you do not directly manage the program or position you are sending in a request for, please ensure you connect with your program manager prior to submitting a new position or activity request. It is strongly recommended that program coordinators (UCalgary staff members) submit new position/activity requests for their program, rather than student participants. This helps ensure a high level of accuracy in new activities and positions created, and helps expedite the approval process. For student clubs, connect with your leadership team to ensure no duplicate activity or position requests are submitted.

CCR Validation and Policies/Procedures

How do you check which activities I have been involved in?
Each activity has a validator (typically 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 positions that I participated in in previous years to my CCR?

As a new feature of the Co-Curricular Record program, the CCR team is introducing opportunities for students to request activities be added retroactively to their personal CCR. Students can request to have positions from previous years added to their records, and these instances will be assessed on a case-by-case basis. In previous years the Co-Curricular Record has not enabled students to have positions retroactively added to their personal record, however, we are exploring options to allow students who have missed deadlines in previous years to have their CCR-eligible extracurriculars recognized. Please be aware that these requests will be processed on a case-by-case manner, and there is no guarantee positions will be added retroactively.

Retroactive position addition requests will only be processed between August 1, 2020 and February 28th, 2021. Retroactive position requests will not be processed after this point until the beginning of the next processing term, beginning on August 1, 2021.

Learn more about CCR Retroactive Position Requests in the CCR Policies and Procedures Section

Am I guaranteed to have positions retroactively added to my personal Co-Curricular Record?

No. This is an appeal-based process, and students are not guaranteed to be able to retroactively add all positions. To engage in this process, students will be required to follow a number of steps and submit information to Leadership and Student Engagement. The office of Leadership and Student Engagement will make the final decision on whether a position can be added to a student's record retroactively. Please note that some retroactive position addition requests may be approved, and others may be declined depending on a number of factors, including the quality and accuracy of documentation provided to the office of Leadership and Student Engagement. All decisions made by the office of Leadership and Student Engagement
are considered final.

I accidentally submitted a request to have an activity I did not participate in on my CCR. What do I do?

Please email involve@ucalgary.ca with your name, UCID, and the position that you accidentally submitted a request for.

I participated in a position/activity, but my request to have it appear on my record was declined. What should I do?

First, please double-check to ensure that you fulfilled all the position requirements (i.e. volunteered/worked required hours, completed the full term, met all final expectations, etc.) and that you requested to correct position to appear on your record.

If you accidentally submitted a request to have the wrong position appear on your record, please email involve@ucalgary.ca.

If you believe you submitted a request for the correct position and met all requirements for the position, but were still declined, please email involve@ucalgary.ca for more information on the appeals process.

I'm the president of a student club/activity. Can I be added as a validator for the activity?

Students cannot be added as validators for activities or positions within the Co-Curricular Record. Students' Union Clubs are validated by the SU Clubs Coordinator, and Faculty or Department clubs have staff representatives who validate student requests.

If you are an SU Club, please ensure you include the required CCR validation information in your end-of-year Annual Report submitted to the Clubs Office. This information includes: the club name, club positions, names of club members and the position(s) they filled, club members' UCID numbers and ucalgary email addresses, and the number of hours each student was engaged (approximations are accepted). A CCR validation information reporting template is
available here for clubs to view and download.

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**How does hour logging work?**

A new feature that has been enabled for the Co-Curricular Record is hour logging. Using this feature, you are able to include the total number of hours that you have been involved in a position to your record. To do this, apply for a position to appear on your personal Co-Curricular Record. Go back to your CCR homepage, and click on the position that you would like to add hours to. Scroll to the bottom of the page and click on the hour-logging section, and update the number of hours you have been involved in the position. Press 'save', and you're done!

Once you have logged hours for a position, that position will automatically be listed as 'pending'. This means that if a position has already been approved by a CCR validator it will need to be re-approved. Make sure that the number of hours you have logged for a position match the number of hours your supervisor or volunteer coordinator has in their records, as students who log hours that are inconsistent with what volunteer coordinators have on file may not be approved. If you're unsure on how many hours to report, connect with your volunteer or program coordinator.

The final date for you to log or update hours for your CCR positions is June 30th, 2021. For a step-by-step guide to using hour logging, please read the 'CCR How-To Guide'.

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**What kinds of things can I include in my CCR hours for a position?**

A wide variety of activities and tasks are eligible for you to include when counting/logging hours for a CCR position. Some examples include, but are not limited to:

- Completing role-related tasks and work
- Answering role-related emails
- Attending events on behalf of your program/organization
- Attending planning/executive meetings
- Organization/team bonding activities
- Meeting with position supervisors
- Engaging in reflection activities for your role/position
- Volunteering with your club/organization
• Facilitating events or workshops
• Engaging in professional development activities that will benefit your role/position

Almost any activity that you engage in that is related to your role/position is eligible to be included in your CCR hours. Activities that are not eligible to be added to your CCR hours include:

• Social events or activities that are not related to your role, position or organization
• Attending classes or completing coursework
• Activities that have already been included in the hours you have logged for another position in the CCR (e.g. attending an event and including that time in three separate CCR positions)

If you have any questions about what is eligible to be included in your CCR hours, please email involve@ucalgary.ca.

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Where do my approved CCR hours show up?

Once the hours associated with a CCR position have been approved, these hours will be displayed alongside the position in your CCR profile, and will be added to the total number of hours included with your CCR profile. Currently, position hours are not displayed on the downloadable CCR document.

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Activity/Position Request and Update Form

To create a new activity or position within the Co-Curricular Record database, you can use the online 'New Activity/Position Request Form'. To access this form, go to CareerLink.ucalgary.ca and log in using your CareerLink account credentials (for students, your UCID/IT account), and select 'Co-Curricular Record' from the drop-down menu under ‘Leadership and Student Engagement’ in the black sidebar. You will see another item in the drop-down menu under ‘Co-Curricular Record’ in the black sidebar called 'Request a New Position or Activity'; click on this tab and it will take you to the new position/activity request form.
Please do not use this form to request a position be added to your personal Co-Curricular Record. This form is only used to request new activities or positions be added to the CCR database.

For detailed instructions on accessing and using this form, please download the CCR How-To Guide.

Using the Co-Curricular Record – Staff & Validator FAQ's

Section Quicklinks:

I. Staff and Validator How-To Guide
II. Frequently Asked Questions

Staff and Validator CCR How-To Guide

For a detailed guide to using your Co-Curricular Record, please download the CCR How-To Guide linked here.

Frequently Asked Questions

What is a CCR Validator and what do they do?

A Co-Curricular Record Validator is a UCalgary staff member who processes students' requests to have a specific position appear on their personal Co-Curricular Record. A validator is a staff member who is associated with a CCR-eligible program or activity, for example a program coordinator, department head, volunteer supervisor, etc.

This staff member has an account added to CareerLink and is given appropriate account permissions to be able to view the students' requests to have specific positions appear on their personal records. A validator may be directly involved with facilitating and coordinating the program (for example, a volunteer coordinator who directly oversees volunteer activities and communicates with participants), or may be a staff member who works more indirectly with a
program and is provided with information on participants from another staff member/program coordinator. For example, a department head or coordinator could act as a CCR validator even if they were not direct supervisors of a program, as long as they are provided with the appropriate validation information from a program manager.

CCR validators are responsible for ensuring that accurate records of student involvement are kept for CCR position validation. Information retained should include the names, UCID numbers, UCalgary email addresses, and positions of participants, along with the amount of time the student has been involved in their position if they would like to use the hour-tracking feature of the CCR.

**How do I access the Co-Curricular Record?**

Go to CareerLink and log in using your account credentials. If you are a UCalgary staff member and do not already have a CareerLink account, please email csstdnt@ucalgary.ca and request a UCalgary Staff account be created for you. Once you have an account, log in via the ‘UCalgary Staff’ login page, and click on ‘Co-Curricular Record’ under the ‘Leadership and Student Engagement’ tab in the black sidebar.

**How do I get added as a validator?**

Once you have a CareerLink account, email involve@ucalgary.ca and let us know what activity you would like to be added to as a validator to, and how you are connected to the program/activity. A member of our team will provide you with the necessary account permissions and assign you to the activity.

**How do I validate students' activities?**

1. Once you have logged in to CareerLink click on the “Leadership and Student Engagement” tab in the black sidebar, and select "Co-Curricular Record" from the drop-down menu.
2. This will take you to your Co-Curricular Record dashboard. From here, you will be able to see a list of the activities that you are a validator for, and tabs that include information on which requests are currently pending, have been approved, or have been declined.

3. To approve or decline students' requests to have positions appear on their records, use the 'Pending' tab to look through the current requests to validate.

4. Select the students whose activities you would like to validate using the checkbox in the left-hand corner of the chart, and choose from 'Approve Selected', 'Decline Selected', and 'Decline with Email'.

If you have multiple roles on your account (e.g. student, employer, CCR validator), click on the ‘Switch Roles’ button at the top of your CCR profile page and select ‘Validator’: this will allow you to see the CCR activities and positions you are listed as a validator for, and any pending position validation requests.

For detailed step-by-step instructions on validating students' position requests, please read the CCR Validator How-To Guide.

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What is the timeline for the Co-Curricular Record?

The Co-Curricular Record has an annual timeline that begins in May and ends in June the following year (e.g. May 2019-June 2020).

The final deadline for all position validations from the 2020-2021 CCR term to be completed is August 31, 2021.

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What deadlines do I need to know?

In light of the impacts of COVID-19, CCR deadlines are being updated for the 2019-2020 CCR period to provide students and staff members with additional time to ensure new activities and positions can be added to the CCR database and that students have ample time to request new positions to appear on their records.

- The 2019-2020 CCR year includes May 1, 2020 - June 30, 2021
- The last day to submit new activity and position additions to the CCR: June 30, 2021
- The last day for students to add positions to their individual CCR: July 31, 2021
- The last day for validators to approve positions: August 31, 2021
How do I know if I should 'approve' or 'decline' a student's request to have a position appear on their Co-Curricular Record?

To determine if you should 'Approve' or 'Decline' a student request to have a position appear on their record, please look through your program/organization's records to confirm that the number of hours they have submitted, the learning outcomes/accomplishments, and position name all match the students' requests. If the student is unknown to you or the program manager, and/or did not complete the position or program requirements, you may decline the students’ position validation request.

How do I edit or update an activity or position in the CCR myself?

If you are a university staff member and act as a program coordinator or manager, you can request to be added as an activity director for your program and its roles within the Co-Curricular Record. If you would like to be added as an activity director, follow these steps:

1. Start by emailing involve@ucalgary.ca with the name of the activity you oversee, and your request to be added as an activity owner.
2. CCR Staff will provide you with information on upcoming training sessions you can attend to learn how to become an activity director.
3. After attending training, a CCR staff member will make you the activity director and notify you of your status change.
4. Once you've been made an activity director, you can edit and update your activities by logging into CareerLink and clicking on "Co-Curricular Record" on the left-hand sidebar under ‘Leadership and Student Engagement’; and
5. Select "Activity Owner Role" from your CCR profile page from your list of role options (e.g. Validator) under ‘Switch Roles’
6. From here you will be taken to your Activity Director homepage, where you can view pending items, and search for activities and positions you have been added to as an Activity Director. Once you have searched and selected an activity or position you would like to edit, click on the blue ellipses button in the right-hand corner of your screen to select actions.
What are the 'Learning Outcomes' for Positions?

Learning outcomes are statements that describe the anticipated learning, development, and skills that participants can expect to acquire as a result of being involved in a certain position or activity. The learning outcomes utilized in the Co-Curricular Record are developed from the Council for Advancement of Standards in Higher Education Frameworks for Assessing Learning and Development Outcomes, and from the Conference Board of Canada's Employability Skills.

My questions have not been answered here. Who can I contact?

Please contact involve@ucalgary.ca for any other questions, concerns, or inquiries that you may have!