Your CCR: A Complete How-To Guide

(Updated Winter 2022)

Thank you for your interest in the CCR! Please follow these instructions to add positions to your Co-Curricular Record, download or print your record, and more! Use the interactive table of contents to navigate to the section relevant to you.
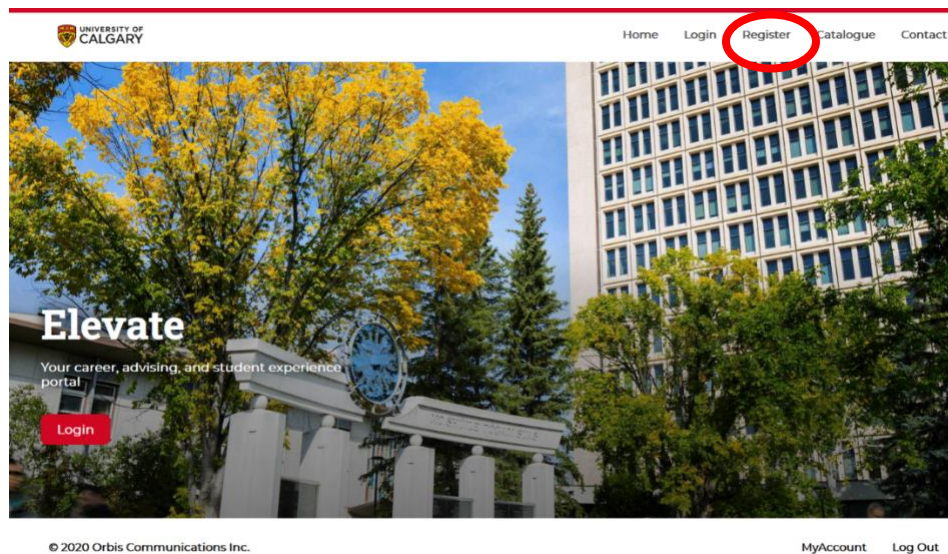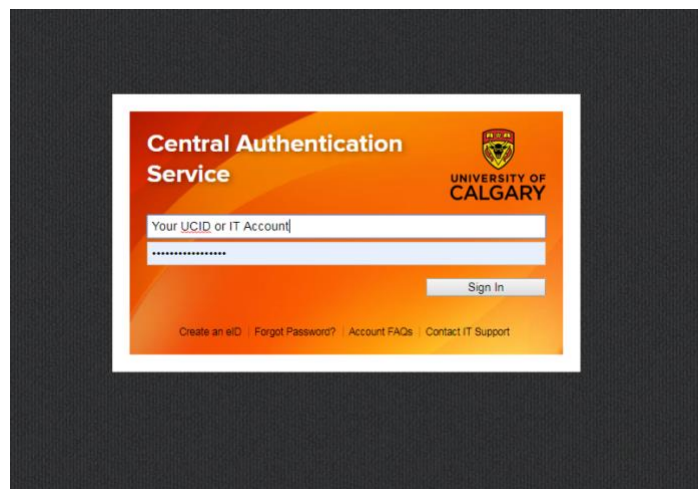
Your CCR: A How-To Guide

General/ Instructions

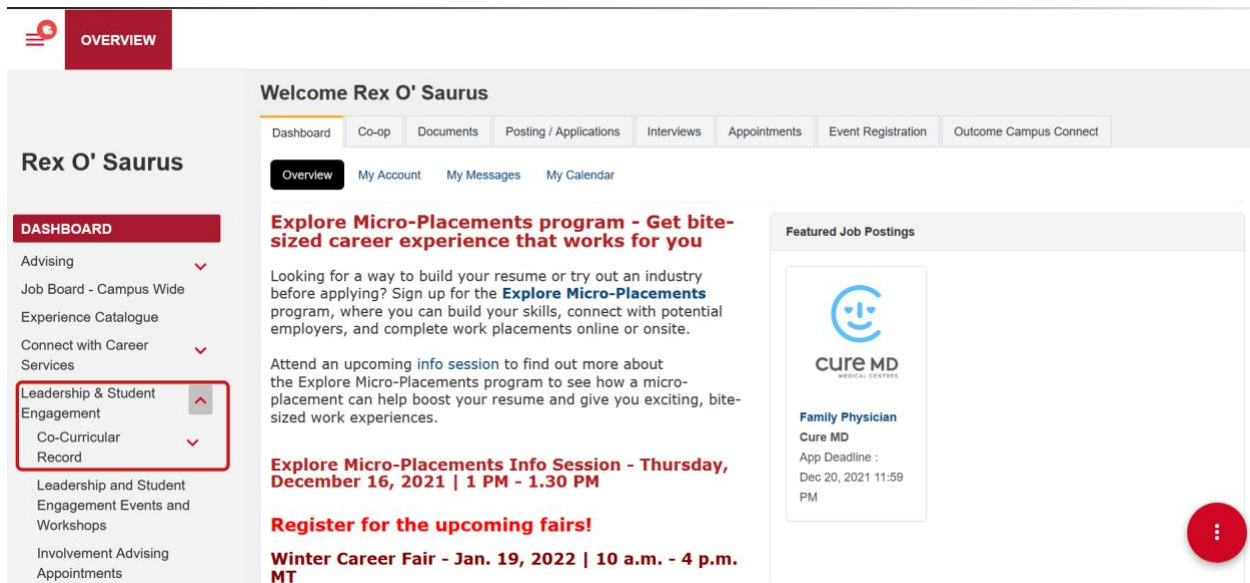## To Access Your Co-Curricular Record:

1. Go to elevate.ucalgary.ca and click the 'LOGIN' button at the top right side of the page. Students should select the 'Student Login' option from the list.

2. Log in using your UCID credentials (your IT username and password or your UCID number and password).

3. This will bring you to your Elevate dashboard. To go to your personal Co-Curricular Record, click on the 'Co-Curricular Record' tab in the gray bar on the left side of your screen. This will bring you to your Co-Curricular Record dashboard, which provides a summary of your Co-Curricular activities, including your positions, number of logged hours, and achieved competencies.

4. From here, you will be able to VIEW your Co-Curricular Record, PRINT or download your Co-Curricular Record, ADD A POSITION to your Co-Curricular Record, and EDIT your Co-Curricular Record positions.
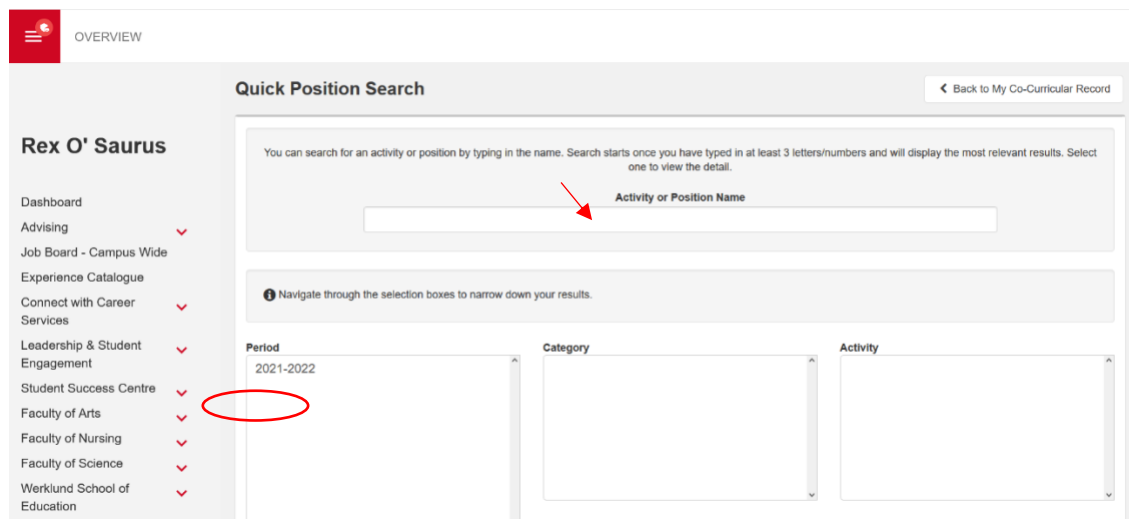
To Add a Position to Your Co-Curricular Record:

1. From your Co-Curricular Record dashboard page, click the blue 'Add a Position to My Record' button at the top of your dashboard.

2. This will bring you to a page called 'Quick Position Search. If you know the name of the position or activity exactly as it appears in the CCR database, type it in the 'Activity or Position Name' search bar. Wait for the position or activity to appear in the drop-down menu in the search bar, and then click on it.

3. If you do not know the exact name of the activity or position as it appears in the CCR Database, or it is not appearing in the drop-down menu, use the time-period navigation system to find your position.

To use the time-period navigation system, first select the time period you were active in this position (e.g. 2018-2019) by clicking on it. Then select the department through which your position is run. The activity (e.g. 'Career Services Peer Helper') will show up in the 'Activity' column to the right of 'Department'.

If you cannot find your position in the department you believe it should be in, look through other relevant departments to see if it is hosted under another name. If you still cannot find your position please contact your volunteer coordinator or Leadership and Student Engagement for assistance.

Once you have selected the appropriate activity, all relevant positions will show up underneath the time period navigation panes. Positions will show up under 'Positions Found' and will include the number of relevant positions found with your search terms.

4. To add a position to your Co-Curricular Record, you can click the red 'Add to Record' Button. If you would like to learn more about a position before adding it to your record, click the red 'View Position' button.

5. If you click 'View Position', you will be taken to the position page, which includes a position overview, contact information for the position, time commitment information, and more. From this page you can add the position directly to your CCR, or navigate back to the search page or to your individual CCR.

6. Once you have clicked 'Add Position to Record' you will be taken to a page where you can add your personal reflection comment, select your learning outcomes (also known

as competencies), and log your hours for the position. Be sure to press 'Save' when you finish to ensure the changes are saved!

Once you have selected your Learning Competencies/Learning Outcomes, click the 'Save Changes' button at the bottom or top of the page to ensure your changes are saved.

To log your hours with a position, scroll to the bottom of the position details page to the section that says 'Time Entry'. Click 'Edit' and you will be able to update your hours. A pop-up box will allow you to edit the number of hours logged with your position. Press 'Update' and you will be taken back to the position details page.

Click here to log your hours

7. Repeat this process for all relevant positions you would like to add to your CCR!

To View or Print your Co-Curricular Record:
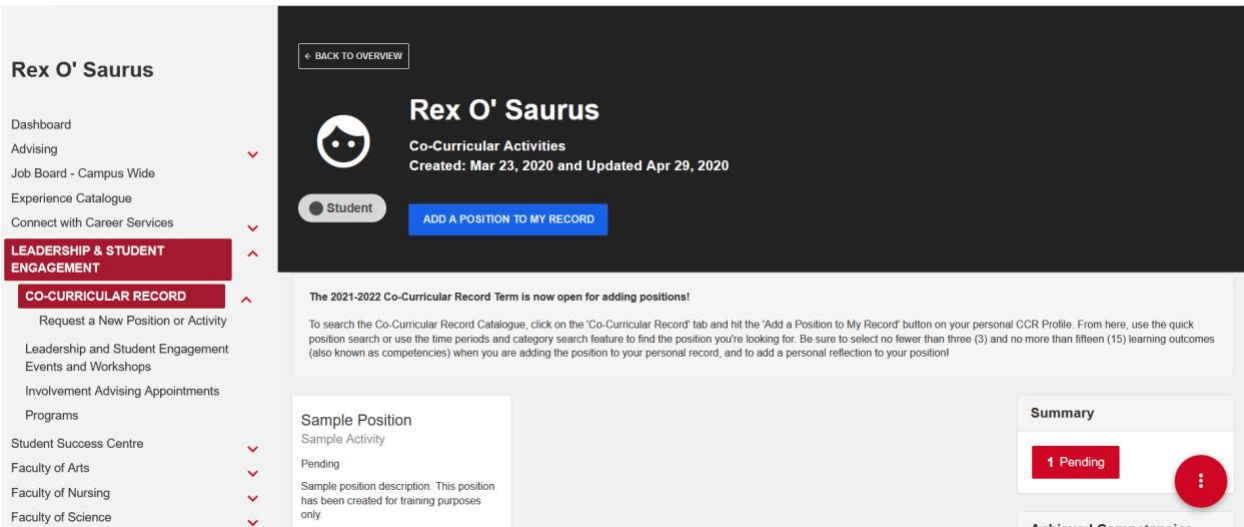
1. To print your CCR, login to elevate.ucalgary.ca using your UCID or IT credentials.
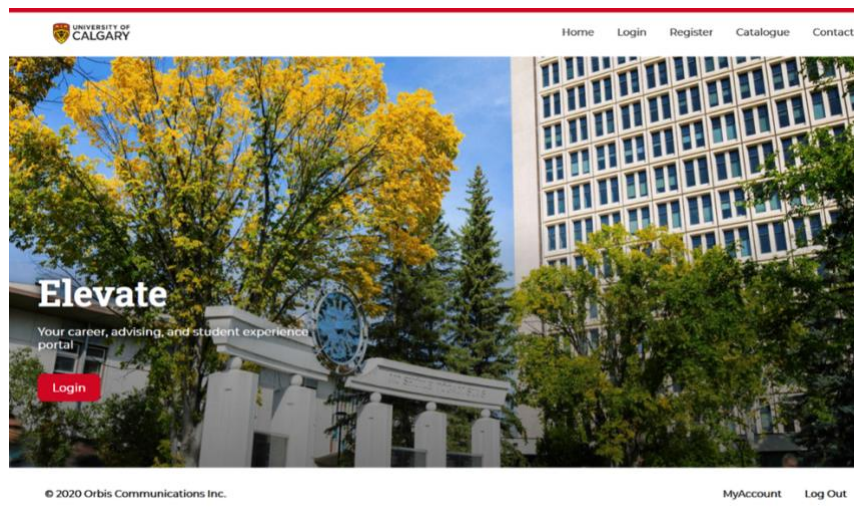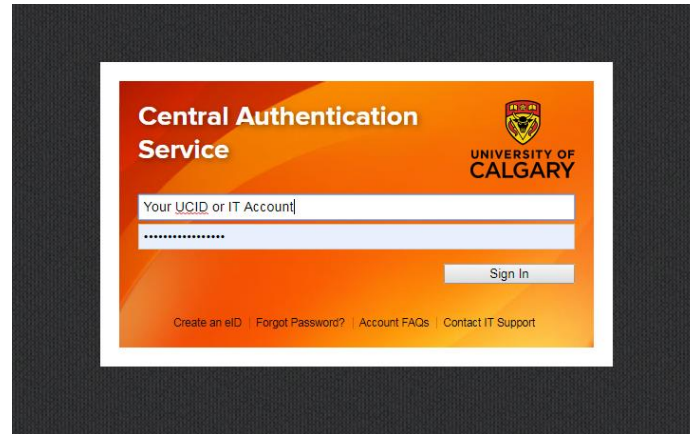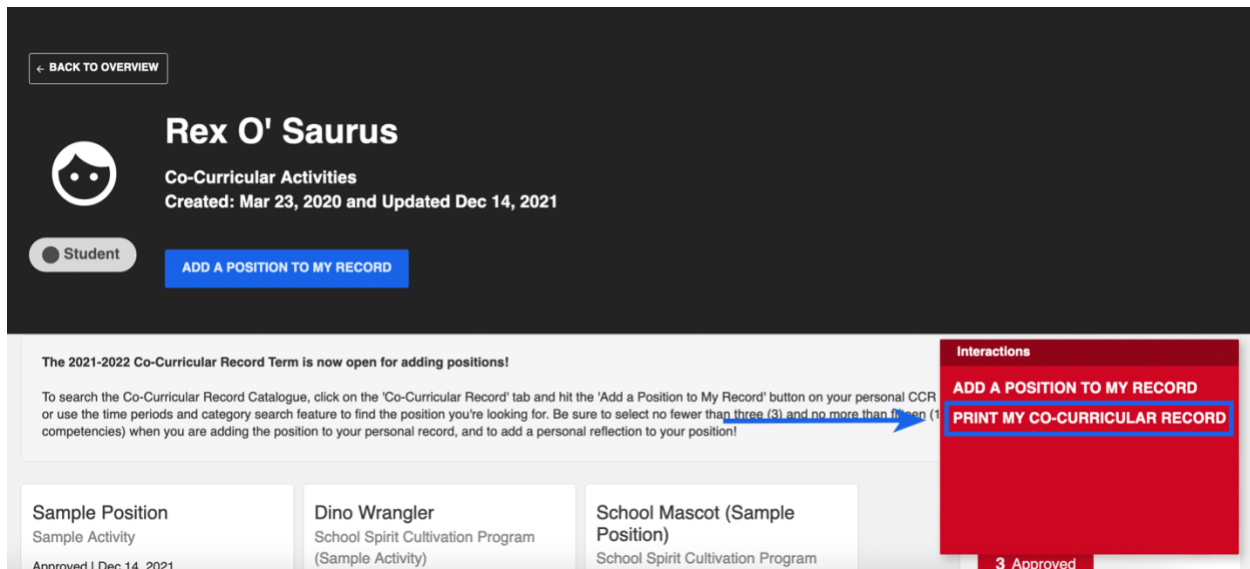
2. This will bring you to your Elevate dashboard. To go to your personal Co-Curricular Record, click on the 'Co-Curricular Record' tab in the gray bar on the left side of your screen.

3. This will bring you to your Co-Curricular Record dashboard, which provides a summary of your Co-Curricular activities, including your positions, number of logged hours, and achieved competencies.

4. Click on the small red vertical ellipses ('…') button on the bottom right side of your screen, and select 'Print My Co-Curricular Record'. This will allow you to download a printable PDF version of your Co-Curricular Record.

5. If you notice that a position is not appearing on your printed record, check each position on your personal CCR dashboard to check that it has been approved, and that you have selected to have it appear on your personal record. To ensure a position is on your printed CCR, take a look at the symbols at the bottom of the position box.

6. The small symbol that looks like a clock indicates whether the minimum number of hours for a position have been achieved; some CCR positions have a minimum number of hours that must be logged for the position to appear on your printed Co-Curricular Record.

The small 'share' symbol (three dots with three connecting lines) indicates whether you would like to publish the position on your personal record. If this symbol is grey, the position will not appear on your personal Co-Curricular Record when you download it for printing.

If you would like the position to appear on your printable CCR document (i.e. be published on your record) simply click on the grey 'Share' symbol; it will then turn green, and the position will now appear on your personal CCR document.

Sending in a New Position or Activity Request

1. To send in a new position or activity request, login to elevate.ucalgary.ca using your UCID or IT credentials.
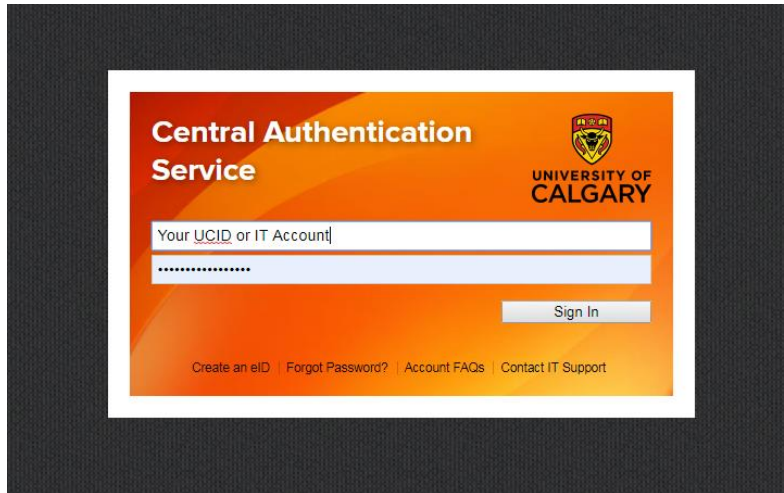
2. Click the drop-down arrow next to 'Leadership and Student Engagement', then click the drop-down arrow next to 'Co-Curricular Record'. Underneath the 'Co-Curricular Record' tab you will see a drop-down option that says 'Request a New Position or Activity'. Click on this option.

3. You will be redirected to begin the New Activity or Position Request form. There are five sections to the form: Grouping, Activity, Position, Validator, and Requestor.

The first section will ask you to select the time period for the Activity/Position: please select the current time period (e.g. 2021-2022). You will also be asked to select the CCR Department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Please ensure you carefully look through the existing CCR Departments and select the correct department to add your new activity and/or position to.

Click 'next' when you have finished. From here, you can choose to create a new CCR activity or create a new CCR position within an existing activity in the CCR database.

Request a New Activity

If you would like to request a new activity, please follow these instructions after accessing the New Activity or Position Request Form.

1. The first section will ask you to select the time period for the Activity/Positon: please select the current time period (e.g. 2019-2020). You will also be asked to select the department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Click 'next' when you have finished.
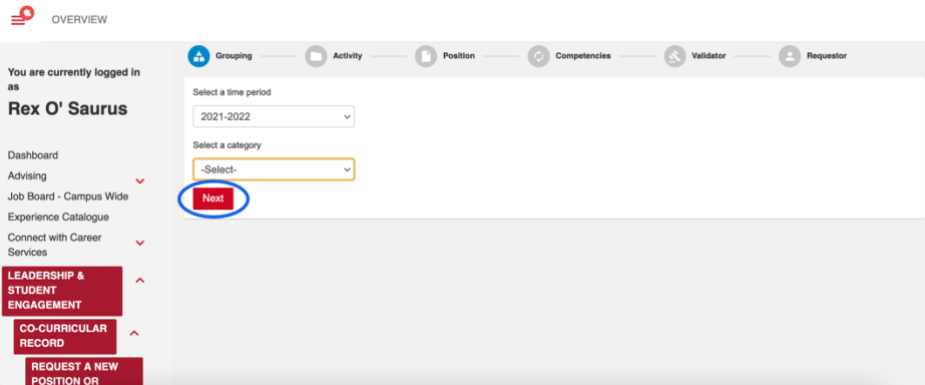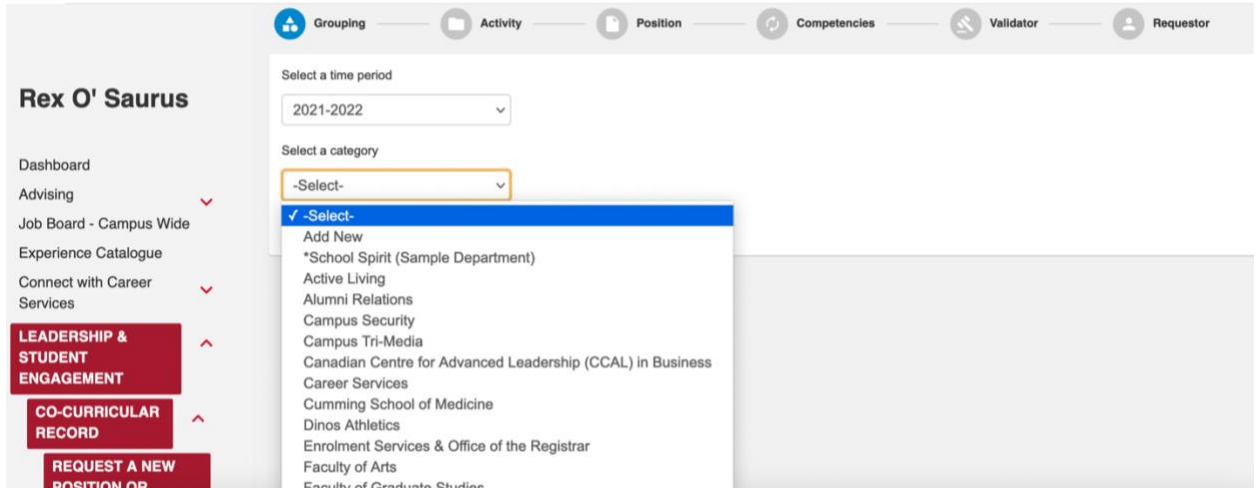
2. The following page will ask you to select an activity. If you are requesting a new activity to be created in the CCR Database, please select 'Add New'.
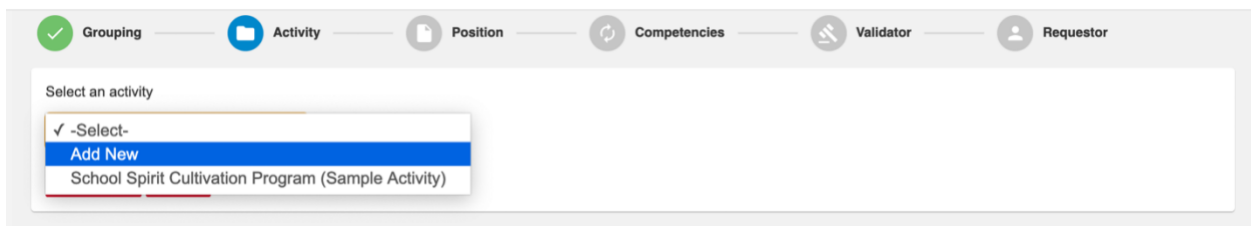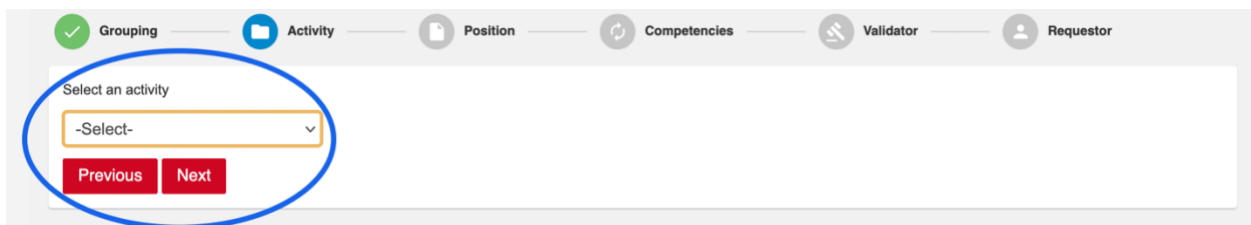
3. When you click 'Add New', a new activity form will be generated below the drop-down menu. Fill out all the form fields below with as much detail as possible.

When filling out the new activity details, ensure you have read through the CCR Activity and Position Description Guidelines Document (link here) before filling in your new Activity Description. All activity descriptions must follow these guidelines, or the submitted request will not be approved. More details are available in the document and in the form on these requirements.

It is strongly recommended that you write your new activity and position request descriptions out in a separate word document before starting the online form to ensure you have a chance to edit and review your descriptions beforehand.

4. You will be asked to fill out a number of 'Campus Tags' in the new activity form. These tags are utilized in the Involvement Catalogue to help tag and filter CCR activities and positions. To fill out each tag, select an option from the drop-down menu: this will pull up the available tags for that area. Select the tags you believe are applicable to that area, then go back to the drop-down menu and select the next tag area option from the drop-down menu.

Complete each of the tag areas, including: Cost/Paid, Department/Campus Area, Interest Area, Student Demographics, Term, and Timing. After you select the tags for each area these choices will be saved when you select the next tag area from the drop-down menu. Please fill out these tags with as much detail and accuracy as possible.
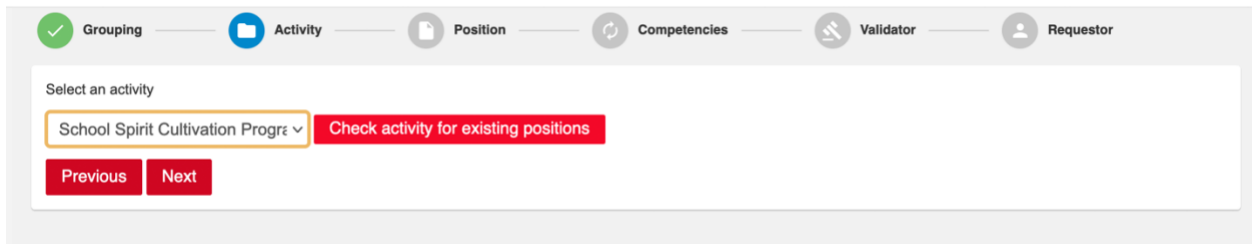
Once you have completed the Activity Details page, click 'Next'.

5. After filling out your new activity request, you will be directed to fill out a new position request for this activity. You can fill out any position you would like for your new activity,

and you will be able to fill out additional new position requests after the activity form has been submitted and processed by the CCR staff team.

6. When you select your activity, a button will pop up next to the drop-down menu called 'Check activity for existing positions'. Click on this button to view the positions that currently exist within this activity, to make sure that the position you would like to request does not already exist.

7. After viewing the existing positions, if you still need to add a new position click 'Close' on the pop-up window and hit 'Next'.

8. You will be directed to a new page called 'New Position Details'. In the first question checkbox, click the button that indicates 'This is a new position'. Fill out all position details in the areas below and click 'Next' when you are done.

9. The next page will ask you to select the Learning Outcomes (also known as 'Competencies') that you believe apply to your position. Scroll through the relevant Learning Outcomes and select no more than fifteen that you feel apply most strongly to your position.

10. From here, you will be directed to enter 'Validator Information'. An CCR Validator is **a University of Calgary staff member** who manages the program activity which you are entering a request for, or oversees the specific position you are submitting a request for. This could include: a program manager or supervisor, faculty supervisor, or other staff member.

For Students' Union Clubs, please enter the information of the SU Clubs Coordinator in these fields. For all other programs, check with your program manager on who should be added as a validator. If you are unsure who should be added as a validator, please leave this section blank, or simply enter 'unknown'. Validators can also be added to activities after the activity is created by emailing involve@ucalgary.ca. When you have added all relevant information, please click 'Next'.

11. You will be directed to the final form section, 'Applicant Information'. In this section, please enter **your personal information** into the fields. This will allow CCR staff members to connect with you once the activity has been approved, or to follow up on any questions. When you have entered the information, click 'Finish' or go back and edit earlier information in the form by clicking 'Previous'.

Congratulations, you have now submitted the New Activity form! Once you submit the form, a member of the Co-Curricular Staff team will review your new activity and position application. If approved, you will receive an email notifying you that the new activity request has been approved. If declined, the CCR staff member will provide information on why your new activity request was denied and any further steps you should take.

New Position Request

If you would like to request a new position to be added to an **existing activity**, please follow these instructions after accessing the New Activity or Position Request Form.
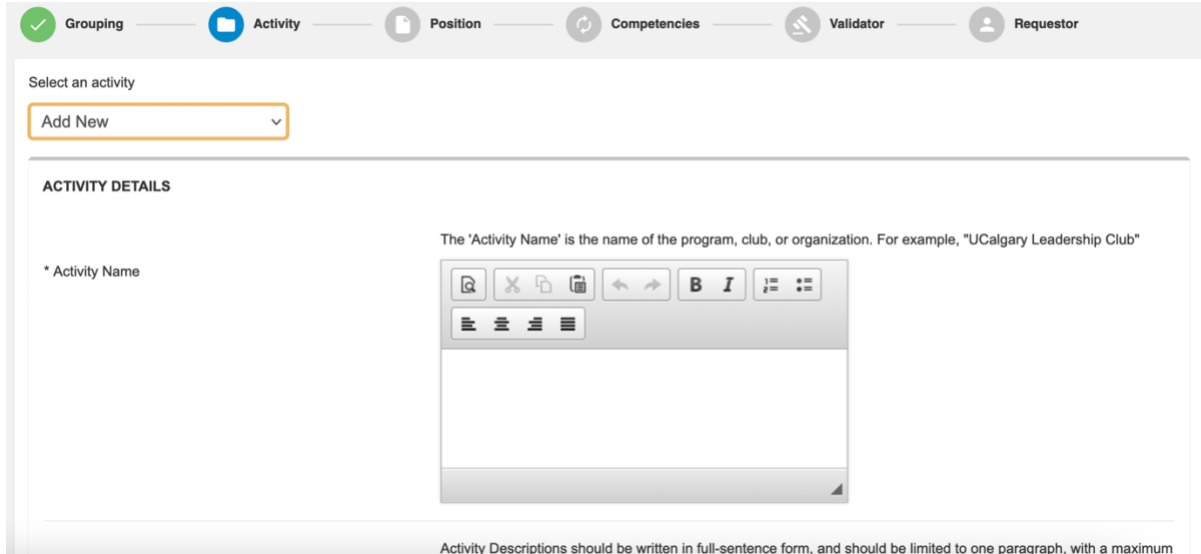
1. The first section will ask you to select the time period for the Activity/Positon: please select the current time period (e.g. 2021-2022). You will also be asked to select the department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Click 'next' when you have finished.
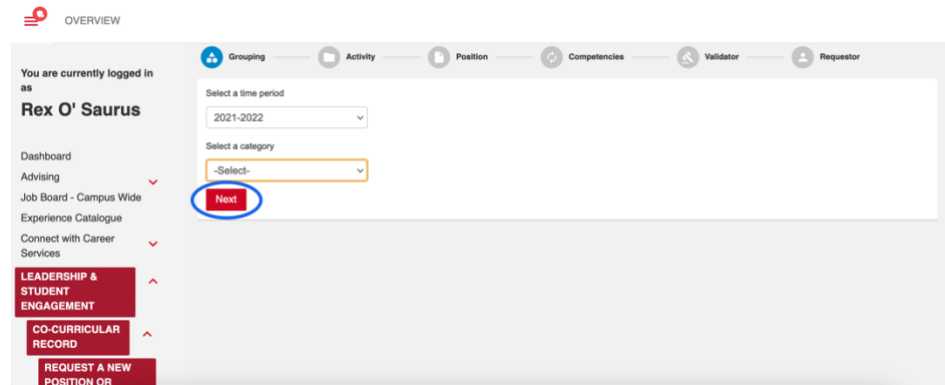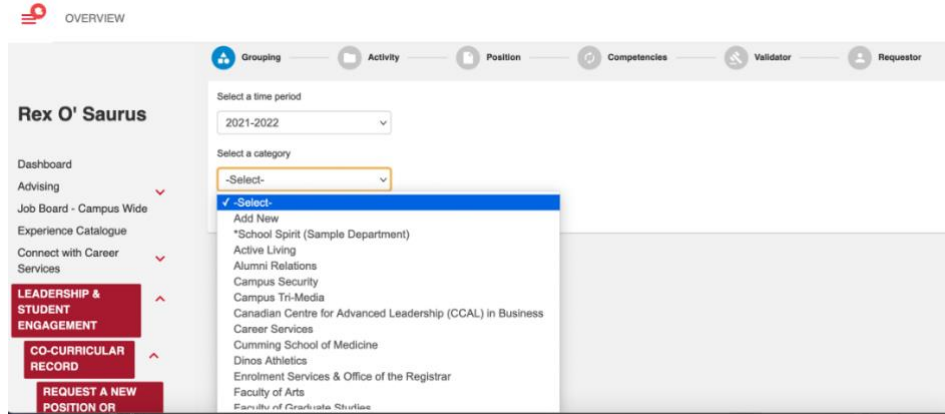
2. Select the existing activity that you would like your position to be listed under from the drop-down menu.
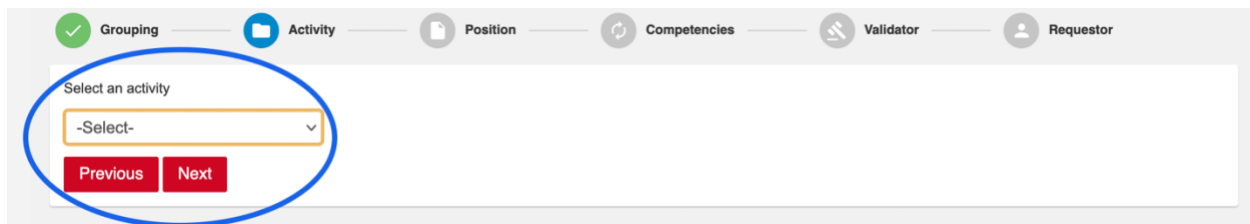
3. When you select your activity, a button will pop up next to the drop-down menu called 'Check activity for existing positions'. Click on this button to view the positions that currently exist within this activity, to make sure that the position you would like to request does not already exist.

   PLEASE DO NOT SKIP THIS - help us ensure duplicate positions are not created in the database!

UNIVERSITY OF CALGARY

4. After viewing the existing positions, if you still need to add a new position click 'Close' on the pop-up window and hit 'Next'.

5. You will be directed to a new page called 'New Position Details'. In the first question checkbox, click the button that indicates 'This is a new position'. Fill out all position details in the areas below and click 'Next' when you are done.

12. The next page will ask you to select the Learning Outcomes (also known as 'Competencies') that you believe apply to your position. Scroll through the relevant Learning Outcomes and select no more than fifteen that you feel apply most strongly to your position.

13. From here, you will be directed to enter 'Validator Information'. An CCR Validator is **a University of Calgary staff member** who manages the program activity which you are entering a request for, or oversees the specific position you are submitting a request for. This could include: a program manager or supervisor, faculty supervisor, or other staff member.

For Students' Union Clubs, please enter the information of the SU Clubs Coordinator in these fields. For all other programs, check with your program manager on who should be added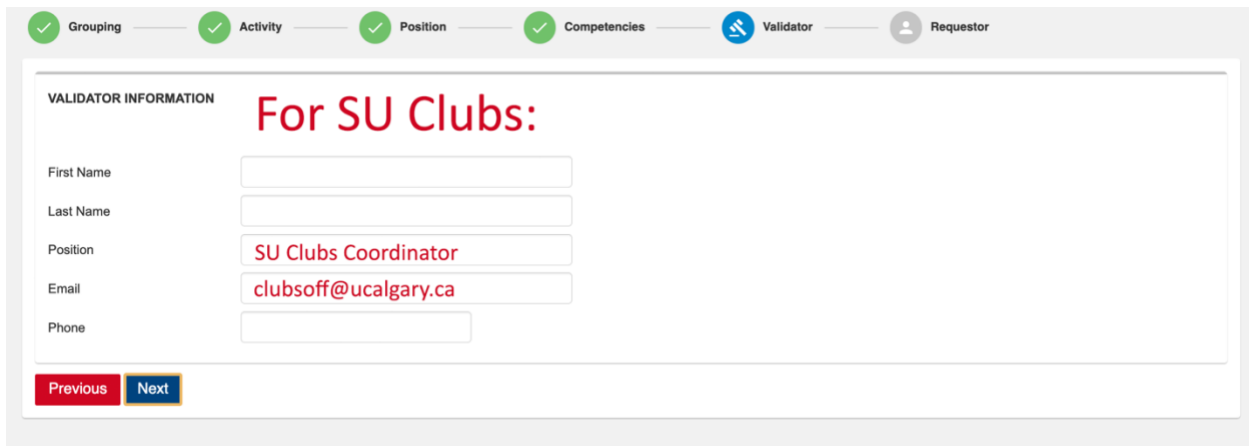 as a validator. If you are unsure who should be added as a validator, please leave this section blank, or simply enter 'unknown'. Validators can also be added to activities after the activity is created by emailing involve@ucalgary.ca. When you have added all relevant information, please click 'Next'.

14. You will be directed to the final form section, 'Applicant Information'. In this section, please enter **your personal information** into the fields. This will allow CCR staff members to connect with you once the activity has been approved, or to follow up on any questions. When you have entered the information, click 'Finish' or go back and edit earlier information in the form by clicking 'Previous'.
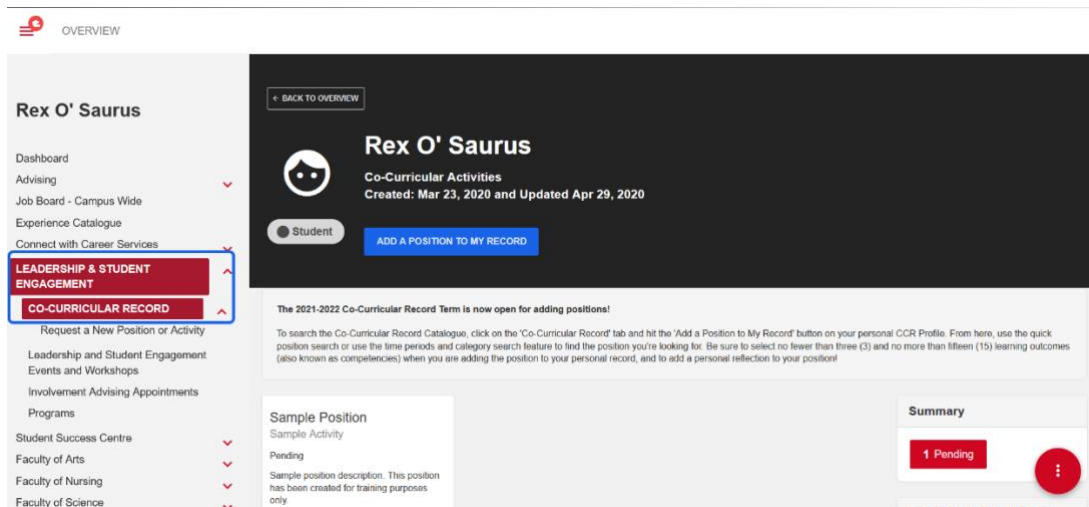
Congratulations, you have now submitted the New Position form! Once you submit the form, a member of the Co-Curricular Staff team will review your new activity and position application. If approved, you will receive an email notifying you that the new activity request has been approved. If declined, the CCR staff member will provide information on why your new activity request was denied and any further steps you should take.

Tracking Hours on Your Co-Curricular Record

If you would like to track your hours within the CCR online system, please follow the instructions below. PLEASE NOTE that you can only edit your CCR hours for a position BEFORE they are approved; after they have been approved you will no longer be able to change your CCR hours for a position.

1. Navigate to your Co-Curricular Activities dashboard page by clicking the gray 'Co-Curricular Record' tab in the left side of your screen

2. For the position you would like to enter your tracked hours for, click the small clock icon in the bottom left side of the position panel, or click the red 'Edit' button.
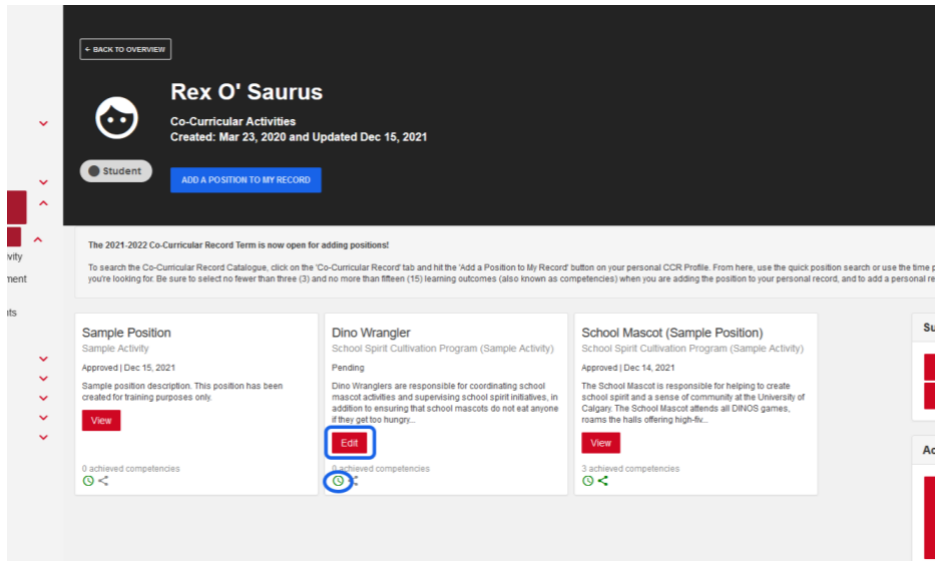
3. If you pressed the small clock icon, a pop-up window for Time Entry should appear. Enter the number of hours for your position and click 'Update'.
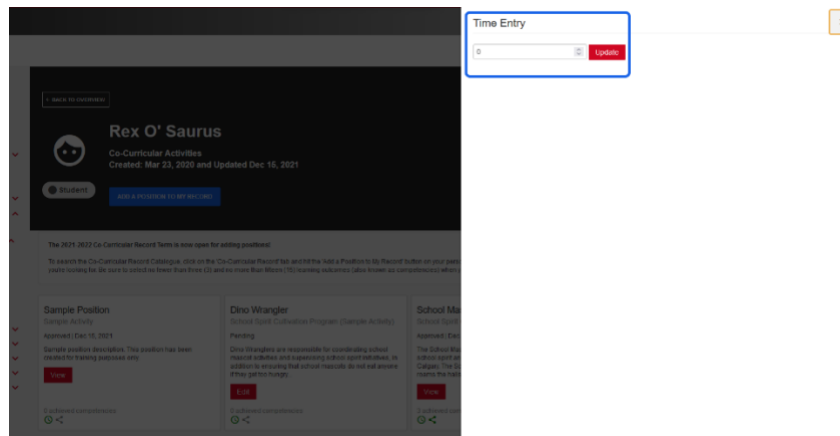
4. If you clicked the 'Edit' button you will be taken to the Position Details page; scroll down to the bottom of the page to the 'Time Entry' section – click on the 'Edit' button and a pop-up window will appear where you can enter your hours. Click 'Update' when you are finished.

TIME ENTRY

0 hours logged

[Edit]

Time Tracking   ✕

[0] ⌄⌃   [Update]
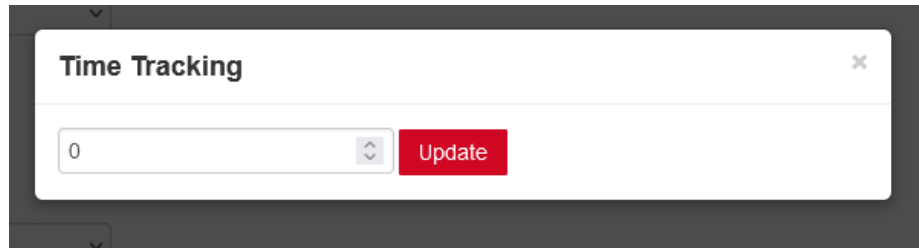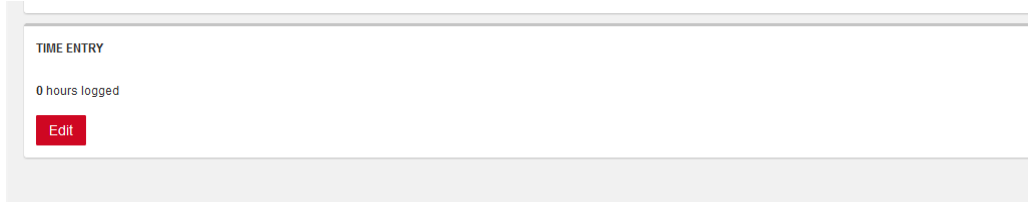
5. The number of hours entered for all of your validated CCR positions should be reflected in the 'Total Hours' tab on the right side of your CCR Activities dashboard.
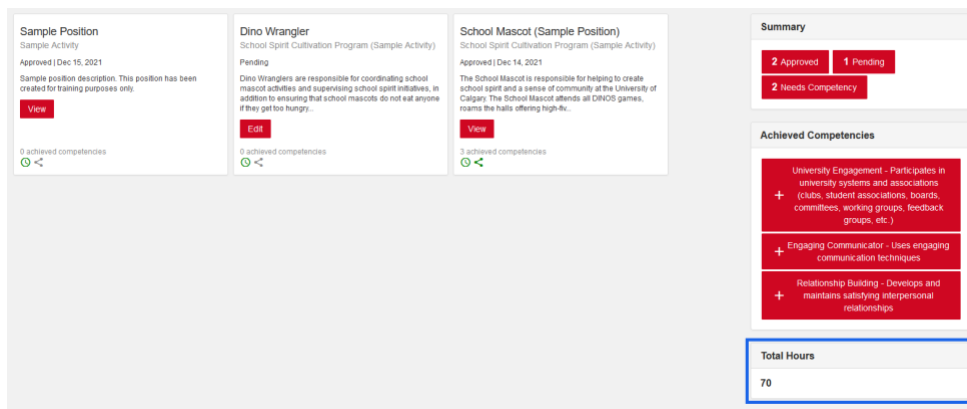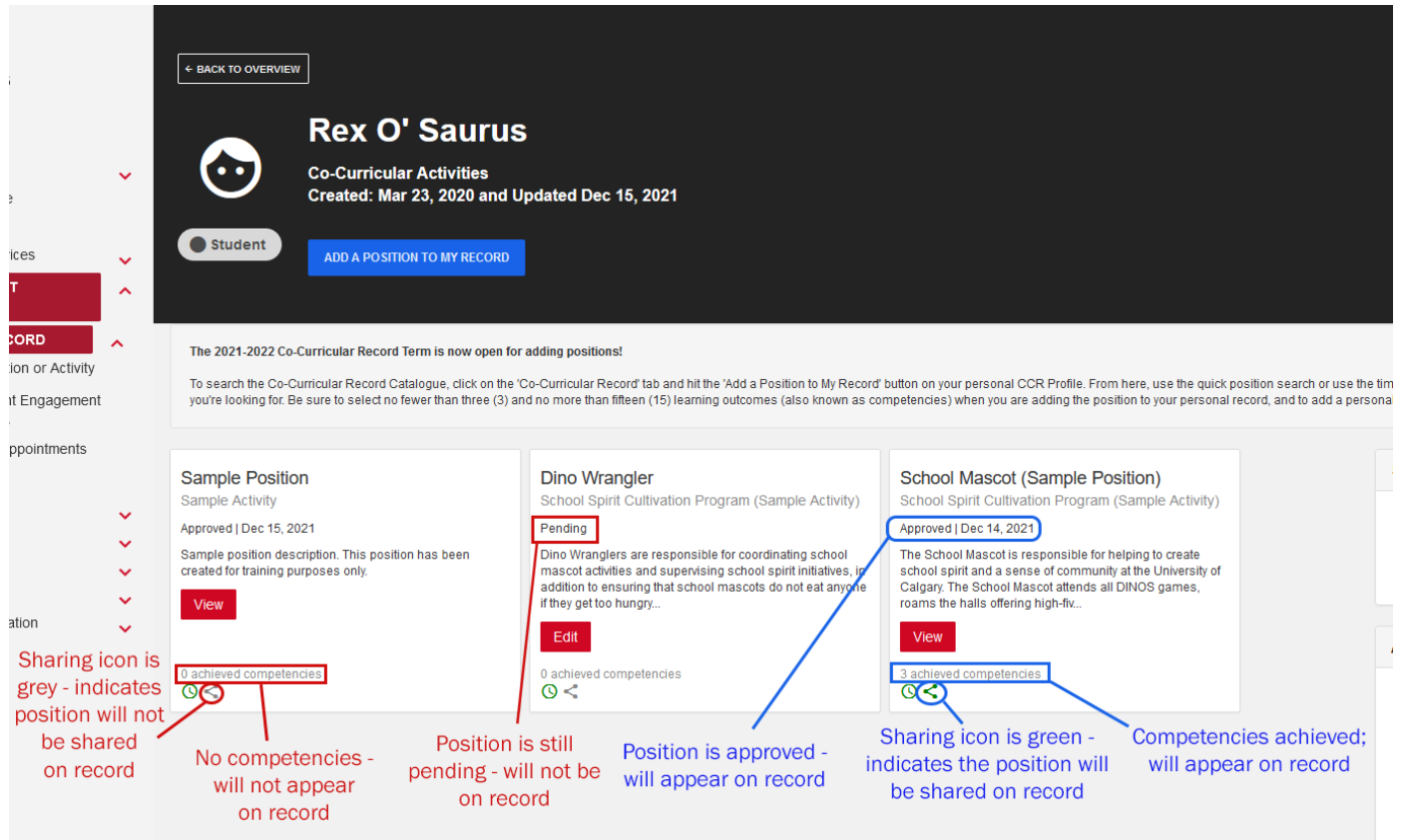
Editing Position Visibility on Your Co-Curricular Record

If a position is not showing up on your printed personal Co-Curricular Record, log into the Elevate portal and navigate to the Elevate dashboard. Check that your position has 1) been approved 2) at least three learning outcomes/competencies listed and 3) set to be shared on your Co-Curricular Record.

1) To check if your position has been approved, check the position status listed below the position name and activity on your Co-Curricular Record
2) To check the achieved competencies, look at the bottom of your position box and look for the number of achieved competencies listed
3) To check if a position has been set to be shared on your Co-Curricular Record, check to see if the 'Share' icon (three dots connected by two lines) next to the clock icon in the

bottom left corner of the position box is green or grey; if it is green it is set to be shared on your CCR, if it is grey it is not set to be shared on your CCR. Simply click on the icon to change its sharing setting.

Validator Instructions

To Access the Co-Curricular Record:

1. Go to elevate.ucalgary.ca and click the 'LOGIN' button at the top right side of the page
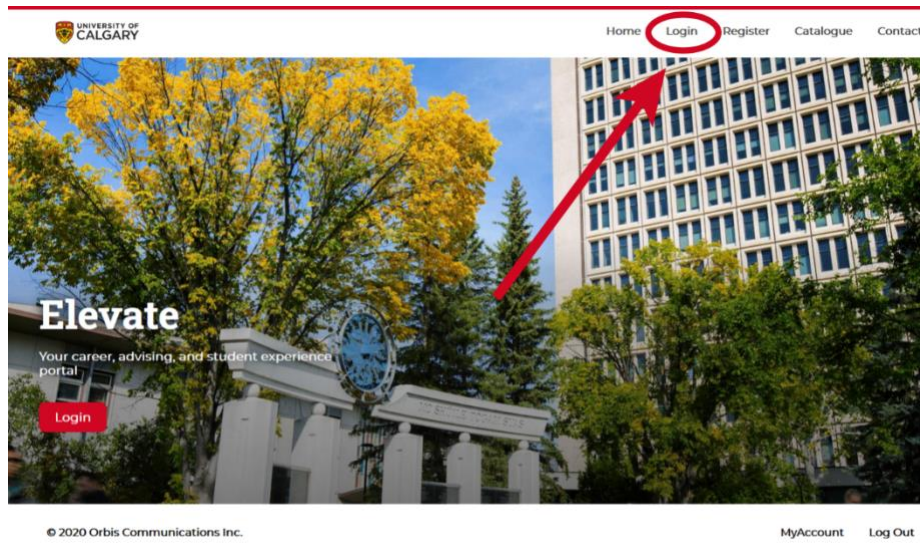
On the Login page, select the 'Staff' option – this will take you to the UCalgary Staff login page where you can log in using your username and password. If you do not have a Staff account, email involve@ucalgary.ca to request a validator account.
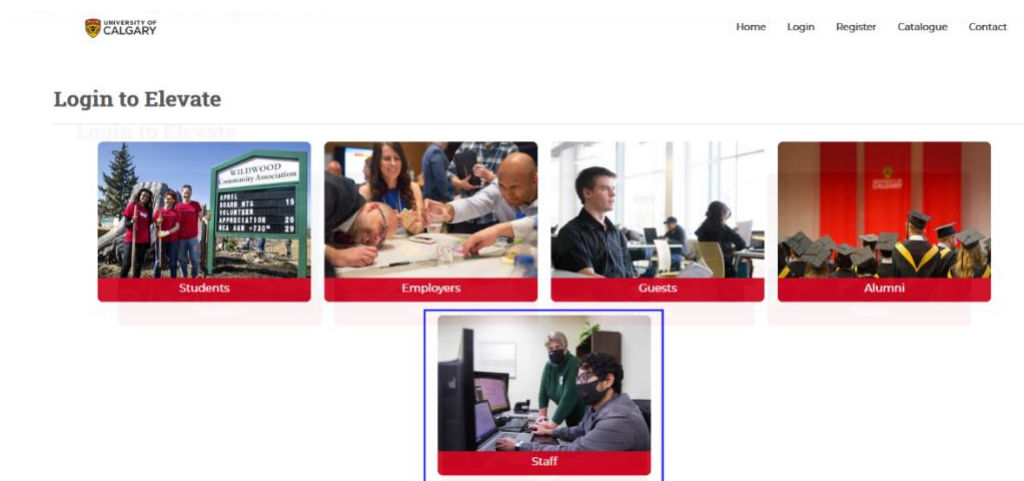
UCalgary Staff Login
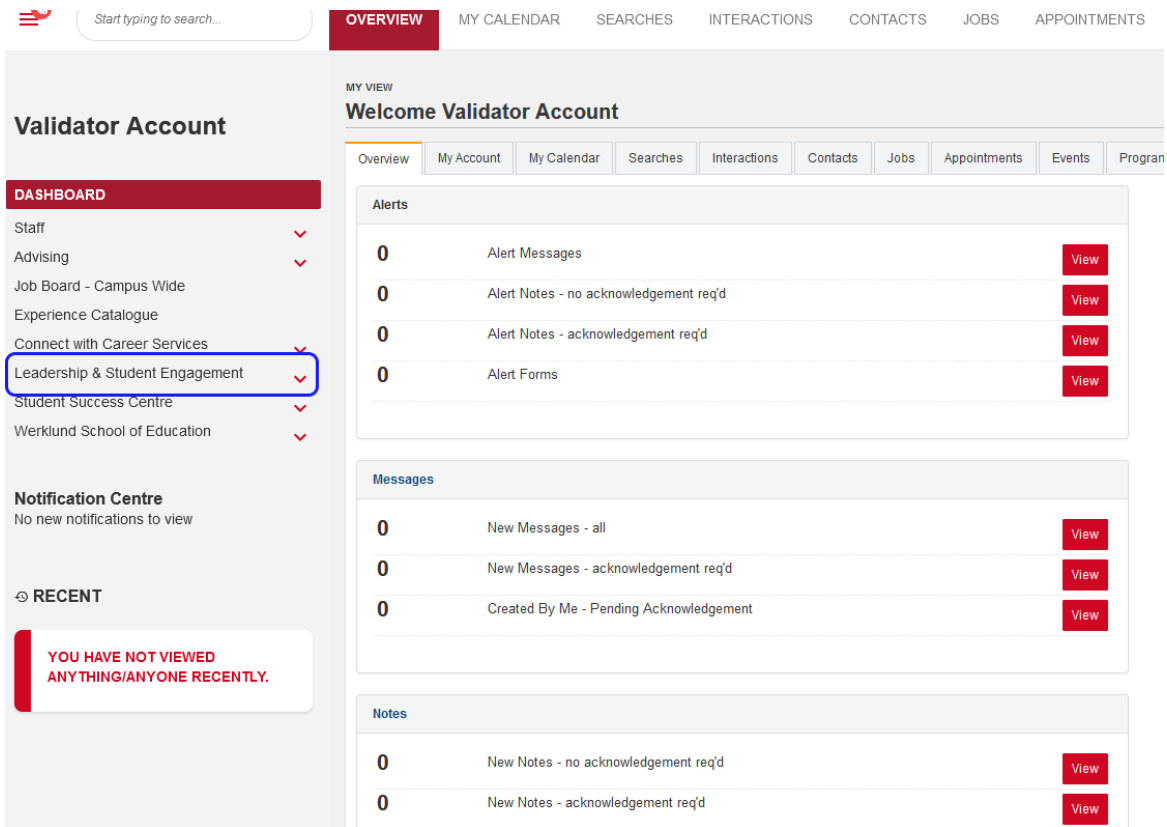
Accounts are provisioned to staff who manage advising or experiential learning activities. If you'd like to learn more about experiential learning please visit the UCalgary experiential learning website. If you'd like to learn more about the features and functions in Elevate, please contact elevate@ucalgary.ca.

Username

Password

Login

2. Click on the drop-down arrow next to 'Leadership and Student Engagement' tab in the gray bar on the left side of your screen; from this drop-down menu select 'Co-Curricular Record'. This will bring you to a screen that says 'Co-Curricular Record: Validator Home'

3. From here, you will be able to VIEW participants who have applied to have positions you validate to appear on their CCR, and APPROVE or DECLINE student applications to have positions appear on their CCR

![University of Calgary logo]

To Approve, Decline, or Remove Positions from a Students' Record:

Approve Student Position Requests
Option I

→ To APPROVE a students' position request, select the student by clicking on the checkbox in the row with their their name (on the left side of the screen)
→ Then select the blue 'Actions' button
→ Select 'Approve' or 'Approve with Email' from the drop-down options: 'Approve with Email' is recommended, as this provides an email notification to the student that the position has been validated
→ You can select multiple students at once using the checkboxes

Option II

→ To APPROVE a students' position request, click on the tab that says 'Validator for the Following Activities'
→ Then select the CCR activity you would like to approve position requests for; double check the CCR time period to ensure you have selected the correct year!

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the Leadership and Student Engagement CCR FAQ page.

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending 3 | Approved 0 | Declined 0 | Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2020-2021	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	2	0	0
2021-2022	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	1	0	0

→ This will take you to the Position Overview page, where you can view the position details and the number of participants

Position Overview: Dino Wrangler - School Spirit Cultivation Program (Sample Activity)

Overview | Participants 1

Position Info

Time Period :	2021-2022
Category :	*School Spirit (Sample Department)
Organization :	University of Calgary
Department :	*Sample Department
Activity :	School Spirit Cultivation Program (Sample Activity)
Position :	Dino Wrangler

Position Details

*Position Name/Title	Dino Wrangler
*Start and End Date	Sep 01, 2020 01:31 PM to Apr 30, 2021 01:31 PM
*Total time commitment	30 hours per Semester
*Position Description agreement	I have read the formatting and content requirements for CCR activity descriptions, and agree to follow these guidelines when submitting my position description I acknowledge that my new activity request may be rejected if my position description does not follow these formatting and content guidelines
*Position Description	Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. *Sample position only.*
*Would you like to use hour tracking	✓

→ Click on the 'Participants' tab to view the position participants and their position statuses

→ To view a participant's position details, including the number of hours they have logged for a position, click the red 'View Record' button

→ On the 'Record Position Details' page you can review the student's selected Learning Outcomes/Competencies, logged hours, and even edit the competencies and tracked hours if you notice any inaccuracies

→ When you are ready to approve or decline the position request, hit the red circular vertical ellipses button '…' in the bottom right corner of your screen and select 'APPROVE VALIDATION'

→ A pop-up box will appear with the option to approve the student's position request, and an option to send them an approval email
→ It is highly recommended to send an approval email to notify the student – you can customize and edit this message if you like!

To return to the previous page, select 'Back to Activity' or 'Back to Position'.

Decline Student Position Requests
Option I

→ To DECLINE a students' application, select a student application by clicking on the box next to their application (on the left side of the screen)

→ Then click the red 'Actions' button and select 'Decline' or 'Decline with Email' from the drop-down options

- o The 'Decline with Email' option is strongly recommended, as it provides an editable notification to the student letting them know their position has been declined

Option II

→ To DECLINE a students' position request, click on the tab that says 'Validator for the Following Activities'

→ Then select the CCR activity you would like to approve position requests for; double check the CCR time period to ensure you have selected the correct year!

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the Leadership and Student Engagement CCR FAQ page.

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending 3	Approved 0	Declined 0	Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2020-2021	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	2	0	0
2021-2022	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	1	0	0

→ This will take you to the Position Overview page, where you can view the position details and the number of participants

Position Overview: Dino Wrangler - School Spirit Cultivation Program (Sample Activity)

Overview	Participants 1

Position Info

Time Period :	2021-2022
Category :	*School Spirit (Sample Department)
Organization :	University of Calgary
Department :	*Sample Department
Activity :	School Spirit Cultivation Program (Sample Activity)
Position :	Dino Wrangler

Position Details

*Position Name/Title	Dino Wrangler
*Start and End Date	Sep 01, 2020 01:31 PM to Apr 30, 2021 01:31 PM
*Total time commitment	30 hours per Semester
*Position Description agreement	I have read the formatting and content requirements for CCR activity descriptions, and agree to follow these guidelines when submitting my position description I acknowledge that my new activity request may be rejected if my position description does not follow these formatting and content guidelines
*Position Description	Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. *Sample position only.*
*Would you like to use hour tracking	

→ Click on the 'Participants' tab to view the position participants and their position statuses

→ To view a participant's position details, including the number of hours they have logged for a position, click the red 'View Record' button

→ On the 'Record Position Details' page you can review the student's selected Learning Outcomes/Competencies, logged hours, and even edit the competencies and tracked hours if you notice any inaccuracies

→ When you are ready to decline the position request, hit the red circular vertical ellipses button '…' in the bottom right corner of your screen and select 'DECLINE VALIDATION'

Record Position Details: Rex O' Saurus

‹ Back to Activity   ‹ Back to Position

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values   --select--

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Record Position Details: Rex O' Saurus

‹ Back to Activity   ‹ Back to Position

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values   --select--

Actions
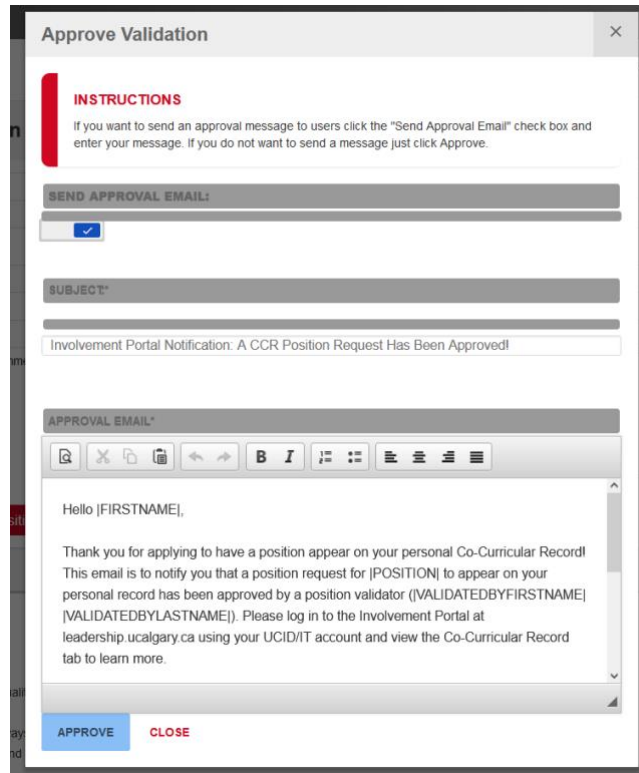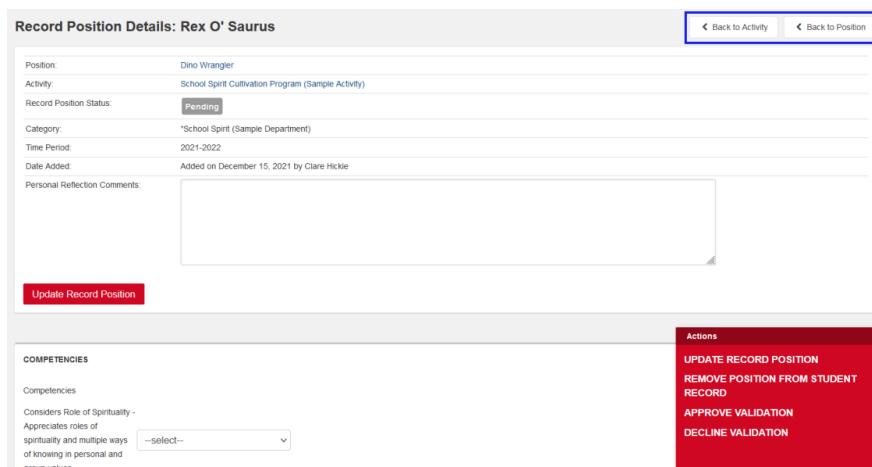UPDATE RECORD POSITION
REMOVE POSITION FROM STUDENT RECORD
APPROVE VALIDATION
DECLINE VALIDATION

→ A pop-up box will appear with the option to decline the student's position request, and an option to send them a notification email

→ It is highly recommended to send a notification email to the student – you can customize and edit this message if you like!

To return to the previous page, select 'Back to Activity' or 'Back to Position'.

If you believe a student has accidentally added a position to their record (e.g. this student is known to you as a volunteer with your program, but the selected the wrong position from the list under the Activity Description), we encourage you to contact the student before declining the position. When you decline a position, this appears permanently on their Co-Curricular Record. If you believe the position was added mistakenly, contact the student to ask them about their application – you can email the students via the 'Actions' button on your CCR Validator Dashboard.

If a student indicates they have accidentally added the position to their record, you can remove the position from their record. To do so, click on the students' name next to their position application. This will bring you to the page 'Record Position Details:' followed by the students' name. From there, click 'Remove Position from Student Record'. This will remove the position from their record without requiring you to decline the position. If you have any questions or concerns, or would like a member of our team to do this on your behalf, please email us.

Important Information and FAQs

Q: Can students add activities from previous years to their Co-Curricular Record?

A: 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 we are exploring options to allow students who have missed deadlines in previous years to have their extracurriculars recognized.

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

A: To add a new position to the Co-Curricular Record database, please complete the online request form by logging into the Elevate portal at elevate.ucalgary.ca using your UCID or IT credentials, or your staff account. Click the drop-down arrow next to 'Leadership and Student Engagement' in the gray sidebar, and select the drop-down item next to 'Co-Curricular Record' – a tab will appear under this called 'Request a New Position or Activity', and you will be directed to the form page. 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 still be included in the CCR database for the current year.

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

A: **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 a validator to SU Club positions or other roles will be denied.**

Q: 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?

A: **No.** Club presidents and other leadership positions generally have a university staff member who acts as validator for the program. Validators are required to be a current UCalgary staff member. However, if you would like to ensure the validator for your activity and its positions is up to date, please email involve@ucalgary.ca

Q: When is the deadline for clubs and other volunteer activities to request to add new activities and positions to the Co-Curricular Record Database?

A: The last day to submit new activity & position requests to CCR database is May 31, 2022

Q: When is the deadline for students to add positions to their CCR?

A: The last day for students to add positions to their individual CCR is July 31, 2022

Q: When can I expect my positions to be approved by?

A: The last day for validators to approve positions is September 5, 2022

Q: Can students add their volunteer/involvement hours to their positions?

A: Yes! Hour tracking for positions is a feature of the Co-Curricular Record.

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

A: 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 needing to be validated again.

Q: Can I edit the tracked hours listed for a position on my Co-Curricular Record?

A: Yes! Please visit the 'Tracking Hours on Your Co-Curricular Record' section of this guide. **Please note that if you change the hours listed for a position after it has been approved it will revert back to pending status.** Please connect with the position validator if you need to make any changes to the position after it has been approved.

Q: Why is a position not showing up on my Co-Curricular Record?

A: There may be a number of reasons a position is not showing up on your Co-Curricular Record. Please visit the 'Editing Position Visibility' section of this guide.