

# Student Guide



# Student Information Guide The Co-Curricular Record



University  
of Windsor

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# Overview

## What is the CCR?

Students at the University of Windsor are able to document their involvement outside of the classroom on the Co-Curricular Record (CCR). This official document details the students' activities, as well as the corresponding skills that have been gained from each activity. The CCR complements a resume and allows students to showcase their skill development and leadership experiences to potential employers and graduate schools. All information on the CCR is validated by an authorized University of Windsor faculty or staff member.

## Why should you build a CCR?

The Co-Curricular Record:

- Complements a resume and academic transcript with a documented list of experiences, validated by a UWindsor faculty/staff member
- Allows you to showcase your skill development and leadership roles
- Shows your progression and participation in co-curricular activities throughout your UWindsor experience
- Encourages reflection on experiences and assists with articulation of related learning

The CCR is a great addition to applications to potential employers and graduate schools!

## Record Policies

1. Only activities from the current academic year will be recognized on the Co-Curricular Record.
2. In order for an activity to qualify for inclusion on the CCR, the following conditions must be met:
  - i. Minimum time requirements:
    - Executive positions within student government, clubs, and societies must have held the position for at least one academic semester
    - All other activities must have a minimum of **15 hours per individual activity**
  - ii. All activities must:
    - Occur outside of the classroom
    - Not be for academic credit
    - Be sanctioned by and formally recognized by the University of Windsor
    - Occur on-campus and/or be coordinated on-campus
  - iii. All positions and activities must have a validator who is a long-term **university staff or faculty member**.
  - iv. All positions must have a contact with a UWindsor email that is not tied to a student. For example, the contact for ABC club should have abc@uwindsor.ca as the email address, **not** johnsmith@uwindsor.ca (the current student president).

3. Students must add positions to their own individual record which will then be pending until approved by the validator.

**Note:** the time periods are year-long, from the start of Summer semester to the end of Winter semester, May 1st to April 30th. If a position is held by different students per semester, please contact the CCR program developer to create multiple positions to reflect this. For example, instead of an activity with one position for Volunteer, multiple positions for Volunteer FALL, Volunteer WINTER, and Volunteer SUMMER will be created. Remember, these positions must each meet the 15 hour time commitment requirement.

## Tracking Competencies

The online CCR Request Form includes a choice of 15 competencies anticipated to be gained by the activity. The requestor can choose 5 competencies they expect will come from the experience.

When a student adds a position to their own CCR, they will be presented with the same list and asked to reflect and indicate what they actually achieved. **Students can select five competencies to be listed on their record.** The full list of achievements and statements are on the last page of the printed CCR for reference.

The 15 competencies are:

1. Acquisition, Application, and Integration of Knowledge
2. Commitment to Ethics and Integrity
3. Communication
4. Continuous Learning
5. Diversity and Intercultural Understanding
6. Interpersonal Skills
7. Leadership
8. Maintaining Health and Wellness
9. Problem Solving
10. Professionalism
11. Project and Task Management
12. Research Skills
13. Responsible Behaviour to Self, Others, and Society
14. Spiritual Awareness
15. Teamwork and Collaboration

## Reflections

When a student adds a position to their record, they can add a reflection as well. This will consist of their answers to three reflection questions.

1. How did this experience contribute to the development of the competencies you chose?
2. How will this experience advance your future academic, personal, or career goals?
3. Are there any work samples or documents that can exhibit your accomplishments in this role? (Think of anything you produced in your role and describe it here. You should also add this to your portfolio.)

## CCR Organization

### Category

Ex. Campus Services

- There are 4 categories of activities on the CCR. They are: Athletics and Recreation, Campus Services, Faculty and Department Activities, and Student Associations.

### Organization

Ex. Student Experience

- Each category is then divided into more specific Units. Example: Faculty of Science.

### Department

Ex. Student Success and Leadership Centre

- The Units are then divided into Departments. Example: Biology.

### Activity

Ex. Windsor Welcome Week

- The Activity is the event or group you participated in.
- New Activities can be requested by students or staff and are reviewed and approved by the CCR Program Developer.

### Position

Ex. Welcome Week Faculty Leader

- The Position is the role you held in the Activity
- New Positions can be requested by students and/or staff and are approved by the CCR Program Developer.
- Several positions can exist under one activity.

## **Adding Activities to the CCR Database**

Use the CCR Request Form to request a new co-curricular activity be added to the database. This form is only for requesting that a new position be available for students to add to their records. This form is **not** for students to add activities to their individual co-curricular records.

A Request Form must be submitted 30 days prior to the closing date of a particular database. The dates pertaining to each database can be found on the "About the Record" tab of mySuccess under "Important Dates".

Before submitting a Request Form, please read all of the following information.

### **The DOs and DON'Ts of a Successful Request Form**

**Position and Activity Descriptions:** This description will appear on the official record of every student who holds this position.

#### **The DOs and DON'Ts of Writing a Successful Description:**

- **Do** write about the position in three to four sentences maximum.
- **Do** write in third person (i.e. he/she, they) **paragraph** format, not bullet points.
- **Do** keep your description of duties as clear and concise as possible.
- **Don't** repeat the name of the position in the description.
- **Don't** include any date-specific information.

**Competencies:** Choose anticipated competencies that might come from holding this position. The student who holds the position will later choose their own competencies that best fit what they actually accomplished.

#### **The DOs and DON'Ts of Selecting Competencies:**

- **Do** select 1-5 of the 15 available competencies based on what may apply to the position.
- **Don't** limit the competencies based on this semester. Try to choose the best 5 competencies that could come from this position in any term.

**Position Contact Information:** This is the contact information students can use to reach the club/organization/employer/etc. for more information about the position.

#### **The DOs and DON'Ts of a Successful Contact:**

- **Do** include a contact with a uwindsor email for the club/organization/employer/etc.
- **Do** use an email that will continue to be used long-term.

- **Do** inform us at ccr@uwindsor.ca if the contact information changes.
- **Don't** use a student email. For example, the contact for ABC club should have abc@uwindsor.ca as the email address, **not** johnsmith@uwindsor.ca (the current student president).

**Validator Information:** This is the contact information for the faculty or staff member who will be approving or declining position involvement on individual records.

### **The DOs and DON'Ts of a Successful Validator:**

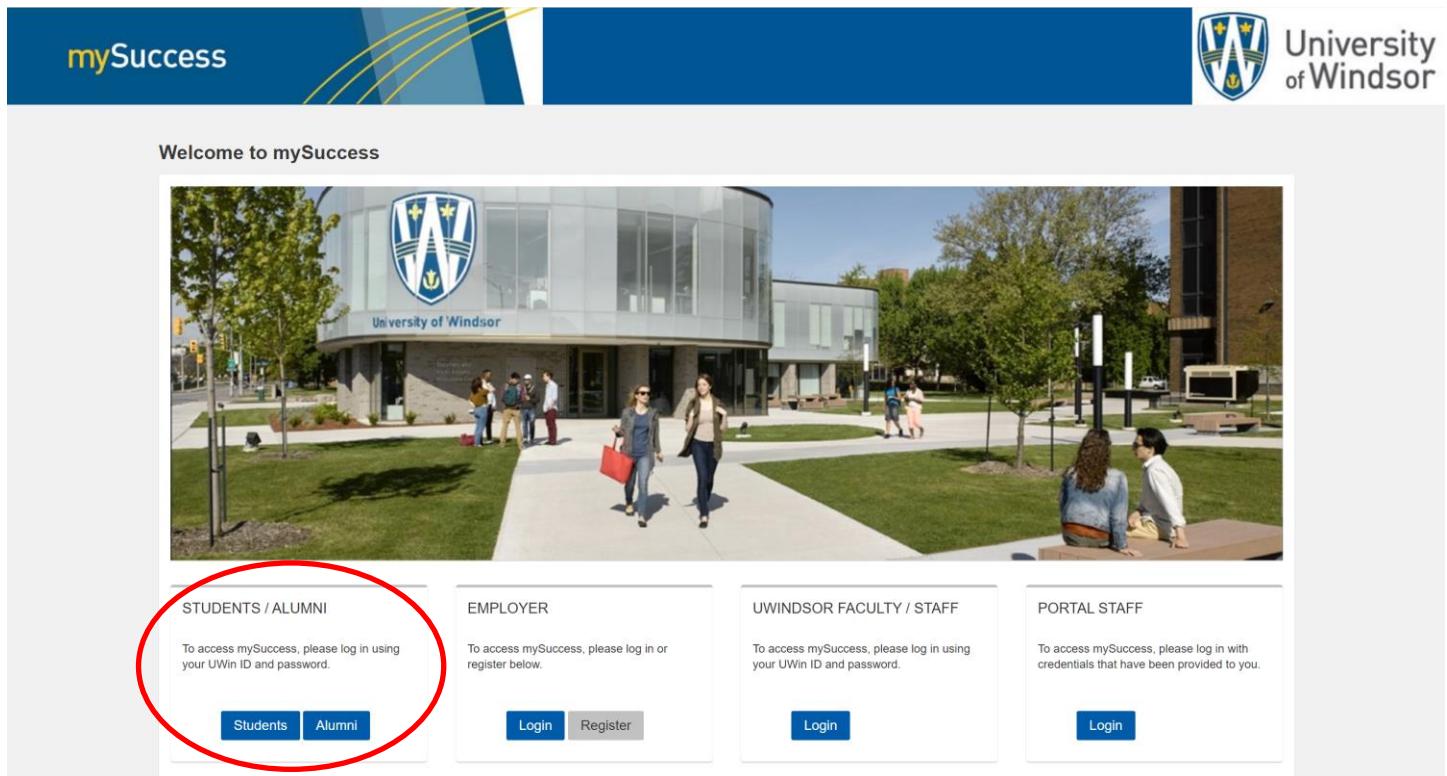
- **Do** use a long-term faculty or staff member for the validator. If the position you are adding is a club, the validator is the Student Clubs Coordinator (studentgroups@uwindsor.ca).
- **Do** ensure you have permission from the proposed validator and the complete contact information before submitting the form.
- **Do** inform us at ccr@uwindsor.ca if the validator information changes.
- **Don't** submit without a validator, positions without a validator will be immediately declined.

**Approved/Declined E-mail:** You will receive an e-mail regarding the status of your application from the CCR Program Developer. Please note, the approval process will take longer if information is incomplete.

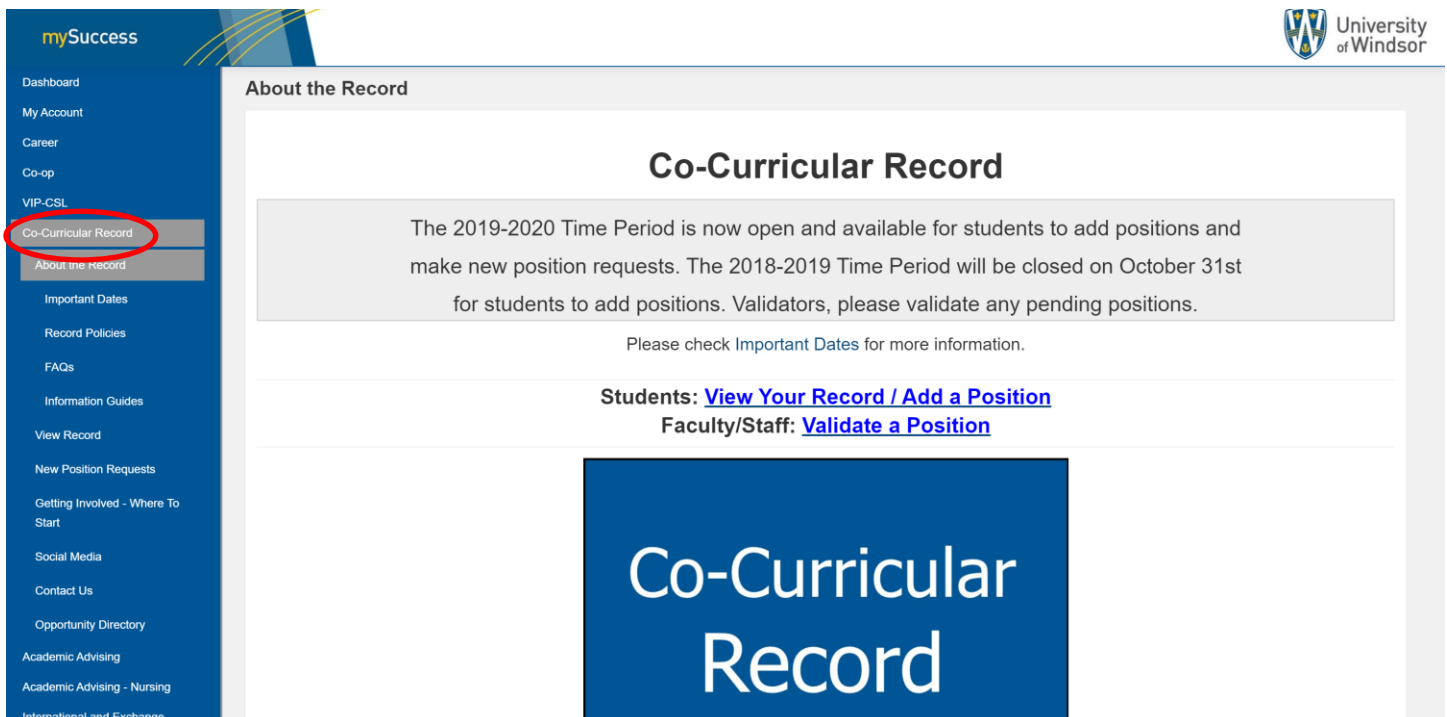
*The Co-Curricular Record Program Developer reserves the right to edit positions and their descriptions, as well as request changes before approval.*

Please follow the steps below to utilize the Request Form on [mySuccess](#).

1. Go to [success.uwindsor.ca](https://success.uwindsor.ca) and select **"Student/Alumni"**.

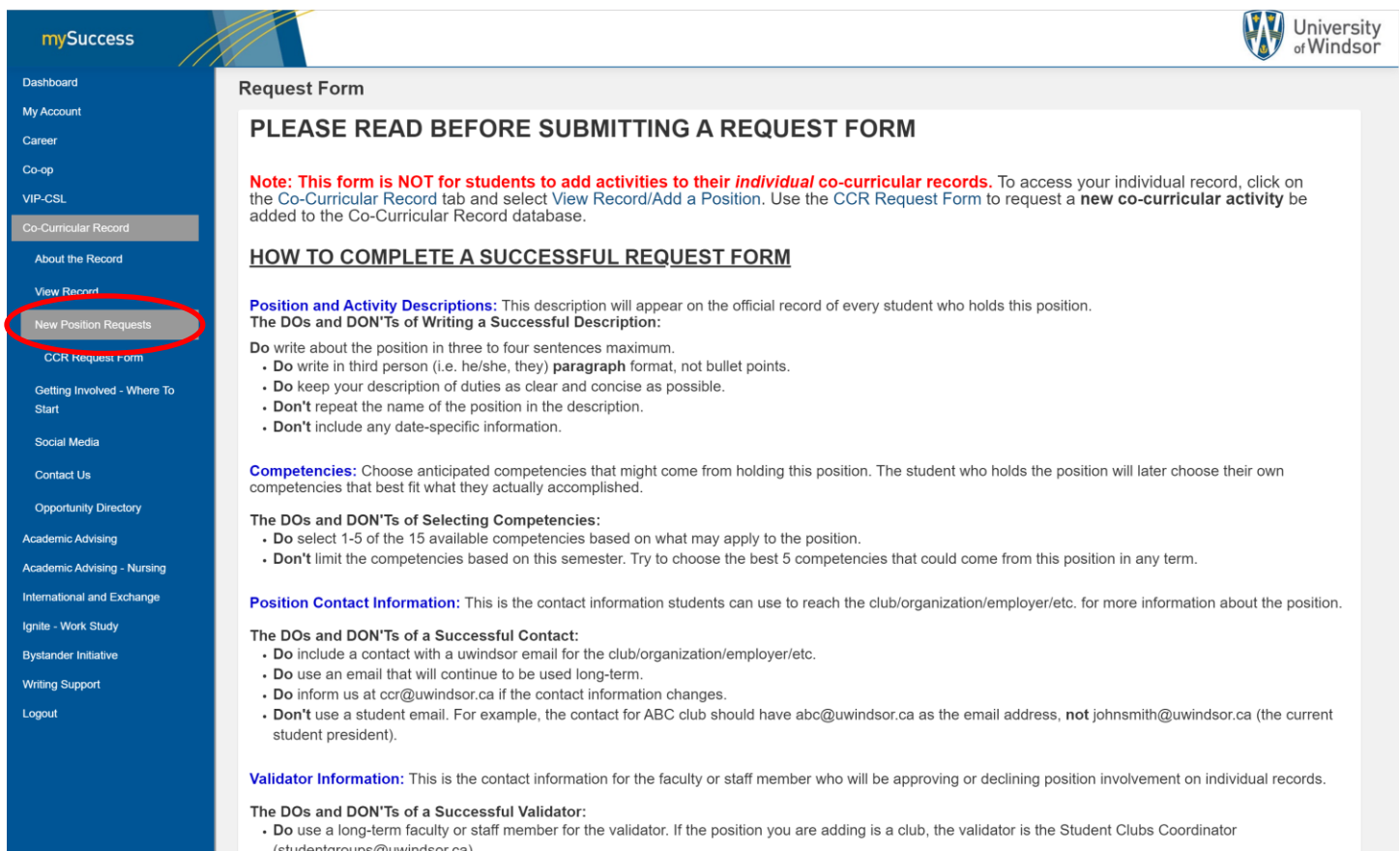


2. Select **"Co-Curricular Record"** from the left-hand taskbar.





3. From the homepage, select the **"New Position Requests"** tab.



**mySuccess** University of Windsor

Dashboard  
My Account  
Career  
Co-op  
VIP-CSL  
Co-Curricular Record  
About the Record  
View Record  
**New Position Requests**  
CCR Request Form  
Getting Involved - Where To Start  
Social Media  
Contact Us  
Opportunity Directory  
Academic Advising  
Academic Advising - Nursing  
International and Exchange  
Ignite - Work Study  
Bystander Initiative  
Writing Support  
Logout

### Request Form

**PLEASE READ BEFORE SUBMITTING A REQUEST FORM**

**Note:** This form is **NOT** for students to add activities to their **individual co-curricular records**. To access your individual record, click on the Co-Curricular Record tab and select View Record/Add a Position. Use the CCR Request Form to request a **new co-curricular activity** be added to the Co-Curricular Record database.

**HOW TO COMPLETE A SUCCESSFUL REQUEST FORM**

**Position and Activity Descriptions:** This description will appear on the official record of every student who holds this position. **The DOs and DON'Ts of Writing a Successful Description:**

- Do write about the position in three to four sentences maximum.
- Do write in third person (i.e. he/she, they) **paragraph** format, not bullet points.
- Do keep your description of duties as clear and concise as possible.
- Don't repeat the name of the position in the description.
- Don't include any date-specific information.

**Competencies:** Choose anticipated competencies that might come from holding this position. The student who holds the position will later choose their own competencies that best fit what they actually accomplished.

**The DOs and DON'Ts of Selecting Competencies:**

- Do select 1-5 of the 15 available competencies based on what may apply to the position.
- Don't limit the competencies based on this semester. Try to choose the best 5 competencies that could come from this position in any term.

**Position Contact Information:** This is the contact information students can use to reach the club/organization/employer/etc. for more information about the position.

**The DOs and DON'Ts of a Successful Contact:**

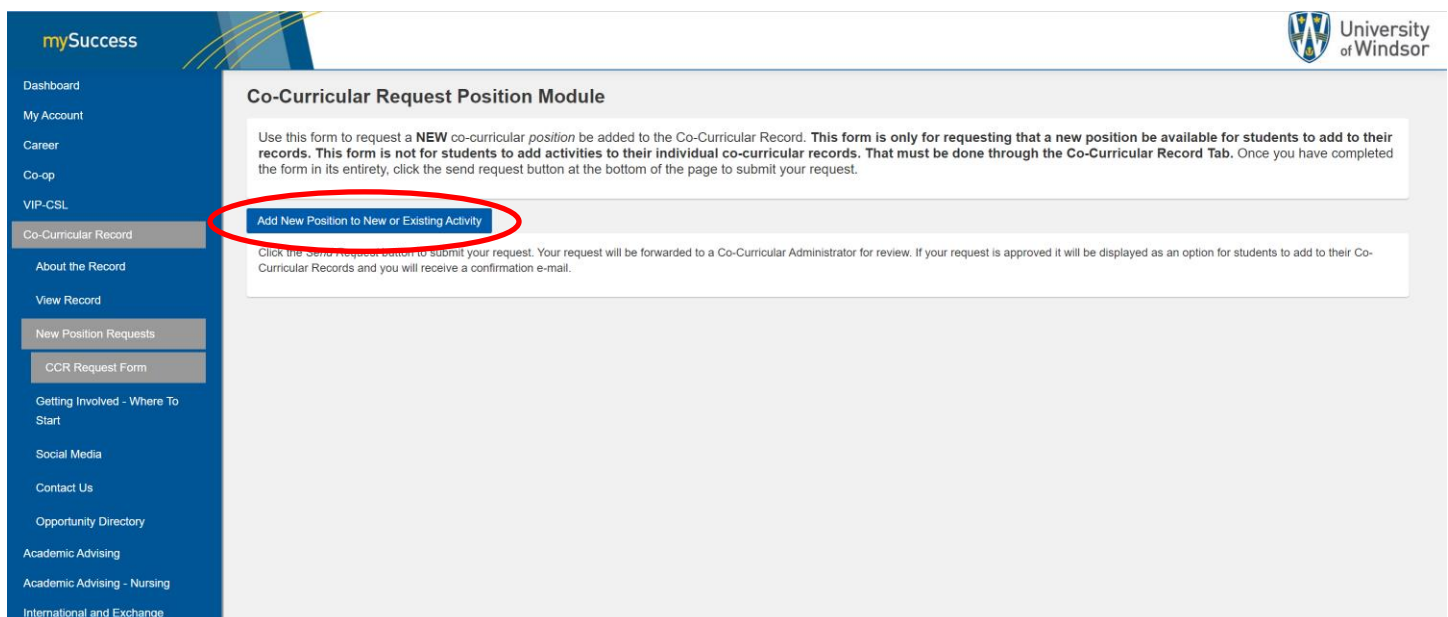
- Do include a contact with a uwindsor email for the club/organization/employer/etc.
- Do use an email that will continue to be used long-term.
- Do inform us at ccr@uwindsor.ca if the contact information changes.
- Don't use a student email. For example, the contact for ABC club should have abc@uwindsor.ca as the email address, **not** johnsmith@uwindsor.ca (the current student president).

**Validator Information:** This is the contact information for the faculty or staff member who will be approving or declining position involvement on individual records.

**The DOs and DON'Ts of a Successful Validator:**

- Do use a long-term faculty or staff member for the validator. If the position you are adding is a club, the validator is the Student Clubs Coordinator (studentclubs@uwindsor.ca)

4. Once you have read all of the information on the Request Form page, select **"CCR Request Form"** and then **"Add New Position to New or Existing Activity"**.



**mySuccess** University of Windsor

Dashboard  
My Account  
Career  
Co-op  
VIP-CSL  
Co-Curricular Record  
About the Record  
View Record  
New Position Requests  
**CCR Request Form**  
Getting Involved - Where To Start  
Social Media  
Contact Us  
Opportunity Directory  
Academic Advising  
Academic Advising - Nursing  
International and Exchange

### Co-Curricular Request Position Module

Use this form to request a **NEW** co-curricular position be added to the Co-Curricular Record. **This form is only for requesting that a new position be available for students to add to their records. This form is not for students to add activities to their individual co-curricular records. That must be done through the Co-Curricular Record Tab.** Once you have completed the form in its entirety, click the send request button at the bottom of the page to submit your request.

**Add New Position to New or Existing Activity**

Click the **Send Request** button to submit your request. Your request will be forwarded to a Co-Curricular Administrator for review. If your request is approved it will be displayed as an option for students to add to their Co-Curricular Records and you will receive a confirmation e-mail.

5. Input the information for each field and work through the module to complete the position request. Please Note: No new categories will be accepted.

The screenshot displays the 'mySuccess' web application interface. On the left is a blue sidebar with a list of navigation links: Dashboard, My Account, Career, Co-op, VIP-CSL, Co-Curricular Record (highlighted), About the Record, View Record, New Position Requests (highlighted), CCR Request Form (highlighted), Getting Involved - Where To Start, Social Media, Contact Us, Opportunity Directory, Academic Advising, Academic Advising - Nursing, International and Exchange, Ignite - Work Study, Bystander Initiative, Writing Support, and Logout. The top right corner features the University of Windsor logo. A horizontal breadcrumb trail at the top of the main content area includes: Grouping, Activity, Position (selected), Competencies, Validator, and Requestor. The main content area contains a form titled 'Select a time period' with a dropdown menu showing '-Select-'. Below this is another dropdown for 'Select a category' also showing '-Select-'. The third dropdown is for 'Select an organization' showing '-Select-'. The fourth dropdown is for 'Select a department' showing '-Select-'. At the bottom of the form is a blue 'Next' button.

## Adding Positions to Your CCR

Each student is responsible for their own CCR and must document their involvement themselves.

NOTE: The CCR is not retroactive. Once a database closes, involvement for that time period cannot be documented. Students must consult with the Important Dates found on mySuccess. You will always have the whole term following the term in which you held the position to add it to your CCR, unless otherwise posted.

To add a position to your individual CCR follow the steps below.

1. Once you login to mySuccess and are on the Co-Curricular Record homepage, select the "**View Your Record/Add a Position**".


### Co-Curricular Record

The 2019-2020 Time Period is now open and available for students to add positions and make new position requests. The 2018-2019 Time Period will be closed on October 31st for students to add positions. Validators, please validate any pending positions.

Please check [Important Dates](#) for more information.

Students: [View Your Record / Add a Position](#)  
Faculty/Staff: [Validate a Position](#)

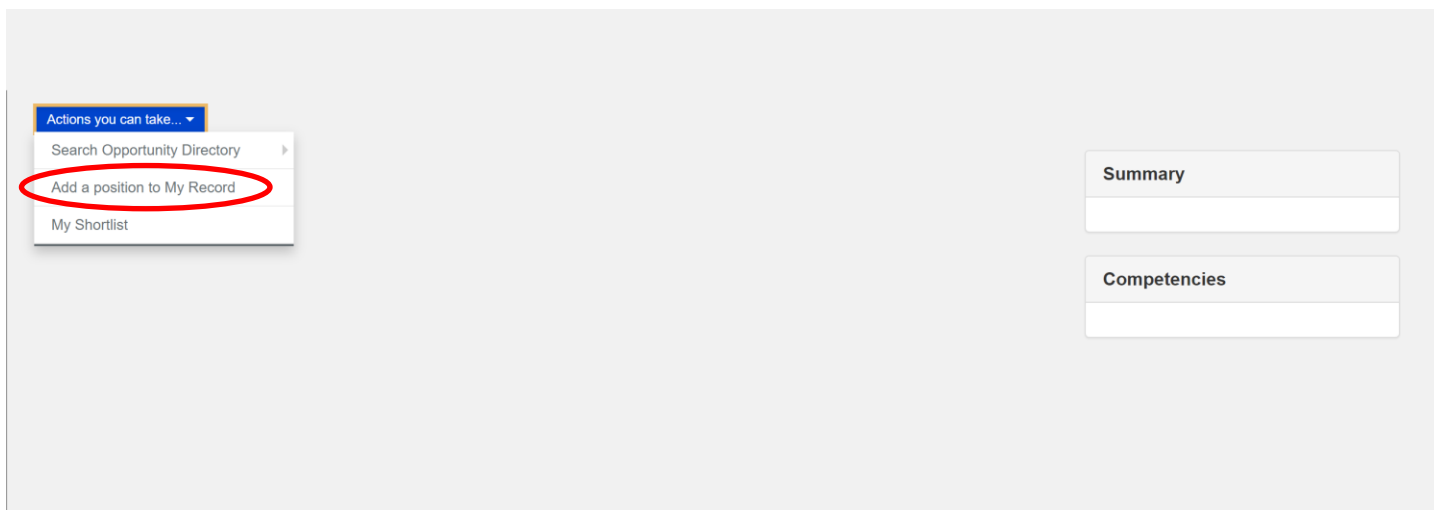
## Co-Curricular Record



University of Windsor

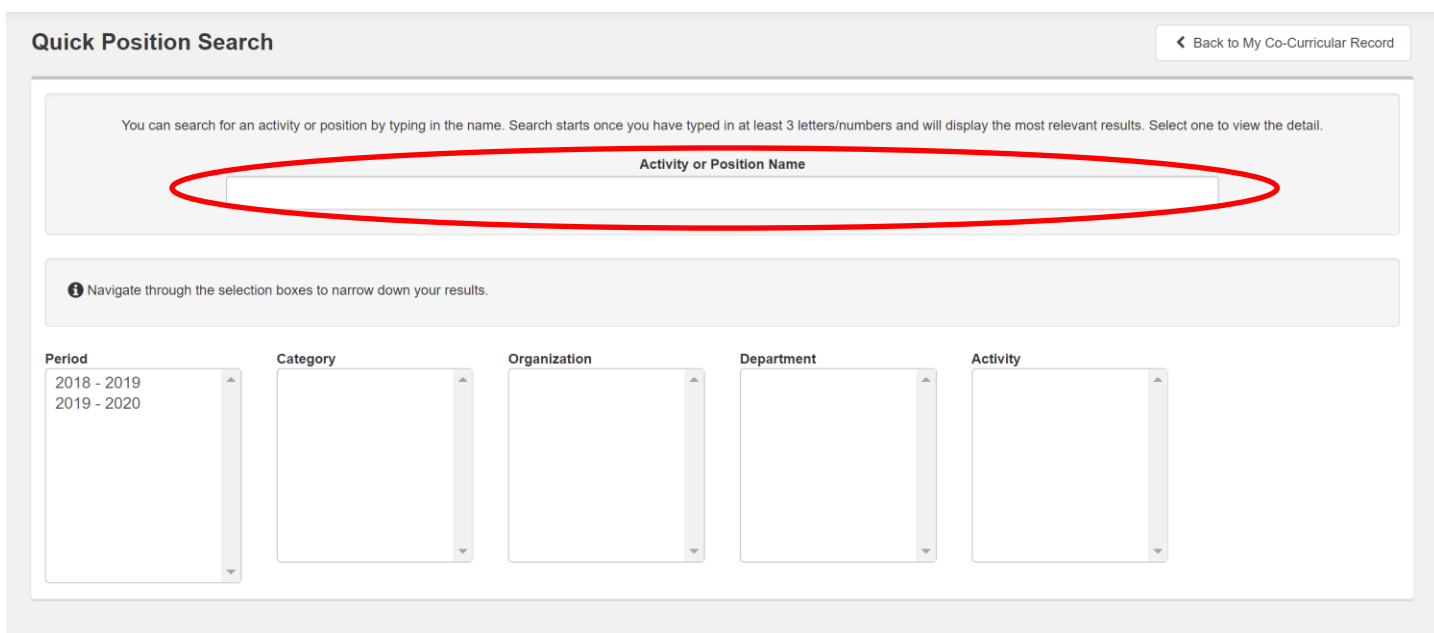
success.uwindsor.ca

- Click on **"Add a position to My Record"** and a Quick Position Search module will appear.



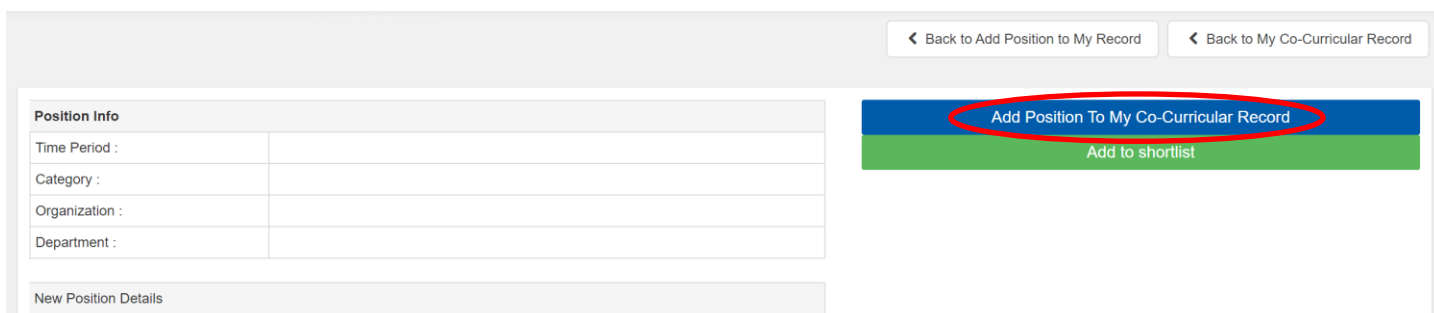
The screenshot shows a user interface with a dropdown menu titled "Actions you can take...". The menu is open, showing three options: "Search Opportunity Directory", "Add a position to My Record" (which is circled in red), and "My Shortlist". To the right of the menu, there are two empty rectangular boxes labeled "Summary" and "Competencies".

- Type the name of the position you are looking to add and select it from the drop-down list. If your position does not appear, you will need to submit a Request Form using the process outlined beginning on page 6.



The screenshot shows the "Quick Position Search" module. At the top right, there is a button labeled "Back to My Co-Curricular Record". Below this, a text box contains the instruction: "You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail." Below this text box is a large input field labeled "Activity or Position Name", which is circled in red. Below the input field, there is a section titled "Navigate through the selection boxes to narrow down your results." which contains five dropdown menus: "Period" (with options "2018 - 2019" and "2019 - 2020"), "Category", "Organization", "Department", and "Activity".

- Once you are on the position's information page, click the **"Add Position to My Co-Curricular Record"** button on the right-hand side.



The screenshot shows the position's information page. At the top right, there are two buttons: "Back to Add Position to My Record" and "Back to My Co-Curricular Record". Below these buttons, there is a table with the following structure:

Position Info	
Time Period :	
Category :	
Organization :	
Department :	

Below the table, there is a section titled "New Position Details". To the right of the table, there is a button labeled "Add Position To My Co-Curricular Record" (circled in red) and a button labeled "Add to shortlist".

5. You will be redirected to the Record Position Details page, where you will need to select competencies that are applicable to the position. Click on the **"Add"** button, and a list of Competencies will be displayed for you. Select the top 5 that are applicable to your experience in the position. Take some time to reflect upon your experience and what you have achieved and refer to the anticipated competencies. For a full list of competencies, see page 4. Once you have selected the competencies, click **"Save"** and then select **"Update Record Position"**.

Update Record Position

Remove Position from Student Record

Position:

Activity:

Record Position Status:

Category:

Organization:

Department:

Time Period:

Sample CCR Position

Pending

Position Category

Organization of Position

Department of Organization

Year of Position

Add reflection

You have selected 0 of the required 1 to 5 competencies

Add

Update Record Position

Remove Position from Student Record

## Choose Competencies

University of Windsor

☐ SELECT ALL

Filter

☐ Acquisition, application and integration of knowledge

☐ Commitment to Ethics and Integrity

☐ Communication

☐ Continuous Learning

☐ Diversity and Intercultural Understanding

☐ Internersonal skills

Cancel

Save Competencies

**NOTE: Your request will be sent to the validator associated with that activity and will remain in "Pending" status until processed.**

## Printing Your CCR

To print your individual CCR follow the steps below.

1. Once you login to mySuccess and are on the Co-Curricular Record homepage, select "**View Your Record/Add a Position**".


### Co-Curricular Record

The 2019-2020 Time Period is now open and available for students to add positions and make new position requests. The 2018-2019 Time Period will be closed on October 31st for students to add positions. Validators, please validate any pending positions.

Please check [Important Dates](#) for more information.

Students: [View Your Record / Add a Position](#)  
Faculty/Staff: [Validate a Position](#)

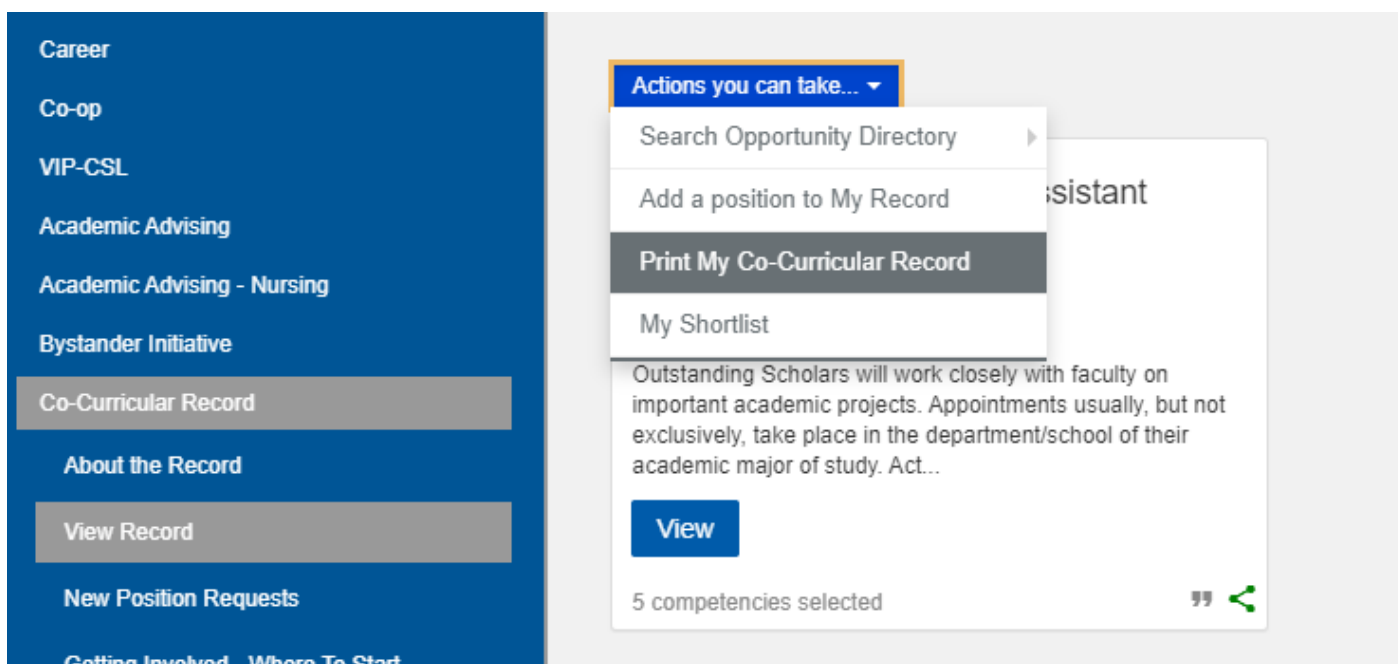
## Co-Curricular Record



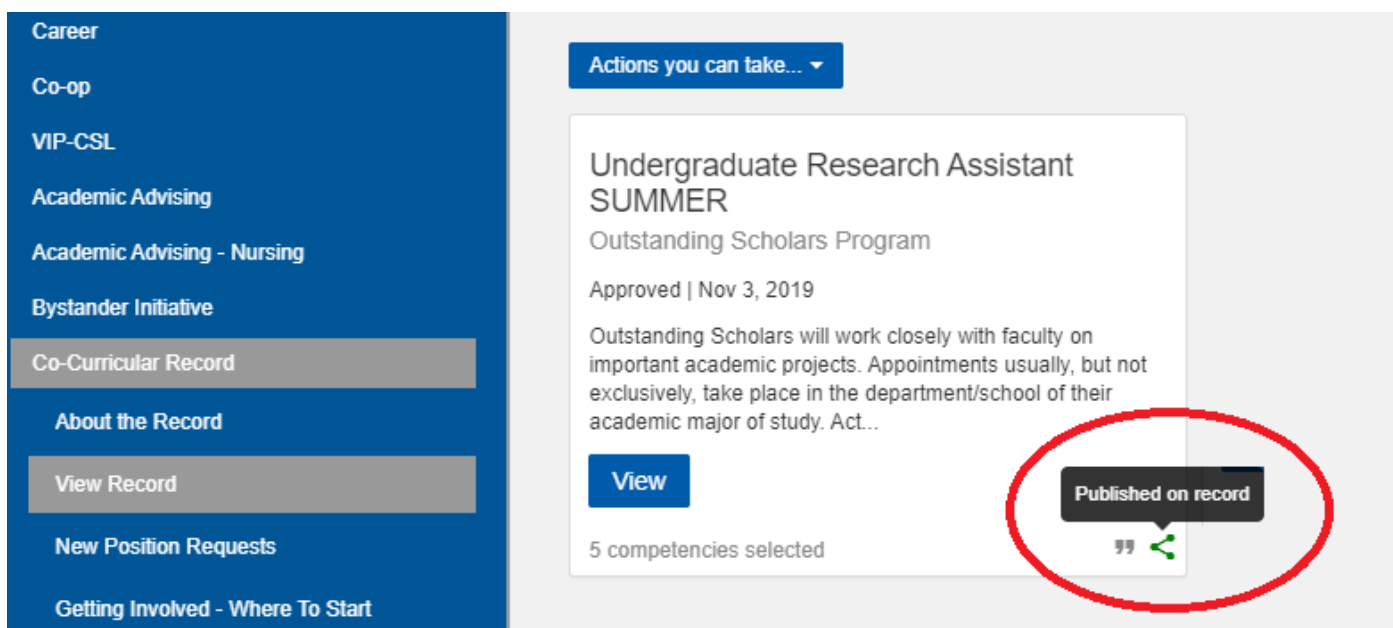
University of Windsor

success.uwindsor.ca

2. Click on “**Actions you can take**” and then click on “**Print My Co-Curricular Record**” in order to print your record.



**NOTE:** Be sure to click on the “**Published on record**” function if it is not already on. If it is not on, the position **will not** appear on your record. If it is activated, the button will appear in green.



**NOTE:** Students are required to select 1-5 competencies before they are able to print their CCR. If competencies are not selected, the position **will not** appear on your record.

Career

Co-op

VIP-CSL

Academic Advising

Academic Advising - Nursing

Bystander Initiative

Co-Curricular Record

About the Record

View Record

New Position Requests

Getting Involved - Where To Start

Actions you can take... ▾

Undergraduate Research Assistant  
SUMMER

Outstanding Scholars Program

Approved | Nov 3, 2019

Outstanding Scholars will work closely with faculty on important academic projects. Appointments usually, but not exclusively, take place in the department/school of their academic major of study. Act...

View

5 competencies selected

”



# FAQs

## 1. What is the Co-Curricular Record (CCR)?

- This official document details student activities, as well as the corresponding skills that have been gained from each activity. The CCR complements a resume and allows students to showcase their skill development and leadership experiences to potential employers and graduate schools.

## 2. Why should I build my CCR?

- The CCR is a great addition to applications to potential employers and graduate schools.
- It complements a resume and academic transcript with a documented and **validated** list of experiences to showcase your skill development and leadership roles.
- It shows your progression and participation in co-curricular activities throughout your UWindsor experience, encourages reflection on experiences, and assists with the articulation of related learning.

## 3. How do I get a position on my CCR?

- Log in to mySuccess and click on [Co-Curricular Record](#) on the drop-down menu. Then select [View my Record/Add a Position](#) and search for the position you would like to add.
- Note: it is **your** responsibility to add a position to your record (not the validator or the University). This must be done before the deadline, for more information on upcoming deadlines, please see [Important Dates](#).

## 4. How do I add a new position that doesn't currently exist?

- Use a [Request Form](#) to add a **new** position or activity to the CCR database. Refer to the Dos and Don'ts on submitting Request Forms and ensure the information is **complete** and accurate before submitting.
- Once the position has been approved, you must sign back in to mySuccess and add the activity to your individual record. Please note: Request Forms are subject to approval and will be denied if the CCR criteria is not met.
- A Request Form can be submitted by students or faculty/staff. Please refer to the [Important Dates](#) for information on deadlines.
- Note: The Request Form is only to add a position to the CCR database. To add a position to your individual record, please refer to Question 3.

## 5. Can I add an activity from a previous year?

- No, a student can only add a position from the current academic year. See [Important Dates](#) for deadlines.

## 6. What is a validator and how do I become one?

- A validator is a faculty or staff member that sees your pending request for an activity to be included on your CCR and approves or declines it.
- All positions must have a faculty or staff validator.
  - Exception: Clubs that do not have a faculty or staff member to validate can use the Clubs Coordinator as an alternative form of validation. This method is only available to UWSA ratified clubs.
- To become a validator, you must log on to mySuccess with your faculty or staff member login information. Then email the CCR Program Developer at [ccr@uwindsor.ca](mailto:ccr@uwindsor.ca) and request validator status.

## 7. What is the time commitment for each activity?

- The minimum time requirement for student government, clubs, societies, and executive positions must be at least one academic semester. All other activities must meet a minimum of **15** hours of commitment per individual activity. The number of required hours may vary per activity.

## 8. Do the activities need to be directly related to the University?

- Yes, the CCR is an official document of the University of Windsor, therefore, all activities must be sanctioned by the University.
- For the CCR to recognize an activity, a faculty/staff member of the university must be able to validate participation.
- Paid work can qualify for inclusion on the CCR, but it must not be for academic credit. For example, GA/TA positions will count recognition if the student is paid, but not if they will be receiving academic credit.

## 9. Can I delete an activity if I add it incorrectly?

- Students cannot remove new position requests once submitted. If the activity or position has incorrect information, please contact the CCR Program Developer at [ccr@uwindsor.ca](mailto:ccr@uwindsor.ca).
- Students cannot remove individual positions from their record once they have been approved or declined (only while still pending). If the position has been approved or declined already, with incomplete information, please contact the CCR Program Developer at [ccr@uwindsor.ca](mailto:ccr@uwindsor.ca).

## 10. Can I appeal a declined activity?

- Yes, first please contact the validator of your activity for their reasoning. Permission from the validator to the CCR Program Developer is required to overturn any declined decision.
- It is at the discretion of the validators whether or not the position status should be overturned.

Further questions can be directed to the CCR Program Developer at [ccr@uwindsor.ca](mailto:ccr@uwindsor.ca).