

# Validator Guide



# Validator Information Guide The Co-Curricular Record



University  
of Windsor

Overview	3
What is the CCR?	3
Why should students build a CCR?	3
Record Policies	3
Tracking Competencies	4
CCR Organization	5
Validator Information	6
What is involved with being a CCR Validator?	6
Validation Guidelines	6
Validator Registration	7
Validating Requests	7
Adding Activities to the CCR Database	9
FAQs	13

# 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 students 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.

## **Validator Information**

### **What is involved with being a CCR Validator?**

Validators are responsible for approving or declining each student request. When a student submits a request, the validator will receive an email notification with the student's name and student number as well as the activity and position they are requesting to add to their individual record. To approve or decline the request, validators must log in to their Staff account on mySuccess. All pending requests will be listed with the option to either 'Approve' or 'Decline' the request.

### **Validation Guidelines**

The following guidelines are in place to maintain consistency among validators.

#### **Processing Timeframe**

Students have the opportunity to submit requests at the beginning of each semester even though they may not have completed the required work for that time period. For this reason, validators are encouraged to wait until at least one month before the end of the semester to ensure the student has fulfilled what is required of them. In circumstances where students contact the validator requesting early validation due to graduate school or employment applications, the validator may use their discretion if they believe the student will fulfill their obligations.

#### **Time Commitment of Students**

The record policies require students to commit a minimum of 15 hours for each activity over the course of one time period. We understand that it is difficult to track participation to the exact hour and in some cases not possible. Validators are encouraged to use discretion when deciding whether to validate student requests. Validation is acceptable when a student has achieved the learning outcomes specified and when you feel the student had a meaningful contribution to the activity.

#### **Student Notification**

When a request is approved or declined a prompt will display providing the validator an option to select whether the student is notified by email. Validators must select this option so that the student is informed of the status of their request. If a request is declined, we ask that validators provide a reason in the space provided. Bulk Selection is available; however, students will not receive an email when requests are validated this way. Validators are asked to refrain from validating in bulk so that students can receive the notification.

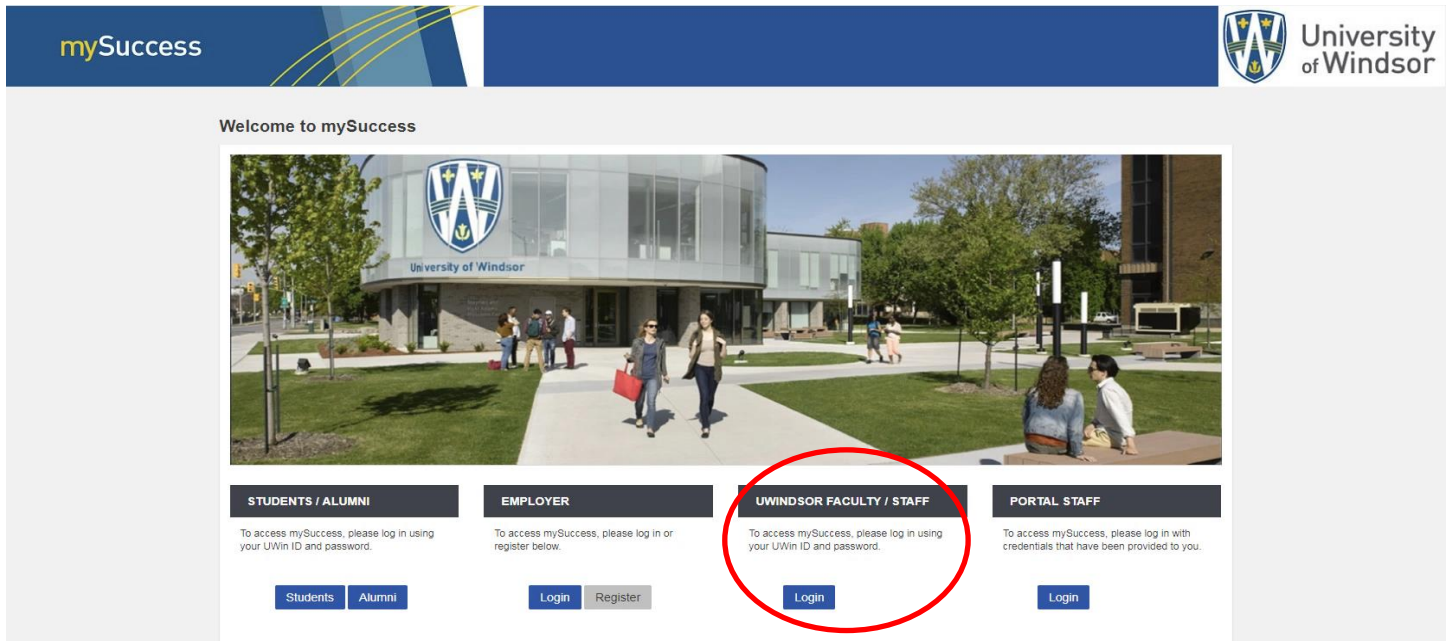
#### **Validator Status**

If a validator is no longer in a position to validate for an activity, please notify the CCR Program Developer by email ([ccr@uwindsor.ca](mailto:ccr@uwindsor.ca)) and the records will be updated. Suggestions for an alternate validator are appreciated in these circumstances.

## Validator Login

Faculty and Staff automatically are registered as validators on [mySuccess](#).

1. Go to [success.uwindsor.ca](#), and select **"UWindsor Faculty/Staff"**.

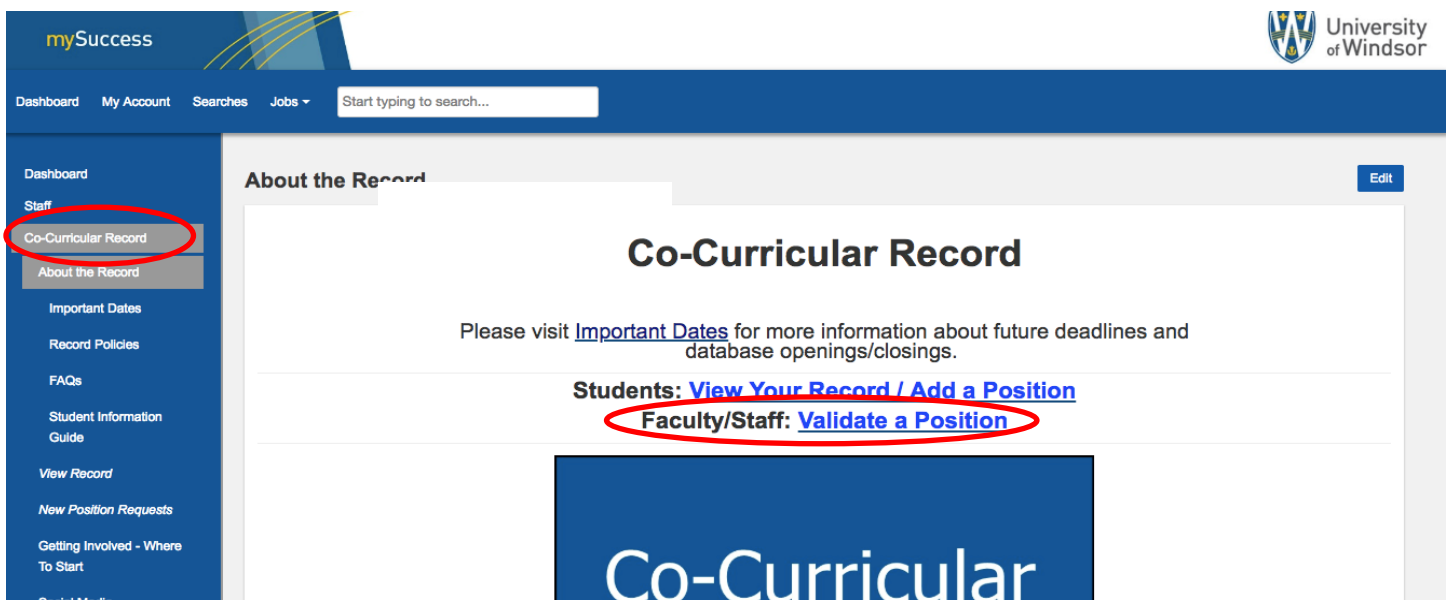


2. Log on and click on the Co-Curricular Record Tab and navigate through the options. You can then become the validator for any position in the CCR.

## Validating Requests

To validate a student request, log in using the account created in the previous directive and follow the steps below.

1. Once you log in to mySuccess, select the **"Co-Curricular Record"** tab at the left hand side. Select **"Validate A Position"**.



2. A list of pending requests will be displayed. Select the appropriate student's name to view the request. At the top you have the option to approve or decline the position. The option to **"Send Approve Email"** or **"Send Decline Email"** will appear and the validator must check this box. If a request is being declined, provide a reason in the space provided as shown below.

You have multiple roles. Select below to switch to a different role:

Admin Role Validator Role

Record Position Details: < Back to Activity < Back to Position < Back to Student Record

Update Record Position Re

RECORD POSITION DE

Student Record:

Record Position Status:

Date Added:

Added By:

Time Period:

Category:

Organization:

Department:

Activity: Volunteer International Students Assistance (VISA)

Position: Volunteer

Personal Reflection Comments:

**Approve Validation**

If you want to send an approval message to users click the "Send Approval Email" check box and enter your message. If you do not want to send a message just click Approve.

Send Approval Email: ☐

Approve

Close

My Account

Career

Co-op

VIP

Co-Curricular Transcript

About the Transcript

Co-Curricular Transcript

Request Form

Getting Involved - Where To Start

Social Media

Contact Us

Work Study

Logout

Update Record Position Remove Position from Student Record Approve Validation Decline Validation

RECORD POSITION DETAILS

Student Record:

Record Position Status:

Date Added:

Added By:

Time Period:

Category:

Organization:

Department:

Activity:

Position:

**Decline Validation**

If you want to send a decline message to users click the "Send Decline Email" check box and enter your message. If you do not want to send a message just click Decline.

Send Decline Email: ☒

Subject:\* CCT Request for Validation Decline

Decline Email:\*

Dear Student,

Your request for your position to be included on your Co-Curricular Transcript has been declined.

Reason:

Please review this e-mail, and if you have any questions or concerns, please contact the CCT Coordinator.

body

Decline

Close

© 2015 Orbis Communications Inc. - Orbis Career / Co-op Portal Professional | MyAccount | Log Out

## **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 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:**

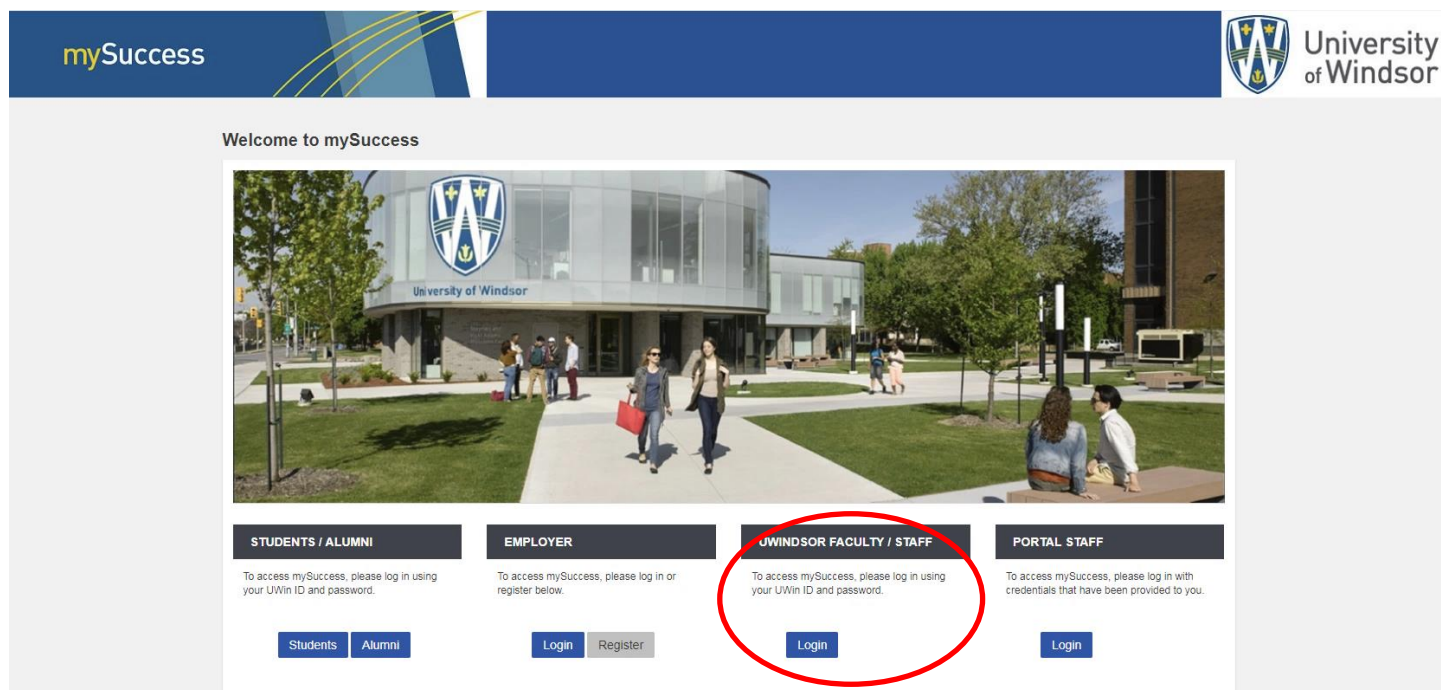
- **Do** use a long-term faculty or staff member for the validator. If the position you are adding is a club, the validator is the Student Clubs Coordinator (studentgroups@uwindsor.ca).
- **Do** ensure you have permission from the proposed validator and the complete contact information before submitting 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.

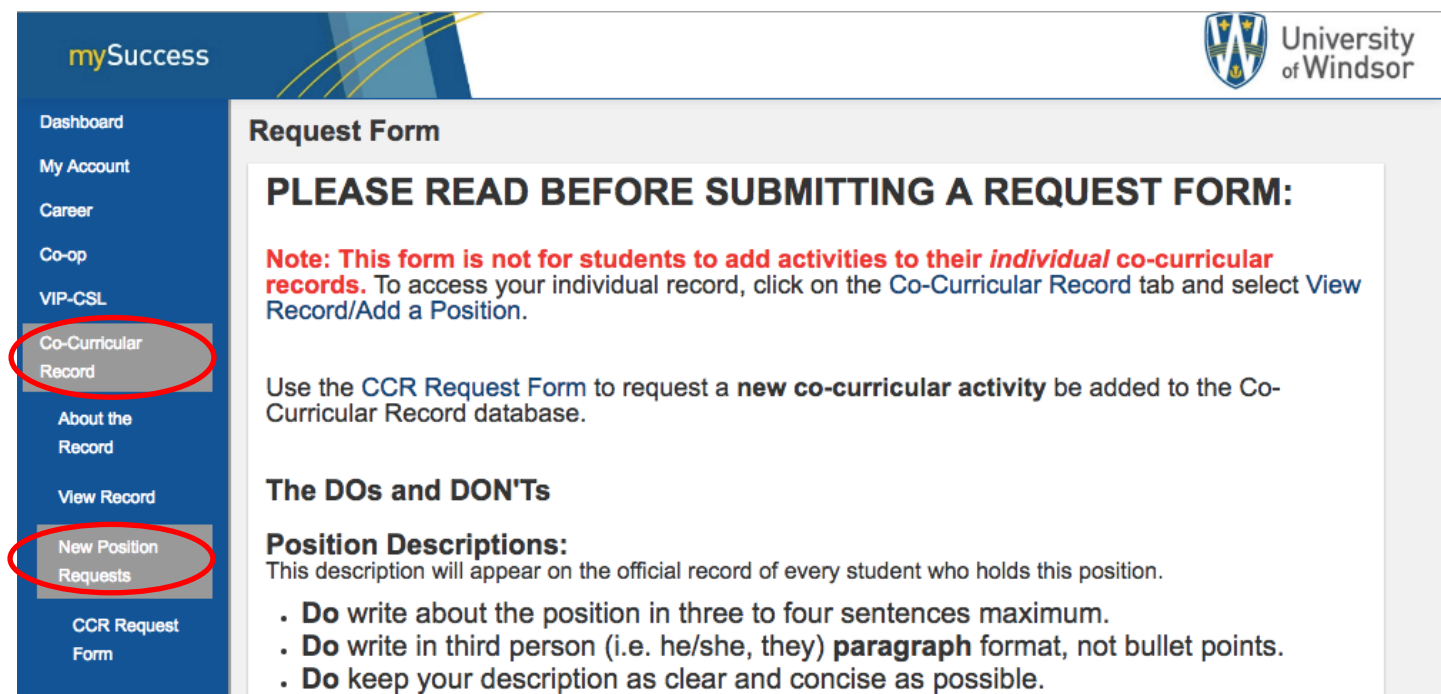
*The Co-Curricular Record Program Developer reserves the right to edit positions and their descriptions, as well as request changes before approval.*

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

1. Go to [success.uwindsor.ca](#) and select **"UWindsor Faculty/Staff"**.



2. Select **"Co-Curricular Record"** from the left-hand taskbar. From the homepage, select the **"New Position Requests"** tab.



- 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"**.

The screenshot shows the mySuccess portal interface. The left sidebar contains a navigation menu with the following items: Dashboard, Staff, Co-Curricular Record, About the Record, View Record, New Position Requests, CCR Request Form (highlighted with a red circle), Getting Involved - Where To Start, Social Media, Contact Us, Opportunity Directory, and Logout. The main content area is titled "Co-Curricular Request Position Module" and includes a "Configure Module" button. Below the title, there is a text box explaining the form's purpose: "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." Below this text box, there is a button labeled "Add New Position to New or Existing Activity" (highlighted with a red circle) and a paragraph of instructions: "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."

- 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 shows the mySuccess portal interface with the CCR Request Form page. The left sidebar contains a navigation menu with the following items: Dashboard, My Account, Career, Co-op, VIP-CSL, Co-Curricular Record, About the Record, View Record, New Position Requests, CCR Request Form (highlighted with a red circle), 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 main content area is titled "Co-Curricular Request Position Module" and includes a "Configure Module" button. Below the title, there is a text box explaining the form's purpose: "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." Below this text box, there is a button labeled "Add New Position to New or Existing Activity" (highlighted with a red circle) and a paragraph of instructions: "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."

# 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.

## **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).