



# Student Guide: Co-Curricular Record

## This guide includes:

- Participating & Recording
- Writing Reflections
- Your CCR Competencies
- Accessing & Printing
- Booking an Appointment
- CCR Authenticity Code
- Adding to the Activity Directory

## Co-Curricular Record (CCR)

The CCR helps students record and verify out-of-class experiences and capture skills and competencies on an official university verified document.

## Activities on the CCR include the following six categories:

1. Volunteer Work
2. Leadership
3. Student Societies
4. Athletics
5. Co-Curricular Awards
6. Professional & Personal Development

## Career360° CCR Video Resources:

*Click the links below*

- [Adding a Position to your CCR](#)
- [Shortlist a CCR Position](#)
- [Print/Access your CCR](#)
- [Using the Activity Directory](#)
- [Using the Activity Directory Request Form](#)

# How do I participate in a CCR activity and record my experience?

## Select



Select the Activity Directory tab and search available opportunities.

### STEP 1

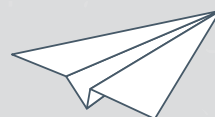
## Participate



Remember to track your participation hours. Activity leaders are responsible for tracking participation, but we recommend you track your own hours to ensure you meet the minimum number of participation hours.

### STEP 2

## Contact



Contact information will be listed in the activity's description. Contact the Organization to learn:

- If the opportunity to participate in the activity is currently available
- What is expected from the participant
- How do I begin to get involved?

### STEP 3

## Request



You can request to add an activity to your CCR through Career360°.

- Log onto Career360° at [career360.smu.ca](http://career360.smu.ca)
- Click the '**Co-Curricular Record**' tab on the left navigation bar.
- Select the blue '**Add a Position to my Record**' button and input the activity details. Then, select the blue '**Add to record**' button at the bottom of the page.
- Select the blue '**Edit Reflection**' button and answer the 3 reflection questions.
- Select the blue '**Log Hours**' button to enter the number of hours completed for the activity.
- Select up to 5 competencies you learned in the activity by selecting '**Achieved**' under the dropdown and click the blue '**Save Changes**' button at the bottom of the page.
- Once validated, check the red "**X**" in the "Show this position on student record PDF" column.

### STEP 4

## Your done!



The Activity Leader/Validator will either accept or decline your request based on whether or not you completed the number of participation hours.

### STEP 5

# What are 'Competencies' & how do they contribute to my CCR?

Students participating in CCR activities have the opportunity to further develop their skills, abilities, knowledge, and experiences.



Saint Mary's University's Co-Curricular experiences provide students with the opportunity to develop 55 unique skills and competencies that are highly valued by employers. Students can identify which areas of development to target by referring to the list of potential competencies for each Co-Curricular activity.

## How do I write a reflection?

Reflection is an important component of your personal and professional growth. Students are required to complete a short reflection before submitting their CCR activity for verification.



The reflection will not show up on the CCR, rather students can reference this reflection when creating their resumes and cover letters, preparing for job interviews and when setting career goals and making career decisions. Reflection consists of the following questions:



- What skills did you learn or develop in this activity?
- Describe how you developed these skills.
- Did you learn something new about yourself? Please provide a concrete example

## How do I access or print my CCR?

Once the Activity Validator has approved an activity request, students can print a PDF of their CCR from the Career360° website.

1. Login to Career360° at: [career360.smu.ca](https://career360.smu.ca)
2. On the left navigation bar, select '**Co-Curricular Record**'
3. Select the blue button circle button with the three white dots to the bottom right of the screen, click '**Print My Co-Curricular Record**'; you will be directed to name the file and save it to your computer
3. Once the file has been saved, you can print as many copies of your CCR as needed

\*If you would like your CCR embossed and printed on cardstock paper, please contact the CCR office at: [ccr@smu.ca](mailto:ccr@smu.ca)

Note: Alumni will not have access to the student view of Career360° and therefore will not have access to their profile. They can request copies of their CCR record at any time by emailing [ccr@smu.ca](mailto:ccr@smu.ca)

# How do I book an appointment with the Co-Curricular Record Office?

You can book an appointment with the Co-Curricular Record office to explore opportunities, discuss competencies and reflection, and/or update your CCR.

1. Login to Career360° at: [career360.smu.ca](https://career360.smu.ca)
2. On the left navigation bar, click '**Co-Curricular Record**', then select '**CCR Appointments**'
3. Select '**Book by Appointment Type**', then select the type of Co-Curricular Record Appointment (Competencies & Reflection Writing, Explore Opportunities, Update Your CCR)
4. On the right side of the page under '**Next Available Appointment**', select the applicable appointment date and time
5. Complete the information as required, then click the blue '**Book Appointment**' button at the bottom of the page

## What is an 'Authenticity Code'?

Every Co-Curricular Record is assigned a unique 20-digit numeric authenticity code which is located at the top and bottom of the CCR.

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Employers can confirm the authenticity of the CCR record by:

1. Visiting the URL listed at the bottom of the CCR record
2. Input the 20-digit numeric code

## How to add a new activity to the Co-Curricular Record's Activity Directory?

Saint Mary's University students, faculty, and staff can submit requests to add new activities to the CCR's Activity Directory.

1. Login to Career360° at [career360.smu.ca](https://career360.smu.ca)
2. On the left navigation bar, select '**Co-Curricular Record**', then select '**Request Form**' and complete the required information
3. Once you have completed the form in its entirety click the '**Send Request**' button at the bottom of the page to submit your request you will be notified whether or not your request has been accepted

### Still Have Questions?

Please contact Career & Experiential Learning at [career360@smu.ca](mailto:career360@smu.ca) for further questions and assistance.

4th Floor, Student Centre | [smu.ca/career360](https://smu.ca/career360) | [career360.smu.ca](https://career360.smu.ca)

