

# Co-Curricular Transcript Instructions

The co-curricular transcript program is an important part of your involvement at USF. You may choose from a variety of activities, awards, research and programs to populate your own co-curricular transcripts that you can use when applying to graduate schools and in your job search.

The process is SIMPLE and as EASY as 1, 2, 3.

**Step 1:** Log on to Blackboard (learn.usf.edu) and click on the "Student Life" button. Go to the Co-Curricular Transcript module to begin your transcript.

**Step 2:** Click on "Request New CCT Record" to choose and/or view the various activities, programs, service and awards.

**Step 3:** Once this screen appears, choose the appropriate campus by clicking on the down arrow in the campus box. Next, click on the down arrow in the "activity type" to see a listing of different types of activities. Once you have selected an activity type, you can choose a specific activity by clicking on the down arrow in the "Activity Name" box. **You must do this for EACH activity/program, etc.**



Campus	Activity Type	Activity Name
Tampa	Please Select Type	Please Select Name

General Information:

- Items requested for your co-curricular transcript are verified by a USF faculty/staff member.
- You cannot have received academic/course credit for items on the co-curricular transcript.
- Only items happening after August 1, 2007 will be available for request.
- Student Organization memberships will automatically be moved from the student organization system into your co-curricular transcript so that information does not appear in this system.

Request Process:

- Choose the campus affiliation where the program or activity took place.
- Choose an activity type. Definitions will appear as you scroll down the list (N/A in IE6+).
- Choose an activity name. If you don't find your co-curricular activity here, please check another activity type.
- Select your role in the activity, award, or program.
- Did you complete a certain number of hours in this activity, award, or program and would like to display them on your transcript? Add your hours in the space provided.
- Click submit.

Once your request has been submitted, the faculty or staff member responsible for the item will verify your participation. Please go to the "Review" link to see your actual co-curricular transcript and to request an official copy.



For instance, choosing community service on the Sarasota campus will show the following choices:

**CCT Record Request**

Campus	Activity Type	Activity Name
Sarasota	Community Service	Please Select Name
		Please Select Name
		Adopt-A-Road
		Angel Tree
		F.E.L.T. (Feeding Empty Little Tummys)
		Heart Walk
		JDRF - Walk to Cure Diabetes
		M.O.T.E. Marine Fish, Fight & Fun!
		Place for Life
		Volunteer Note Taker

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If you were involved in the "Adopt a road" program. You would choose that activity.

**CCT Record Request**

Campus	Activity Type	Activity Name
Sarasota	Community Service	Adopt-A-Road

Found 1 record(s)

Campus	Activity Type	Activity Name	Activity Beginning	Activity Ending
Sarasota	Community Service	Adopt-A-Road	2007-08-01 00:00:00	2013-12-31 00:00:00

Request

To request that this be added to your transcript click on the "can icon" located at the end

**CCT Record Request**

Campus	Activity Type	Activity Name
Sarasota	Community Service	Adopt-A-Road

Activity Beginning On (YYYY-MM-DD)	2007-08-01
Activity Ending On (YYYY-MM-DD)	2013-12-31
Sponsoring Department	Student Government
Verifier Name	Maddalena Scandura
Hours	<input type="text"/>

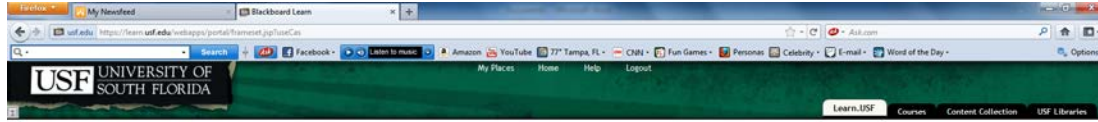
Depending on the activity type, you may enter the number of hours, or your role or positions held. After you have completed these items, click on the “submit request” button.

**Step 4:** You will be notified by email once your record has been verified by a Student Affairs staff member. After you receive this confirmation, you can view and/or print your co-curricular transcript.

### To view or print your co-curricular activity

1. Log onto your black board account
2. Choose “view and select existing CCT Records” from the Co-Curricular Transcript Module.
3. You may choose which activities and/or organizations you want to appear on your official record, by clicking or unclicking the “Active” check box. Click on “Request Printout” to request a copy for your co-curricular transcript.
4. After you request a printout, please go to the Office of Student Affairs to pick up your signed copy of your co-curricular transcript. NOTE: this may take 24-72 hours to complete.

Choose which activities/organizations to include in your transcript. A “check mark” in the active column means that item will be included.



### CCT Review

All student organization memberships and co-curricular items appear in the list below. You may choose to have all items printed on your official transcript or only a select number. Please click on the **Active** box to include the items you wish to have printed on your official copy of the co-curricular transcript.

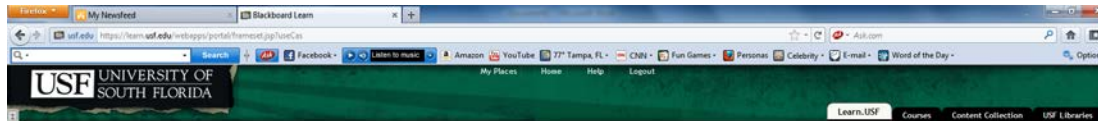
When ready, please click on the **Request Printout** button to request a copy of your official co-curricular transcript. Your co-curricular transcript will be available for pickup in 2 business days.

Name of Student:

Organization Name	Role	Start	End	Active				
<b>Activity Type</b>	<b>Activity Name</b>	<b>Role</b>	<b>Start</b>	<b>End</b>	<b>Hours</b>	<b>Status</b>	<b>Active</b>	<b>Notes</b>
Leadership Development	American Student Government Association (ASGA)	Unknown	2007-08-01	2013-12-31	N/A	Approved	<input checked="" type="checkbox"/>	
Leadership Development	National Association Campus Activities (NACA)	Unknown	2007-08-01	2013-12-31	N/A	Approved	<input checked="" type="checkbox"/>	
Community Service	Adopt-A-Road	Unknown	2007-08-01	2013-12-31	N/A	Approved	<input checked="" type="checkbox"/>	
Community Service	JDRF - Walk to Cure Diabetes	Unknown	2007-08-01	2013-12-31	N/A	Approved	<input checked="" type="checkbox"/>	
Community Service	F.E.L.T (Feeding Empty Little Tummys)	Unknown	2011-08-01	2013-12-31	N/A	Approved	<input checked="" type="checkbox"/>	



Click on the “request print out” if you would like a signed copy. Please go to the Student Affairs Office to pick up your Co-Curricular transcript



### CCT Review

Thank you for your Co-curricular transcript request. Please allow 2 business days for processing and come to the office listed below to pick up your transcript.

Make sure to bring your USF student ID with you for verification.

Address	Office of Student Affairs	Phone Numbers
Office of Student Affairs	<b>Office of Student Affairs</b>	Office: (941) 359-4268
8350 North Tamiami Trail		Fax: (941) 359-4528
Mail Drop SMC-A112		
Sarasota, FL 34343-2025		



### Frequently asked questions:

1. **What is the Co-Curricular transcript?** The co-curricular transcript is our way to capture the whole student experience at USFSM. It is also a way for the institution to capture student data about involvement in student organizations, community engagement, research and out-of-classroom learning experiences. It is an official document, signed by the Student Affairs Coordinator that records verifiable student involvement occurring outside of the classroom.
2. **Is this included in my official academic transcript?** No. This is a separate document and will not have the official seal of the University. Co-curricular transcripts must be requested by individuals through their blackboard account and will be signed by a Student Affairs Staff member. When you no longer have access to Blackboard, we will not be able to print your transcript. Therefore, it is recommended that you get a copy of your transcript prior to your graduation.
3. **What do I do if I my program/award/activity is NOT listed?** Please email Alena Scandura [ascandura@sar.usf.edu](mailto:ascandura@sar.usf.edu) with the following information:
  - a. Name of the activity, award, research or program;
  - b. Category of activity (Award, Community Service, Leadership Development, Multicultural Competency, Performance, Recreation, Research, Student Activities Programs)
  - c. Name of the sponsor or verifier (faculty, staff, and/or administrator who can verify your participation)
  - d. Date(s) of the activity, award, research or program; and
  - e. Roles a student may have engaged in (chair, officer, participant, leader, etc)
4. **If I received academic credit for an activity, research or program, may I include this in my transcript?** No. The co-curricular transcript is an official document that records verifiable student involvement that occurs *outside of the classroom*.
5. **I was a member and/or officer of a student organization, how do I get it included in the co-curricular transcript?** Club Presidents must register their organizations on blackboard and include the names & U# of all the officers and participants. Once this happens, it will automatically populate on the “view and select existing CCT Records” screen. If your club/organization does not appear, please check with the President of your organization to make sure your name is listed as a member of that organization. If you still have problems, please see the SG Vice President.