A Student’s Guide to Sheridan’s Co-Curricular Record Experience Program

2016 - 2017
What is the Co-Curricular Record? (CCR)

A Co-Curricular Record (CCR) is a document that formally recognizes student participation in out-of-classroom activities that enhance student learning and personal growth (academic credit is not provided for participating in these activities).

Activities listed in the CCR Directory include student life programs, student leadership development programs, community engagement activities and athletics.

An example of a Sheridan Co-Curricular Record

Sheridan’s Co-Curricular Record
Login to Access Sheridan, select the link [MySheridanCo-Curricular]
Got questions? Get answers! Email mysheridancr@sheridancollege.ca
How do I participate in a Co-Curricular Record activity?

**Step#1: Select the [Opportunities Directory] tab**; by searching the Opportunities Directory you will be able to find:

- What activities are currently available to participate in
- On which campus the activity takes place
- The duration of the activity
- The responsibilities involved in being a participant (note: this description also appears on the CCR record)
- The average weekly time commitment
- The minimum number of participation hours that must be completed before you can request to add the activity to their CCR record
- The name of the Sheridan faculty or staff member you should contact to learn more about becoming a participant
- The competencies associated with this activity

Once you have found an activity of interest....

**Step#2: Contact the Activity Leader**

Contact information for the activity’s leader is included in the activity’s description; email or phone the activity leader to learn:

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

**Step#3: Participate in the Activity**

- Prior to starting your participation choose which competencies associated with the activity you want to develop (depending on the duration of the activity, we recommend you choose one or two)
- We recommend you discuss with the activity leader which competencies you have chosen to develop and discuss with them how you can develop those competencies during your participation in their activity
- **Reminder!** Track your participation hours! Activity Leaders are responsible for tracking your participation, but we also recommend you track your own hours to ensure you are completing the minimum number of participation hours

**Step #4: Meet with the activity leader when your participation in the CCR activity has concluded**

Your activity leader can assist you with identifying if you have developed your targeted learning goals.
Step #5: Request to add an activity to your CCR record through the CCR website.

It is your responsibility to request to add the CCR activity you participated in to your CCR record.

- Make sure you submit your request within the established deadlines.
- **Note! The CCR is not retroactive:** if you do not request to add an activity to your CCR within the academic year you participated in the activity you cannot request to add the activity retroactively!

Step #6: Wait for the activity’s validator to review your request and make a decision.

The CCR’s Validator will either accept or decline your request to add an activity to your CCR record based on whether you have completed the minimum number of participation hours associated with the activity; the minimum number of participation hours is listed in the activity’s description.

- If your request is declined and you would like more information on the decision, please email the CCR Site Administrators at mysheridanccr@sheridancollege.ca
- **Note:** declined requests will not appear on the student’s CCR record

Requesting to add an activity to your Co-Curricular Record (CCR)

After participating in a CCR activity and completing the minimum number of participation hours, you must return to the CCR website via Access Sheridan:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Step 1 | Login to Access Sheridan and select the link [MySheridanCo-Curricular]  
- this will direct you to the Student View of the CCR website |
| Step 2 | Select the tab [My Record]  
a) Then select the button: “Add a Position to My Record” and then input the name of the CCR activity  
b) Then, select the button at the bottom right of the page entitled: “Add to record” |
| Step 3 | Select the competencies you have achieved as a result of your participation  
Then select the button [save] appearing at the bottom of the screen |
| Step 4 | Wait for your Activity Leader to review your request! |

Sheridan’s Co-Curricular Record
Login to Access Sheridan, select the link [MySheridanCo-Curricular]  
Got questions? Get answers! Email mysheridanccr@sheridancollege.ca
CCR Deadlines for 2016 - 2017 Academic Year

Deadline dates for students to request to add an activity to their Co-Curricular Record (CCR) and for validators to validate the requests are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline Dates for Students to Request</th>
<th>Request Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>Students submit their request</td>
<td>Thurs, Nov 24/2016 @ 4:00pm</td>
</tr>
<tr>
<td>(Sept to Dec/2016)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter semester</td>
<td>Students submit their request</td>
<td>Thurs, Mar 30/2017 @ 4:00pm</td>
</tr>
<tr>
<td>(Jan to Apr/2017)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring/Summer semester</td>
<td>Students submit their request</td>
<td>Thurs, July 27/2017 @ 4:00 pm</td>
</tr>
<tr>
<td>(May to Aug/2017)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Printing Your Co-Curricular Record (CCR)

You do not have a CCR record until you have requested to have an activity added to your CCR record and it has been approved.

Once an activity leader/validator has approved your request, you will have a CCR record to print.

To print your CCR Record which will be in the form of a PDF document:

- Login to the CCR website through Access Sheridan
- Select the tab [My Record]
- From the My Record page, select the blue button at the top entitled [Print My Co-Curricular Record], you will be directed to save the CCR record to your computer/laptop
- Once saved on your computer, you can print as many copies of your CCR record as needed; recommendation is to print the CCR record using a colour printer and on quality paper
- Alumni can request the PDF version of their CCR record be emailed to them; please send requests to: mysheridanccr@sheridancollege.ca
The CCR record’s authenticity code:

Each CCR record is assigned a 20 digit numeric code found at the top of the CCR record. Employers can confirm the authenticity of your CCR record by:

- Visit the public view of Sheridan’s CCR website (the URL is found at the bottom of the CCR record)
- Select the tab [Verify a Record]
- Input your 20 digit numeric code found at the top of your CCR record

Requesting to add a new activity to the CCR’s Opportunities Directory

Sheridan students, faculty and staff can submit requests to add new activities to the CCR’s Directory, however only those requests submitted prior to the start of the activity, or shortly after it has begun, can be considered for the current academic year.

Requests to add new activities to the CCR’s Directory can be forwarded to the CCR’s Site Administrations, Christina Wiggins and Diana Herholz via the following email address: mysheridancr@sheridancollege.ca
Appendix

What are Competencies?

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

Students can identify which areas of development to target by referring to the list of potential competencies for each co-curricular activity. This list can be found within the Co-Curricular Record’s activity descriptions.

<table>
<thead>
<tr>
<th>Civic Engagement</th>
<th>Enhanced Self-Awareness</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarified Personal Values</td>
<td>Facilitated Learning</td>
<td>Professionalism Social</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Global Awareness</td>
<td>Responsibility</td>
</tr>
<tr>
<td>Creativity</td>
<td>Healthy Behaviour</td>
<td>Spiritual Awareness</td>
</tr>
<tr>
<td>Cultural Competency</td>
<td>Intellectual Growth</td>
<td>Technical Competency</td>
</tr>
<tr>
<td>Effective Communication</td>
<td>Interpersonal Skills</td>
<td></td>
</tr>
</tbody>
</table>

On the CCR website, under the [Resource] tab, you will find a downloadable PDF for each competency.

Each document contains a description of the competency and a list achievement statements for that competency. You can use this information to help you write your resume and prepare for job interviews.

**Students are strongly encouraged to:**

1. Identify one or two competencies to develop through your participation in a CCR activity
2. Inform your activity leader which competencies you have chosen to develop and discuss with the activity leader how you can develop those competencies
3. Engage in self-reflection activities throughout your participation in the CCR activity as a means to supporting your development of the competencies
4. Meet with your activity leader when your participation in the CCR activity has concluded in order to discuss if you successfully achieved your goals

When you submit a request to have an activity included on your CCR record, the CCR website will ask you to identify the competencies you achieved as a result of your participation in the CCR activity.

The competencies chosen will appear on your CCR record.

Login to Access Sheridan, select the link [MySheridanCo-Curricular]
Got questions? Get answers! Email mysheridanccr@sheridancollege.ca
Self-reflection provides the opportunity to:

- Reinforce our learning of new skills, knowledge and/or professional values
- Raise the level of awareness of your strengths and areas for personal and professional growth
- Helps you define how your experiences have led to your growth and development
- Transforms your experiences into further action when you reflect upon current goals and set future goals

Completing our suggested self-reflection exercise below will help you capture your thoughts so that you may reference them at a later date such as when preparing for a job interview.

You may want to include your reflection within an e-portfolio to highlight your professional growth and development.

What personal and professional growth have you experienced as a result of your participation in a co-curricular activity? (You may want to refer to the competency(s) identified in your Co-Curricular Record)

Briefly describe an experience you had while participating in your co-curricular activity that supported your goal to develop your targeted competency? How do you know you achieved your goal?

Describe your next steps for further developing the competency(s) you have identified for further development.

Sheridan’s Co-Curricular Record
Login to Access Sheridan, select the link [MySheridanCo-Curricular]
Got questions? Get answers! Email mysheridancr@sheridancollege.ca
Sheridan’s Career Centre Resources

Participating in a CCR experience and having a CCR record gives you an advantage by:

- Providing employers with concrete evidence of your motivation to take responsibility for your learning and personal growth
- Demonstrating your initiative to get involved and make a difference in your community

Employment Consultants can help you with your resume

A survey found that 41% of employers said they would consider volunteer work as important as paid work. 20% of employers said they have made a hiring decision based on volunteer work.

It is important to include volunteer work experience on your resume because it shows initiative and it can also lead to securing paid work in your field of interest.

Sheridan’s Employment Consultants can guide you in how to list your CCR experiences on your resume

Employment Consultants can help you prepare for your next job interview

You need to be prepared to discuss in an interview the competencies you targeted and developed as a result of your participation in a CCR activity.

You need to be able to provide specific examples that showcase how you developed and demonstrated your targeted competencies

You need to be able to make the connection between your chosen competencies and your chosen career goals.

Sheridan’s Employment Consultants can assist you with preparing for a job interview.

Employment Consultants can help you incorporate your CCR experiences into your portfolio

You can include a copy of your CCR record as an artefact in your portfolio as a:
- PDF document in an e-Portfolio
- As a colour document in a print portfolio
- Co-Curricular Activities
- Certificates

Sheridan’s Employment Consultants can assist you with determining how to best showcase our CCR experiences in your portfolio.

Contact Sheridan’s Career Centre to schedule an appointment to meet with an Employment Consultant or a Career Counsellor

905-845-9430, ext 2533

Sheridan’s Co-Curricular Record
Login to Access Sheridan, select the link [MySheridanCo-Curricular]
Got questions? Get answers! Email mysheridancr@sheridancollege.ca
The Co-Curricular Record (CCR) website – Student View vs Public View

There are two views of Sheridan’s Co-Curricular Record (CCR) website:

- student view
- public view

Both the student view and the public view contain the same content.
- However, the student view has the [My Record] tab which allows students to create a CCR record.

To access the student view of the CCR website:

a) Login to Access Sheridan (note: use your student login)
b) Select the link: MySheridanCo-Curricular
c) you will be directed to the student view of the site

To access the public view of the CCR website:

Go to the homepage of the Sheridan website and…

a) Select Life at Sheridan
b) Select Student Services
c) Select Career Centre
d) Select Co-Curricular Record