Co-Curricular Transcript

You Complete Me.
Documenting the Total Student Experience.
The objectives of today’s presentation are:

• Understand how beneficial the co-curricular transcript is to both the students and the college

• Learn some step-by-step methods for campus buy-in

• Explain how to develop committees that are representative of the diversity in your institution

• Understanding the process used by the institution and students to create a Co-Curricular Transcript
BMCC By Areas Of Study

Arts & Sciences
Engineering Science
Liberal Arts
Mathematics
Science
Theatre
Writing and Literature

Business
Accounting
Business Administration
Business Management
Video Arts and Technology
Office Automation
Office Operations
Small Business/Entrepreneurship

Education & Human Services
Child Care/Early Childhood Edu.
Human Services
Health Information Technology
Nursing
Paramedic
Respiratory Therapy

Computers/ Tech.
Computer Operations
Computer Programming
Computer Science
Multimedia Programming and Design
BMCC By Gender

42.8%  
57.2%  

OVER 24,500 Credit students and 10,000 in Continuing Ed.
BMCC is CUNY

Senior Colleges

Comm. Colleges
BMCC in TRIBECA

Financial District
Home of TriBeCa Film Festival
Most expensive real estate in Manhattan
Why is the neighborhood called TriBeCa?
Tri Be Ca
(Triangle Below Canal)
Inside Classroom vs. Outside Classroom
Inside Classroom vs. Outside Classroom

Time Available to learn

- 1 day: 24 hrs – 6 hrs sleep = 18 hrs available
- 1 wk: 18 hrs x 7 days = 126 hrs available
- 14 wks (1 semester): 14 wks x 126 hrs = 1,764
- Students have a total of 1,764 waking hours available to learn, both inside and outside the classroom during a semester.
Inside Classroom vs. Outside Classroom

Inside classroom time
- 1 wk: 15 hours inside the classroom
- 14 wks: 15 hrs x 14 wks = **210 hrs**

Outside classroom time
- 1 wk: 126 hrs – 15 hrs Class rm work = **111 hrs**
- 14 wks: 111 hrs x 14 wks = **1,554 hrs**
Inside Classroom vs. Outside Classroom

Of the 1,554 hours students have available to learn outside of the classroom:

- Let’s double the class time for study time = 420 hours.
- Hours available beyond academic work = 1,134
Why The Co-Curricular Transcript?

• Encourage participation in extra-curricular experiences

• Enhances and gives credibility to students’ extra curricular experience:
  - apply for scholarships
  - transfer to senior colleges
  - seek employment
Background

BMCC is dedicated to promoting the holistic growth of and enhancing students’ development inside and outside of the classroom. To that end, the college is in the process of developing an official document, the BMCC Co Curricular Transcript (CCT) to assist students in tracking their participation, accomplishments and achievements outside of the classroom. At students’ requests, the transcript will be sent to places like, institutions of higher learning, employment agencies internship sites and service areas.
What is a BMCC Co-Curricular Transcript?

A student initiated official document designed to complement a student’s academic transcript
Academic transcript, you are beautiful. You showcase the students’ grades.

Co-curricular transcript, you are lovely. You track what the students are doing outside of the classroom.
How is the BMCC Co-Curricular Transcript organized?

The CCT is organized around 6 areas:

- Clubs and Organizations
- Achievements and Awards
- Athletics
- Community Service
- Leadership Involvement
- Workshops and Seminars
Creating Campus-wide Buy-in

Committee

Student Affairs representatives (initial group spring 2009) – added Staff and faculty from Academic Affairs

Committee assigned different aspects of research

- Literature search on the subject
- Institutions with an active co-curricular transcript
- Focus groups and surveys
- Software vendors to host a co-curricular transcript program

On-going communication among members of group

Used Google groups for sharing and hosting.
How other institutions assisted in our research
- St Johns University, (4 year), New York
- College of Staten Island, (4 year), New York
- Kingsborough Community College, (2 year) New York
- College of Staten Island, (4 year), New York
- Monroe College, (4 year), New York
- Macomb Community College, (2 year), Michigan
- Schoolcraft College, (2 year), Michigan
- McCombs School of Business – University of Texas, (4 year), Texas
- Texas Tech, (4 year), Texas
- University of Calgary, (4 year), Canada
- Wilfred Laurier University, (4 year), Canada
- Colby-Sawyer College, (4 year), New Hampshire
- Desales University, (4 year), Pennsylvania
- University of Alabama, (4 year), Alabama
- Long Beach City College, (2 year), California
- California State University at San Bernardino, (4 year), California
- Owens Community College, (2 year), Ohio
- Washtenaw Community College, (2 year), Michigan
Topics of discussion

Phone conferences with Institutions nationwide (and Canada)

***initiated in spring 2009

• Mission and purpose
• Co-Curricular history
• Marketing strategies
• Student participation
• Activities included in the transcript
• Individuals included in the implementation & management of the program
• The format of their transcript
• Feedback from the college and external committees
• System of software used
• Issues and concerns
How long have you been using the Co-Curricular Transcript?

- More than 4 yrs = 9
- 4 - 7 yrs = 5
- Less than a yr = 1

- 60% used it for 1 - 4 yrs
- 33% used it for 4 - 7 yrs
- 6.7% used it for less than a yr
Who oversees the Co-Curricular Transcript program at your University?

- The Office of Student Activities = 5
- The Office of Student Affairs = 10

66.7% for The Office of Student Affairs and 33.3% for The Office of Student Activities.
How many students are enrolled at your college?

- 6,000 – 10,999 = 1
- 11,000 – 15,999 = 3
- 16,000 – 20,000 = 4
- 20,001 and above = 7

- 26.7%
- 46.67%
- 20%
- 6.7%
Does your college offer Service Learning or Leadership Courses?

- Leadership & Service Learning Courses = 2
- Leadership Courses = 12
- No Leadership or Service Learning Courses = 1

80% Leadership & Service Learning Courses
13.3% Leadership Courses
6.7% No Leadership or Service Learning Courses
Informing and Receiving Information From Different Constituents

- Student Focus Groups
What role do you play in the student organization or athletics program?

Do you keep track of your Co-Curricular participation? If so, how?

Would you inform your future employer or educational institution of your co-curricular activities at BMCC? If so how?

Would you like to see these activities tracked formal fashion with the assistance of BMCC staff?

Have you ever heard of a Co-Curricular Transcript? (Give description to students)

Do you think this [CCT] could be a beneficial document to students? If so how/why?

What types of activities and achievements would you like to see included on your co-curricular transcript?

The participants will be given the six areas and asked the following: Clubs and Organizations, Achievements and Awards, Athletics, Community Service, Leadership Involvement, Workshops and Seminars.

Do the activities or the achievements you stated fit in these areas? If so which area?

What categories would you like to see added to the co-curricular transcript?

Would you be willing to utilize co-curricular software to manage your activities and achievement?

When you look at the 3 different versions of the CCT which one would you prefer and why?

Do you have any comments you would like to add?
What is your major?

- Business Admin: 10
- Early Childhood Ed.: 1
- Human Services: 3
- Liberal Arts: 33
- Accounting: 4
- Science: 3
- Business Management: 3
- Criminal Justice: 6
- Computer Network Tech: 1
- Theatre: 1
Do you or have you ever belonged to an on-campus organization?
Do you keep track of your co-curricular participation?
Would you like to see these activities tracked in a formal fashion with the assistance of BMCC staff?
Have you ever heard of a co-curricular transcript?
Do you think that this could be a beneficial document to students?
Informing and Receiving Information From Different Constituents

- Student Focus Groups
- Faculty Groups
- Staff Groups
- Cabinet
- Faculty Senate – Student Affairs
- College Council – Student Life
- Students at Leadership Retreat
Survey of Some of Non-CUNY Colleges
Top 10 Requests for Academic Transcripts to Non-CUNY Colleges

1. University of Phoenix
2. New York University
3. Long Island University
4. SUNY Stony Brook University
5. Columbia University
6. Adelphi University
7. Monroe College
8. Fashion Institute of Technology
9. Ashford University
10. Law School Admissions Council
Top 10 Requests for Academic Transcripts to Non-CUNY Colleges

1. University of Phoenix
2. New York University
3. Long Island University
4. SUNY Stony Brook University
5. Columbia University
6. Adelphi University
7. Monroe College
8. Fashion Institute of Technology
9. Ashford University
10. Law School Admissions Council

Founded in 1918 as Mount St. Clare College. 2002 became the Franciscan University. 2005 renamed Ashford University.

Has brick and mortar and online course offerings. Located in Clinton, Iowa. Majority of students enrolled in online studies. Offer Associates, Baccalaureate, and Masters programs. 20,000 students.
Information from Colleges at BMCC Transfer Fair
Are you familiar with a Co-Curricular Transcript?

77% Yes
23% No
Have you ever received a Co-Curricular Transcript with an admissions or scholarship application?

- Yes: 15%
- No: 85%
In consideration of a student for admissions to your institution, how important are a student’s extracurricular activities?

79% very important
15% not at all important
8% N/A
In the awarding of scholarships provided by your institution, how important are a student’s extracurricular activities?
Would this official Co-Curricular Transcript be beneficial to the student in the admissions/scholarship process?

54% YES
38% NO
Survey of Some Potential Employers
Researched Software & Hosting Options

Vendors included:

- Collegiate Link
- OrgSync
- Student Data 180
- Orbis Communications

Met with staff from BMCC Computer Center

Software vendor demos were arranged with the BMCC Computer Center
Always have a seat available
How does the CCT work at BMCC?
IN A NUTSHELL
for the school

CCT Committee review

Submit CCT request form

Decision from committee

Inform applicant
Co-Curricular Transcript Activity Request Form

CCT Activity on-line request form
Co-Curricular Transcript (CCT) Activity Verification Form

Please complete the form below to have your event/activity considered for placement on the Co-Curricular Transcript.

Name of event/activity

Date of event/activity (format: mm/dd/yyyy)

Is this an annual event?  ○Yes  ○No

Semester  

Total hours of event/activity

Description or event/activity
Co-Curricular Transcript Review Committee
The Co-Curricular Transcript (CCT) is used to document a student’s co-curricular participation and achievements outside of the classroom during his or her career at Borough of Manhattan Community College (BMCC). These activities foster the total development of the student and encourage life-long learning and responsible citizenship. When coupled with the academic transcript, a holistic representation of the student’s total education, both inside and outside of the classroom, will be created.

The CCT is a student initiated comprehensive record of one’s own campus involvement outside of the classroom while enrolled at BMCC. It is an official transcript that bears the BMCC seal and is offered as a supplement to the academic transcript.

The CCT will be of value to the student when applying to colleges, for scholarships or a professional position. The document will only be sent at the request of the student. The Division of Student Affairs validates all entries listed on the transcript.

The CCT is organized around six categories that reflect various co-curricular activities at BMCC. The six categories are the following:

- **Athletics**: Recognition for participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team.
- **Clubs and Organizations**: On-going participation as a general member or executive board member, in a BMCC recognized club or organization.
- **Community Service**: Participation as a volunteer for a BMCC department, a BMCC sponsored event, or a BMCC sponsored community service placement and project.
- **Honors and Awards**: Recipient of an honor, award, or scholarship recognized by BMCC.
- **Leadership Training**: Participation in a leadership conference sponsored by BMCC or the City University of New York (CUNY).
- **Workshops and Seminars**: Attendance at a workshop or seminar that is sponsored or recognized by BMCC.
This logo is intended to be used by faculty and staff on promotional flyers/posters to denote events that are CCT eligible.
Marketing the Co-Curricular Transcript

Get Involved. Get Connected.

BMCC Athletics
Leadership Training
Community Service
Clubs & Organizations
Honors & Awards

Get Ahead With Your CCT.
Login to the BMCC Portal to create your Co-Curricular Transcript.
For more info visit: www.bmcc.cuny.edu/cct

Follow me to your CCT

Follow us on Twitter
find us on Facebook

Co-Curricular Transcript
BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Get Involved. Get Connected.

Co-Curricular Transcript
BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Get Ahead With Your CCT.
www.bmcc.cuny.edu/cct
Marketing the Co-Curricular Transcript

MY CCT Matters

"Because I want to be accepted into the CUNY Baccalaureate Program for Unique and Interdisciplinary Studies."

Whatever your dream, your CCT will help you get there. www.bmcc.cuny.edu/cct

"Because I want to transfer to MIT and begin a career as an Industrial Engineer."

Whatever your dream, your CCT will help you get there. www.bmcc.cuny.edu/cct

"Because my goal is to transfer to Pace University and pursue a degree in finance."

Whatever your dream, your CCT will help you get there. www.bmcc.cuny.edu/cct
Marketing the Co-Curricular Transcript

Are you involved here at BMCC?

The Co-Curricular Transcript (CCT) is your opportunity to create a personalized record of your involvement in any of the following six areas:

- Athletics
- Clubs and Organizations
- Community Service
- Honors and Awards
- Leadership Training
- Workshops and Seminars

Why should I have a CCT?

- To support my scholarship and award applications
- To complement my academic transcript when applying to colleges or universities
- To highlight my BMCC involvement when seeking internships or employment
- To validate my co-curricular activities

For more info visit: www bmcc cuny edu cct or email CCT@bmcc cuny edu

The Co-Curricular Transcript

Making involvement more meaningful.

What to include on my CCT:

**Athletics:** Participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team

**Clubs & Organizations:** On-going participation as a general member or executive board member in a BMCC recognized club or organization

**Community Service:** Participation as a volunteer for a BMCC department, a BMCC sponsored event, or a BMCC recognized community service placement and project

**Honors & Awards:** Honors, awards, or scholarships recognized by BMCC

**Leadership Training:** Participation in leadership activities recognized by BMCC or the City University of New York (CUNY)

**Workshops & Seminars:** Attendance at a workshop or seminar that is recognized by BMCC

Login to the BMCC Portal to start your CCT today!

More Info: www bmcc cuny edu cct or email CCT@bmcc cuny edu
IN A NUTSHELL for the Student

- Participate in activity
- Student updates CCT on-line
- Student Affairs verifies
- Student Affairs updates CCT
- Student requests CCT
- Student Affairs prints and signs CCT
- Student picks up official CCT
- Participation documented
BMCC Co-Curricular Transcript Resources
The Co-Curricular Transcript (CCT) is a student initiated comprehensive record of one's own participation and achievements outside of the classroom while enrolled at Borough of Manhattan Community College (BMCC). These activities foster the total development of the student and encourage life-long learning and responsible citizenship. When coupled with the academic transcript, a holistic representation of the student's total education, both inside and outside of the classroom, will be created.

The CCT is an official transcript that bears the BMCC seal and is offered as a supplement to the academic transcript. It will be of value to the student when applying to colleges, for scholarships or a professional position. The document will only be sent at the request of the student. All entries listed on the transcript are validated by the Division of Student Affairs.

The CCT is organized around six categories that reflect various co-curricular activities at BMCC. The six categories are: Athletics; Clubs and Organizations; Community Service; Honors and Awards; Leadership Training; and Workshops and Seminars.

**Categories:**

- **Athletics:** Participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team.
- **Clubs and Organizations:** Ongoing participation as a general member or executive board member in a BMCC recognized club or organization.
- **Community Service:** Participation as a volunteer for a BMCC department, a BMCC recognized event, or a BMCC recognized community service placement and project.
- **Honors and Awards:** Recipient of an honor, award, or scholarship recognized by
BMCC Co-Curricular Transcript Resources

Students

1. **GET INVOLVED!** Attend a pre-approved co-curricular event or join a BMCC recognized club or organization.
   - Pre-approved events are listed in the CCT portal in the events tab. Attendance at six meetings each semester is required for club/organization membership to be included on your CCT.

2. **SIGN-IN EVERY TIME.** Make sure that you sign-in at all events and club meetings.
   - Proof of attendance is required for all events and club/organization memberships. Always sign-in!

3. **SUBMIT your involvement via your CCT account.**
   - Visit www.bmcc.cuny.edu/cct for step-by-step instructions on how to submit an event or membership for approval.

4. **WAIT for your submissions to be approved and added to your Co-Curricular Transcript by the Office of Student Affairs.**
   - Allow one to two weeks for event/membership approvals. If further information is needed regarding an involvement submission you will be contacted via email.

5. **REVIEW YOUR CCT under the involvement tab in the CCT portal. You may print unofficial copies of your CCT or request official copies.**
   - Please request official copies of your CCT at least two weeks prior to the date needed. You will be contacted when your official CCT is ready for pick-up.

Faculty & Staff

1. **SUBMIT YOUR ACTIVITY/EVENT** to the Co-Curricular Transcript Review Committee at: www.bmcc.cuny.edu/cct_form.
   - You will be contacted by the Office of Student Affairs once your submission has been processed by the CCT Review Committee. Please visit www.bmcc.cuny.edu/cct for category criteria.

2. **Include** the “CCT Certified” logo on your promotional materials to inform students that your event is CCT eligible.
   - Please email CCT@bmcc.cuny.edu to obtain a high resolution “CCT Certified” logo.

3. **SUBMIT ATTENDANCE RECORDS** to CCT@bmcc.cuny.edu or stop by room S115E.
   - Please submit all attendance records as soon as possible.

www.bmcc.cuny.edu/cct • CCT@bmcc.cuny.edu
BMCC Co-Curricular Transcript Resources

BMCC Co-Curricular Transcript Involvement Log

Keeping track of your involvement each semester is the first step toward building an impressive CCT!

Name: __________________________ Email: __________________________

ATHLETICS
*Participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team.

<table>
<thead>
<tr>
<th>Athletic Team</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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CLUBS & ORGANIZATIONS
*On-going participation as a general member or executive board member in a BMCC recognized club/organization. Attendance at six meetings each semester is required for club/organization membership to be included on your CCT. You must sign-in at each meeting to verify your attendance.

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<thead>
<tr>
<th>Club/Organization</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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COMMUNITY SERVICE
*Participation as a volunteer for a BMCC department, a BMCC sponsored event, or a BMCC recognized community-service placement and project. You must sign-in at each activity to verify your participation.

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<th>Activity/Organization</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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HONORS & AWARDS
*Honors, awards, or scholarships recognized by BMCC.

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<th>Honor/Award</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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LEADERSHIP TRAINING
*Participation in leadership activities recognized by BMCC or the City University of New York (CUNY). You must sign-in at each activity to verify your participation.

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<tr>
<th>Leadership Activity</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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WORKSHOPS & SEMINARS
*Attendance at a workshop or seminar that is recognized by BMCC. You must sign-in at each activity to verify your attendance.

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<tr>
<th>Workshop/Seminar</th>
<th>Position/Role</th>
<th>Semester/Date</th>
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Login to the BMCC Portal to create your Co-Curricular Transcript.

For more info visit: www.bmcc.cuny.edu/cct
BMCC Sample of an “official” Co-Curricular Transcript
**John Doe**  
123 22nd Street #2A, New York, NY 10007 I 212-222-2222 I jdoe@stu.bmcc.cuny.edu

**Clubs, Organizations and Athletics**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Position</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Accounting Club</td>
<td>Treasurer</td>
<td>Fall 2010–Spring 2011</td>
</tr>
<tr>
<td>Men's Swimming Team</td>
<td>Member</td>
<td>Fall 2010–Spring 2011</td>
</tr>
</tbody>
</table>

**Community Service**

<table>
<thead>
<tr>
<th>Event</th>
<th>Organization Name</th>
<th>Role</th>
<th>Date</th>
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<tbody>
<tr>
<td>Domestic Violence Walk</td>
<td>Women's Resource Center</td>
<td>Participant</td>
<td>Oct 21, 2010</td>
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<tr>
<td>American Red Cross</td>
<td>BMCC Health Services</td>
<td>Volunteer</td>
<td>Dec 12, 2010</td>
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</tbody>
</table>

**Honors and Awards**

<table>
<thead>
<tr>
<th>Event</th>
<th>Organization Name</th>
<th>Role</th>
<th>Date</th>
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<tbody>
<tr>
<td>Phi Theta Kappa</td>
<td>Academic Affairs</td>
<td>Participant</td>
<td>Fall 2010</td>
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<tr>
<td>Study Abroad, Salzburg</td>
<td>Student Affairs</td>
<td>Participant</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Out in Two Scholar</td>
<td>Academic Affairs</td>
<td>Participant</td>
<td>Spring 2011</td>
</tr>
</tbody>
</table>

**Leadership Training**

<table>
<thead>
<tr>
<th>Event</th>
<th>Organization Name</th>
<th>Role</th>
<th>Date</th>
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<tbody>
<tr>
<td>OSA Fall Leadership Retreat</td>
<td>BMCC</td>
<td>Participant</td>
<td>Oct 21, 2010</td>
</tr>
<tr>
<td>Emerging Leaders Conference</td>
<td>CUNY</td>
<td>Participant</td>
<td>Feb 18, 2011</td>
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</tbody>
</table>

**Workshops and Seminars**

<table>
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<tr>
<th>Event</th>
<th>Organization Name</th>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Writing Workshop</td>
<td>Center for Career Development</td>
<td>Participant</td>
<td>Sept 29, 2010</td>
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</table>

**OUR MISSION**

As one college within the City University of New York (CUNY), Borough of Manhattan Community College shares CUNY's mission to preserve academic excellence and extend higher educational opportunity to all. In addition, Borough of Manhattan Community College is dedicated to providing general liberal arts, career education and continuing education programs, relevant to the needs, interests and aspirations of its diverse student body.

The College is committed to offering quality education in a pluralistic urban environment, to fostering excellence in teaching, to facilitating the enhancement of learning, and to expanding full access to higher education for those who seek fulfillment of personal, career or socioeconomic goals. BMCC is also committed to providing comprehensive programs and services responsive to the educational, cultural and recreational needs of the community.

**C O - U R I C U L A R T R A N S C R I P T**

The Co-Curricular Transcript is a comprehensive record of a student's leadership experience and campus involvement while enrolled as an undergraduate at Borough of Manhattan Community College. It is an official document offered as a supplement to their academic transcript. This Co-Curricular transcript will be of value when applying to senior college or a professional position.

**ENTRY TYPES:**

- **Extracurricular Activities**
  - Leadership Participation
  - Recognition for exemplary participation in an intercollegiate sports team
  - List of Teams

- **Clubs and Organizations**
  - Ongoing participation as a general member or executive board member of approved campus-based clubs, organizations, and department programs that is classified as an extracurricular activity.

- **Community Service**
  - Ongoing Civic Community or Volunteer Services project defined by reaching out to help others, locally, across the country or around the world.

- **Workshops and Seminars**
  - Can be added

- **Honors and Awards**
  - Membership or executive board positions held that demonstrate and acknowledge academic and leadership accomplishments and initiative.

**Professional/Educational Involvement**

May include educational workshops, programs, conferences and retreats sponsored by BMCC, Office of Student Life or Academic departments.
Assessment

Number of students requesting information to be placed on the transcript

Number of activities requested by students to be verified for transcript

Number of activities requested for inclusion on transcript by faculty/staff

Number of transcript requested by students to be sent outside of the college

Satisfaction of students with the software, process, and marketing of CCT

And so on..........................
Who You Gonna Call?...BMCC
California State University Fullerton – CA

Purdue University - IN

SUNY Old Westbury - NY

Stetson University - FL

Wake Tech Community College - NC

Ramapo College – NJ

LaGuardia Community College - NY
Even our vendor is using our recommendations as an example to other schools.
What is a CCT (Co-Curricular Transcript)?

February 8, 2011

To be completely honest and frank with you, before I started at OrgSync, I had never heard of nor seen a Co-Curricular Transcript (CCT) in my life. I, like many other college students, were more familiar with my academic transcript that showcases my classroom experiences, without thinking about all the great experiences I had out of the classroom. Many of us don’t consider this now, but a CCT will soon become a standard document to verify and showcase your involvement outside of the classroom and distinguish yourself amongst future employers, graduate schools and post-graduate programs.

A Co-Curricular Transcript is....

The CCT is an OFFICIAL document from a University that verifies a student’s out of classroom involvement and experiences. The document is an official record of a student’s most prominent co-curricular activities and accomplishments throughout their college career. However, unlike the academic transcript, which reveals everything about a student academically, a Co-Curricular Transcript is a carefully itemized selection of key moments and leadership achievements chosen by the student and advisor together.

What are the benefits of having a CCT?

Although on the surface the benefits of having a Co-Curricular Transcript may not seem apparent, they are actually many. The benefits include:

- **Improved Visibility:** The CCT provides an opportunity for students to showcase their achievements and leadership roles, making them more visible to potential employers.
- **Enhanced Resume:** Having a CCT can add credibility to a resume, demonstrating a commitment to extracurricular activities and leadership.
- **Improved College Admissions:** Many colleges and universities value students who are involved in a variety of activities, and a CCT can highlight these involvements.
- **Personal Development:** Participation in co-curricular activities can help students develop important skills such as teamwork, communication, and problem-solving.

These benefits contribute to a more well-rounded student experience and can open doors to future opportunities.
Images for co curricular transcript - Report images

The Co-Curricular Transcript (CCT)
www.bmcc.cuny.edu › Student Services ›
The Co-Curricular Transcript (CCT) is a student initiated comprehensive record of one's own participation and achievements outside of the classroom while ...

Leadership and Engagement - Co-Curricular Transcript
www.ut.edu › Campus Life › OSLE ›
The Co Curricular Transcript is a self reported document that lists activities the student has participated in while enrolled at The University of Tampa.

The Co-Curricular Transcript (CCT) - University of Windsor
www1.uwindsor.ca/cct/
Summary of Benefits of the Co-Curricular Transcript

**Holistic** – Promotes the personal development of the student

**Educational** – Allows students to transfer to senior colleges or beyond

**Leadership** – Creates and prepares the leaders of today and tomorrow

**Professional** – Provides opportunities Internships and employment

**Scholarship** – BMCC or other colleges
Special Thanks to Committee Members

Kimberly Chu – Center for Career Development

Jesse Guralnick – Admissions

Nicole Leach – Office for Services for Students with Disabilities

Harry Mars – Student Activities

Matty Punnett – Student Civility Coordinator

Carei Thomas – Academic Advisement and Transfer Center

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