



Co-Curricular Record (CCR)



A certificate that validates the competencies you've earned during extra-curricular activities like volunteer work, professional development, student clubs, varsity athletics, and other leadership activities.

CCR Benefits & Steps to Sign-Up

Level up your job or graduate school applications. Community organizations and the Mount validate competencies you've earned during your volunteer and extra-curricular activities, giving you third party support that employers and admissions committees notice. Apply for your CCR online and download a digital copy when you need it.

Levels of "Competencies" and "Achievements."

Developing: Beginning to develop basic knowledge and skills related to the learning outcome (e.g. someone new to a position or organization may be at this level).

Competent: Increasing depth of knowledge and skills related to the learning outcome (e.g. someone with some experience and beginning to apply the learning outcome to new areas within a position or organization may be at this level).

Advanced: Able to portray in-depth knowledge and skills related to the learning outcome and apply it in new ways (e.g. someone with long-term experience in a position or organization and demonstrates the ability to solve problems, train others, or create new ways of doing things related to the learning outcome may be at this level).

- 1) Go to careerconnects.msvu.ca.
- 2) Click the "Student" button, then enter your myMount login username & password.
- 3) Once logged on, click "Co-Curricular Record," on the left side widget bar.
- 4) Click "Add a position to my record." then fill out all the fields accurately.

Adding an Activity to your CCR

- 1) Once logged in to Career Services, click the "Co-Curricular Record" tab.
- 2) Click "Add a Position to My Record."
- 3) Select the "School Year" of the position you would like to add.
- 4) Select the appropriate "Category" of the position.
- 5) Select the appropriate "Activity."
- 6) From the list of "Positions Found," choose the position you would like to add to your record. (at this stage, you can also select "view position" to view the position details.
- 7) Once you have found the position you would like to add, select "Add to Record."
- 8) Fill out the appropriate information that is required then click continue.
- 9) Fill out the "Personal Reflection Comments" section (this is mandatory, if not filled the position will be declined)
- 10) Scroll down and complete the "Competencies" you want to add to your record with a brief write-up on each (this is also mandatory, if not filled the position will be declined).
- 11) Click "Update Record Position" then click "Save Changes."
- 12) The position is now waiting validation and approval, click "Dashboard" to go back to the main screen.

What to do when the activity/position is not in the "available activities" section:

- 1) Go to the Career Services homepage on MSVU.ca (<https://www.msvu.ca/campus-life/career-services/>)
- 2) Click then fill out the "New Positions" for Students form.



Student Guidelines for establishing a CCR



1) If you are involved in your community outside of the classroom, on-campus or off-campus, you're eligible to add these activities to your Co-Curricular Record (CCR) with proper validation from a recognized supervisor. Supervisors must be university staff or faculty member for on-campus activities, or a staff member of a recognized organization in the case of off-campus volunteer work or professional development activities.

2) There are seven (7) categories of activities which are eligible :

- Student Leadership (i.e. executive positions in student government, campus societies, athletics, or residence assistant)
- Varsity Athletics Participation (i.e. team member)
- Student Club/Society Involvement (i.e. member)
- Student Awards (awards excluding scholarships awarded by the university scholarships committee due to the fact that those scholarships will be documented on the Academic Transcript)
- Professional Development (training outside of class - i.e. First Aid/CPR certification, non-violent crisis intervention, conference attendance and conference presentations)
- Volunteer work (on-campus or off-campus)
- Global Engagement; (a) on-campus, involvement in Buddy Program, fundraising for international development cause; (b) off-campus/Canada, intercultural competency training, volunteer work with immigration Settlement Association Nova Scotia (ISANS), or similar NGOs in other provinces; (c) off-campus/abroad, international volunteer activities through NGOs or church.

3) Activities must meet the following guidelines:

- Activities must have occurred during the time that the student was registered and actively attending Mount Saint Vincent University from 2016/17 onward.
- Activities must provide meaningful experiences within one of the 7 categories listed above.
- Activities must be un-paid (with the exception of student union positions, notetaking, and department tutors)
- The student must not have received academic credit for participating in the activity.

List of "Competencies" that can be added to your CCR upon completion of an activity (1 to 5 per activity). Your selections will need to be approved by the validator for it to be published on you CCR.

Select a competency, select a achievement level, then write a comment about your experience.

Social Responsibility

Effective Communication

Leadership Development

Collaboration

Intellectual Growth

Appreciating Diversity

Continuous Learning

Professionalism

Health and Wellness

Enhanced Self-Awareness

Spiritual Awareness

Creativity

Career Development