

CHECKLIST – TIPS TO CREATE YOUR CCT

This list was created to assist you with the development of your Co-Curricular Transcript. Read through this list before entering your information to ensure that you have all the correct documentation with you and are ready to begin.

- ☐ Read the website and have a complete understanding of what the Co-Curricular Transcript (CCT) is and what it can do for you
- ☐ Have your resume and work, volunteer, extra-curricular activities listed in front of you
- ☐ Categorize your activities into **Leadership, Participation, Professional Development** or **Awards**
- ☐ Know how many hours that you have worked in your specific activity
- ☐ Be sure you have contact information (including name, phone number and email address) for all of the activities that you will be entering
- ☐ Obtain an official description of the activity to which you participated (eg: *Sensory Motor Instructional Leadership Experience: The S.M.I.L.E. program provides an environment of play and fun that fosters fundamental motor development for children and youth with varying ability levels and develops leadership skills for Acadia University students that leads to a lifetime of success.*)
- ☐ Review the ‘Career Statements’ and prepare to write about your learning experiences
- ☐ Ensure that all of the information is entered and grammatically correct
- ☐ Remember to click ‘Submit for validation’ after all the information is entered
- ☐ There is a two week waiting period after you request validation to ‘Request Official Transcript’
- ☐ Deadline for graduates to submit your information and request for validation is March 15, 2010.

What happens after validation:

The Coordinator needs time to validate all of the information submitted. Your transcript will take 2-3 weeks to process after the validation process has been requested.

Only completed information will be processed. The Coordinator will not search for the information for you. This is your responsibility.

Once the validation process is complete, the activity will be permanently entered on your Co-Curricular Transcript. Be sure that all of your information is correct before requesting validation.

Your contact will be given 72 hours to confirm your involvement with the Coordinator. After that time, the Coordinator will inform you if your contact has not confirmed, it is then up to you to react.

If you have any questions contact Michelle Johnson at cctcoordinator@acadiau.ca