This paper was presented at CUMREC '97, The College and University Information Services Conference. It is the intellectual property of the author(s). Permission to print out copies of this paper is granted provided that the copies are not made or distributed for commercial advantage and that the title and authors of the paper appear on the copies. To copy or disseminate otherwise, or to republish in any form, print or electronic, requires written permission from the authors.
The World Wide Web, Student Organizations, and Co-curricular Transcripts

R. Mark Potrafka
Assistant Director of Student Activities
University of Missouri-Rolla
213 University Center West
Rolla, Missouri 65409-0770
markp@shuttle.cc.umr.edu

William R. Wilson
Student Services Coordinator
University of Missouri-Rolla
218 University Center West
Rolla, Missouri 65409-0770
billw@shuttle.cc.umr.edu

Lawrence White
Computer Programming Analyst II
University of Missouri-Rolla
111 Math-Computer Science
Rolla, Missouri 65409-0360
rlww@shuttle.cc.umr.edu

INSTITUTION INFORMATION

The University of Missouri-Rolla, founded in 1871 as the Missouri School of Mines & Metallurgy, has a proud history of preparing students for service and leadership. With over 5,000 students, UMR is known regionally and nationally for the quality of its undergraduate education. A part of the four-campus University of Missouri System, UMR offers bachelor’s, master’s and doctoral degrees in 28 disciplines in three colleges and schools; the College of Arts & Sciences, the School of Mines & Metallurgy and the School of Engineering.

ABSTRACT

The University of Missouri-Rolla is using the World Wide Web to compile student organization information and produce co-curricular transcripts for students through programs linking the information.

A co-curricular transcript is a university document, similar to an academic transcript, that records a student’s participation and learning experiences in activities outside the classroom while they are enrolled in college. It helps students prepare resumes and for job interviews, as well as target skill areas to develop in order to achieve career goals. The transcript is produced by linking a student’s account with organization membership lists posted on the World Wide Web and information added to a text box for each semester of enrollment. Students request printed transcripts by clicking on an icon.

Presidents and secretaries of recognized student organizations are authorized to enter the membership list of the group they represent in a secure file on the world wide web. This information is used to determine participation levels in out of class activities and create co-curricular transcripts for students. In use since 1995, the membership tracking system us used by over eighty percent of student organizations.
The World Wide Web, Student Organizations, and Co-curricular Transcripts

INTRODUCTION AND BACKGROUND

In 1991 the Office of Student Activities and University Center created and began coordinating a co-curricular transcript program designed to record the out of class activities of students. A co-curricular transcript is a university document, similar to an academic transcript, that records a student’s participation and learning experiences in activities outside the classroom while they are enrolled in college. This paper-based, labor intensive program met with little success. Students completed forms, then submitted them for data entry to produce a transcript. Students saw little value in completing a form in which the end product gave readers essentially the same information as a resume.

On the campus mainframe, students living in university approved housing were coded into the Student Information System (SIS) database with a three digit code. University approved housing includes the residence hall complexes, university owned apartments, fraternities and sororities. Students must live in university approved housing their first four semesters on campus. This living unit information was used to determine organization (residence hall floor, house, or group) grade-point average, and the number and percentage of students living in these environments. This information required a large amount of work each semester from students and over 40 hours from the Office of Student Activities and the Registrar’s Office. Student groups and the Residential Life Office would submit a list, and a data entry operator would update the information in the Student Information System. Reports would then be generated and checked for accuracy.

In 1994, the Office of Student Activities and the UMR Computer Center created a database to track these populations without paper, duplication of effort, or data entry. Students living in residence halls were tracked by their local address, already in the system. Members of fraternities and sororities were tracked through a self-reporting system accessible on Lynx, the predecessor and non-graphical version of the World Wide Web. A president or secretary of an organization could add, delete, and make changes to an organization’s membership list on-line. Shortly after the explosion of the World Wide Web, the system was upgraded and made available to students through that method. Staff and student time spent on membership list issues was greatly reduced, allowing for more time to be spent on other value-added activities.

The success of the membership program sparked the creation of a similar system for all recognized student organizations at UMR. Organization recognition is granted through a process defined by the Student Affairs Committee and the Academic Council. Organization presidents and secretaries are authorized to make additions/deletions/changes to their organization membership lists. Using this information, participation is linked to individual students, creating a co-curricular transcript.

Now in its fourth semester of implementation, information is gathered faster, is more accurate, and is available for a wider range of uses. Eighty percent of student organizations have posted their information on-line since the beginning of the fall 1996 semester, nearly a twenty percent increase over previous years. The co-curricular transcript program, introduced in April 1996, has had over 3500 inquiries since implementation. Over 2800 students have viewed their transcript on-line and nearly 1200 have made changes and saved information in the text box. More than 140 transcripts were printed during the fall semester of 1996.

GOALS/FUNCTION OF THE SYSTEM

The ultimate goal of the co-curricular transcript program is to offer a valuable service to students. With the transcript, students have a method to record out-of-class activities and articulate the learning which took place during those activities, on an official-looking university document. The strategies by which the goal is achieved are:

Develop a system that reduces the duplication of efforts for the students in the fraternity/sorority system as well as those of the Office of Student Activities and Greek life.
Prior to 1995, fraternities and sororities would submit, each semester, a membership list to the Greek Life Office. This information would be placed into the Student Information System through data entry. This project would take on average 40 hours of staff time to complete. In the Fall 1996 semester, the organization president or secretary would check and make changes to their group’s membership list on the World Wide Web. Staff time related to these lists was about one hour. Student time in making changes was reduced as well.

The need for accuracy is important in that a variety of statistics are created using these lists. With the students having responsibility for entering and changing data, the burden of accuracy is placed on the population the lists are created from, not the data entry people. Response has exceeded expectations. By empowering the students to maintain lists accurately, they are more diligent in keeping lists current.

Have a system that allows access to the most current officer information by the campus at large.

Names and addresses of recognized student organization officers and faculty/staff advisors is shared with the campus community. Prior to 1995 student organizations submitted a form with the names and addresses of organization leaders. This information was entered into a stand-alone database on a personal computer in dBASE IV. A final list would be printed close to the middle of the semester, photocopied, and distributed to the campus. Presidents and secretaries of recognized student organizations now make the changes on line, and the information is available real-time to the campus community by viewing the information on the World Wide Web. Staff time on this part of the project is reduced to showing student leaders how to access and make changes to their information. In addition, paper reports have been eliminated, saving time and hundreds of dollars each year.

Have a system that reduces the level of data entry necessary by the Office of Student Activities (specifically re-entry of data that is already available through the Student Information System).

Entry of data into a stand-alone database on a PC duplicated every piece of information available through the Student Information System and the campus computer network. The creation of the system with access through the World Wide Web eliminated that need. Data is gathered and changed faster, reports are more accurate, and are produced sooner in the semester, improving service. Data is updated real-time, so if a student accesses the information, response is instantaneous. This encourages the student organizations to keep their data current.

Data entry is virtually eliminated. Staff in the student activities office instead assist students in making changes to their organization information and promote the co-curricular transcript. This system simply makes use of information that is readily accessible and available.

Have a system that does not increase the burden on student organizations in the long term.

Reduction or elimination of paperwork has actually increased the number of student organizations that are keeping information current. Previously, there were no less than three forms which needed to be completed and submitted to the student activities office. The student responsible for filing the paperwork, typically the president or secretary, had to gather the names, addresses and telephone numbers of the other officers, then complete and submit the form. With the new system, the president or secretary can go into the World Wide Web application and make changes. The only information needed from an organization member is their student number, which is used to add people to an organization’s list. After names are added, people simply need to make changes. If students do not want to tell their peers their student number, the secretary or president may submit the list to the student activities office and staff members will add those individuals to the organization roster. Adding names to an organization list takes approximately 10 seconds.

Have a system that can, on demand and without the assistance of a staff person, produce the information on a co-curricular transcript for a student to review.

Students may access a wide variety of information on the World Wide Web. Each student has an account where they can
view their information in regard to the university including billing, class schedule, teacher evaluations and a variety of surveys. They also may access their co-curricular transcript, and if they are a president or secretary of a student organization, the membership roster for that group. The membership data is linked to the student’s file so they are able to view the information which is entered into the system. Every semester a student is or has been enrolled will appear on the screen. Students may add information through a text box attached to each semester and request that transcripts be printed.

Transcripts are printed in the Office of Student Activities and are available to students the next business day.

MAJOR COMPONENTS OF THE SYSTEM

Technical Information

The students gain access to the World Wide Web by using **Netscape Navigator**. This product is available on PCs and Macintoshes in the Computer Learning Centers (CLCs) on campus. Currently there are 35 CLCs at UMR with 465 PCs and 125 Macintoshes. Some CLCs are open 24 hours a day. Students also may access, with the appropriate software, the Internet through a bank of 144 modems.

**HyperText Markup Language** (HTML) is used to build the screens that the student sees. The HTML is generated dynamically using a computer language called **Isqlperl**. Screens are customized depending on the office held by the student. If the student is a president or secretary of an organization, then menu options for editing the membership list for that organization will appear. If not, then options for this function will not be displayed.

**Isqlperl** is a version of the computer language, **perl**. It includes subroutines that allow access to the relational databases where the membership lists are stored.

The database management system used is **Informix 5.01**. Informix runs on a Hewlett Packard 9000/755 computer. The HP has 192 megabytes of memory and 9 gigabytes of disk storage. The operating system is **HPUX 9.01** (unix). UMR is moving to an HP 9000/J210 with 384 megabytes of memory, 20 gigabytes of RAID storage and 8 gigabytes of non-RAID storage.

There are over 900 tables in the relational databases. Some of the tables are downloaded from the "core" systems that reside on a mainframe computer. These include the Student Information System, Accounting, Personnel, Financial Aid, Student Loans and the Grant Information System. Other tables, like the membership lists, are only stored locally in Informix. Having this information on the same platform allows applications like the co-curricular transcript to be built.

It is estimated that since 1993, computer programmers at UMR have spent about eight months creating and maintaining the system. Student activities staff, the functional users of the system, met with programmers on a regular basis during the creation to review progress and share information. They continue to meet quarterly. Enhancements and additions to the system continue as evaluation of the success of the system is ongoing. It is estimated that ongoing maintenance and enhancements will require 40 to 60 hours per year for the next few years.

Membership Lists-Greek life (test case)

Prior to 1993, a significant amount of staff and student time was spent completing and filing paperwork, entering information, and verifying data that existed in the Student Information System. Even then, results in some areas were less than satisfactory. Students who lived in university approved housing (residence halls, fraternities and sororities) had a code entered into the system that was used to determine living unit grade-point averages and the percentage of men and women living in various environments. However, students who were members of fraternities and sororities and were living in the residence halls, were not included in the residence hall grade point averages, because they were coded in as members of the fraternity or sorority. A way needed to be created that allowed a person who lived in one place to be included in grade point average information for another organization or group. As discussion on this topic proceeded,
there emerged another set of needs, greater accuracy and reduction in staff time to complete the work.

There was a desire to track the membership of all recognized student organizations. Prior to the creation of this system, only officers of organizations were recorded. The ability to track the entire membership helps to determine levels of participation in activities and verify information submitted for funding requests and other purposes.

At the same time the university completed a major project involving the connection of every campus building to the fiber optic network. Access to computer resources became widely available. The majority of the student population, as well as staff and faculty, were communicating via E-mail and using available technical resources. It was determined that the UMR Computer Center and the Office of Student Activities could create a set of database tables, make them compatible with the Student Information System and give students access to certain areas so they could make changes to their membership lists. The information requested also was increased, to include individuals living off-campus but still active members, organization leadership level (president, vice president, secretary, treasurer, recruiting chair, membership education chair as well as other leadership positions), and membership status (pledge/associate, active, depledge, inactive). The system was made available over Lynx, the non-graphical predecessor to the World Wide Web.

The system was tested during the Winter/Spring 1993 Semester and made available to the students the next fall semester. The use of the system increased dramatically when it was introduced on the World Wide Web during the Fall 1994 Semester. By 1996 all 25 fraternities and sororities were accessing and making changes to their membership lists on-line.

Membership Lists-all student organizations

University rules and regulation require that recognized student organizations (RSO’s) submit a list of officers each semester. This list is used in many different ways. A comprehensive list of student leaders is produced and distributed to the campus community as well as the local addresses and telephone numbers of the organization presidents. In addition, a university regulation requires that officers in student organizations not be on academic probation during their tenure. The list is used to verify grade point averages of students serving in leadership positions. Prior to 1995, the information was submitted to the student activities office on a paper form, entered into a stand-alone database, with academic information looked up by hand for each officer in the organizations. Much of the information entered into the stand-alone database was readily available on the Student Information System.

When it was determined in 1994 that the Greek life membership tracking system was going to be successful, plans were made to expand the system to include all 175 RSO’s. Subtle changes would be made to the database tables, some terminology changed as well, but the organization program was very similar to the Greek life system. At that point, the student activities office was able to request membership lists from each organization, aiding in determining levels of participation in a variety of extra-curricular activities. Student government became interested, because its voting procedures were dependent upon the number of members in organizations represented. Student government officials could easily verify membership records with the student activities office.

The membership system was introduced to the students at the beginning of the 1995 Fall Semester. It was immediately successful, with over 70 percent of RSO’s reporting at least officer information. This percentage was equal to the old paper format. During the Winter/Spring 1996 semester, the number of groups reporting increased, giving the Office of Student Activities its most accurate listing of student leaders in recent memory.

Workload was greatly reduced since data entry in the student activities office was essentially eliminated. Information concerning the academic performance of the student leaders was linked to the officer list, and a report was generated containing those students who were serving in office and were on academic probation. This list was merged with a form letter that was mailed to the student explaining the procedures involved with academic probation and leadership. The old process, involving nearly 80 hours of work was reduced to less than one hour.

Value added staff time was increased by having staff members meet with students to explain and demonstrate the new
system. Service to and contact with the students increased, allowing staff to improve relationships with their primary customers, students.

**Co-curricular Transcripts: the link**

Linking the information from the membership lists to individual students was the next step. Every student at UMR may access, through the World Wide Web, several items of interest on their personal Student Information (Stuinfo) account. Adding the co-curricular transcript to the list of offerings a student may access was easy. Student organization presidents and secretaries access their membership list through this method. A student simply clicks on the appropriate icon and the co-curricular transcript information appears.

The student has the opportunity to view several screens explaining the co-curricular transcript program as well as hints and guides to help them create an informative transcript that future employers would find useful. The program is based upon semesters and the student may view each semester he/she has been enrolled, or their entire transcript. There is even a sample transcript (http://www.umr.edu/~stuact/ccstumod.htm) for students and the general public to view.

A text box is attached to each semester. In these boxes, students may add other information pertaining to their out of class activities. The text box is explained below.

The student may click on an icon to request one or more printed copies of the transcript and may retrieve them the next business day in the Office of Student Activities. Staff members in the student activities office print transcripts each morning, review them and make comments, then send E-mail reminders to the students encouraging them to pick up their transcript. To give students the best transcript possible, staff members will review the transcript with them, looking for grammatical and spelling errors, and making suggestions for improvement.

**The Text Box: the most important component**

To make the information on the transcript meaningful, the student must describe and articulate the learning which happened as a result of the participation in the activity. The transcript lists the activities, but the student is responsible for explaining what happened in those activities. Students may list the same activities on a resume, but on the transcript, they have the opportunity to explain what they did and how they benefitted from the experience. This is what sets the transcript apart. The transcript is a university supported document that verifies participation in activities outside of the classroom and gives the student the opportunity to describe the outcomes and learning that came as a result of the participation.

Students may enter anything they wish into the text box. It is recommended however, that they describe the learning and responsibility for that activity in that semester. A list of skill development descriptions and action verbs are provided on separate screens to aid students in completing the text box. It is also recommended that students include the names and contact points of any references for individual activities. For example, the student could list the name and address of an advisor/supervisor for a service learning project the student would like to include on the transcript.

Students also may list additional activities which may not appear on the transcript automatically. Students involved in local civic organizations or certain volunteer activities may add these to their transcript in the text box. Students enter this information into the transcript and when a printed transcript is requested, a student activities staff member will verify that the student actually took part in the activity, then sign the transcript, making the information official.

**Development Descriptions and Action Verbs: help sell the point**

Skill development descriptions are used in the text box area of the co-curricular transcript to identify specific skills learned in an activity. By outlining particular skills developed in an activity, students are better able to prove experience and leadership skills to prospective employers. Examples of a few development descriptions are:
Conflict Resolution:
  - Ability to understand other points of view and negotiate an acceptable agreement
Consensus Building:
  - Ability to facilitate group decision-making through open communication
Delegation:
  - Ability to plan tasks, assign responsibilities and follow up to ensure completion
Global Perspectives:
  - Ability to get along with others, appreciate different cultures, maintain an openness to new ideas, be aware of cultural differences and develop a global perspective
Goal Setting:
  - Understanding the elements of setting, achieving and evaluating short and long-term goals
Group Interaction:
  - Ability to work cooperatively with people to reach a common goal

Over 225 action verbs are provided in a list to help students build their text box and “sell” it to readers. It is recommended that students use action verbs to describe their contribution and experiences associated with the activities they describe in the text box. Examples of action verbs are: defined, delegated, demonstrated, designed, facilitated, initiated, led, reorganized.

**Verification of Information on the Transcript**

Another thing that sets the co-curricular transcript apart from resume information is verification. All activity information is verified before a staff member from the student activities office signs the transcript form and makes it official. The student activities office is ultimately responsible for the accuracy of the information, but there are several methods by which information is verified.

Organization membership is verified by the president and secretary of the reporting organization, with the president ultimately responsible for accuracy. Organizations which do not update their information are not eligible for any awards linked to the membership of the organization, and may lose voting representation in the student government.

Organization officers are verified by the Office of Student Activities as officer elections are reported each semester. Contact may be made with an organization faculty/staff advisor if needed.

Specific activities (leadership, service, special events, part-time work) are verified on an as needed basis with a representative of the organization sponsoring the activity. Verification may be completed by telephone, E-mail, or written form submitted by the representative.

Extra tables are being created to include certain annual and repetitive activities that can be included in the transcript. Participation in leadership workshops, career fairs and service projects will be recorded into the table and posted on an individual’s transcript. The larger the number of activities that are entered automatically into the transcript, the greater the likelihood it will be used by the students.

**Security**

Security is a common concern with any type of network or mainframe program. Since a student’s information (name, address, student number) is used, measures were taken to assure, as best as possible, that original information is view-only and remains intact. At no time is the student’s name attached to any of the information until the printed transcript is produced. Student numbers are not included in lists except for the original entry. Students authorized to make changes, presidents and secretaries, view information for only their organization.

Students log into the system on the World Wide Web using their student number and personal identification number (PIN) that is used in telephone registration. Students have the ability to set their own PIN number, another security
measure. They may view only the items on the list they are authorized to access.

The transcript is printed on a specially printed, secure transcript paper. The paper is colored and when photocopied displays the word COPY across the front. The back of the transcript paper has an explanation of the transcript program. The transcript paper is similar to the academic transcript, but a different color. This differentiates the two, and lends credibility to the co-curricular transcript.

**Difficulties Encountered with Implementation**

The membership tracking program and the co-curricular transcript program were developed in-house, on the UMR campus, using programmers from the UMR Computer Center. Concepts and ideas were provided by staff from the Office of Student Activities. It was important, as in any endeavor, that expectations were clearly defined. As the vision for the project was developed, it was very important that communication was a high priority. This would eliminate unnecessary delays in production.

The UMR Computer Center does not charge for its programming time. Therefore, the co-curricular transcript project was one of many the programmers were trying to complete at the same time. This resulted in a later than expected implementation date. In addition, the programmers were responsible for maintenance of current systems and many times had higher priority assignments to complete. Overall, the transcript system was about a semester later in delivery than originally intended.

Working within this structure, it was important to remain patient and realistic in regards to the timetable of implementation. The system was not constructed over-night. Rather, it was important to implement a system that would be accurate and secure, as well as user friendly, the first time it was accessed by the students.

**Costs Related to Creation of the System**

Given the fact that the system was produced in-house, the only outlay of funds have been for transcript paper to print transcripts (about $400), and advertising costs for flyers and newspaper advertisements. However, estimated cost of the system, based on staff resources for programming and maintenance, are about $28,000 with $4,000 added for administrative costs for a total of $32,000 for the system. Future maintenance and enhancements are estimated at $1,600 per year. The decision was made to complete this project in house because there were no funds allocated to create this system and the UMR computer center does not charge campus customers for its programming time.

Another reason for building the system in-house was compatibility. As other systems were considered, it became apparent that transcript programs, built on stand-alone databases, had some glaring weaknesses. It was felt that building a system which was compatible with existing mainframe and network systems would be able to share information and be compatible with future databases. This ultimately would create a user-friendly system that makes the best use of time and resources.

**SUMMARY**

The system works. Initial statistics, the number of hits on the system, almost 3300 in the first three months, greatly exceeded expectations. The general response from the student population is positive and it is apparent that students are accessing their information and using the system. The system is written so that it will evolve as ideas for upgrading and changes are suggested.

The program was written so that it will be compatible with virtually any database. The University of Missouri is looking to upgrade its Student Information System in the next few years and it is important that the membership tracking system and the co-curricular transcript be able to work with that system. By producing the system in-house, the tracking system and co-curricular transcript meets the needs of the Office of Student Activities. It was very satisfying to see it go into production.
Productivity has increased as a result. The Office of Student Activities is better able to serve students, produce statistical data, and perform value-added tasks that enhance the student experience. By virtually eliminating data entry, contact with students is increased, reports are produced sooner and are more accurate, and time spent on these projects is reduced. Reporting of information from student organizations has increased five percent since the program was initiated in 1995.

This collaborative project, produced at UMR is an example of people working together to improve the learning environment using technology. It is important to consider these projects as part of the larger, overall “picture” of the university. “Stand-alone” or independent projects will be short lived in today’s environment. Resources—time, people and money—must be used wisely for projects to be successful.
APPENDIX

SYSTEM DEMONSTRATION: a verbal tour

Students go to the UMR homepage on the World Wide Web (http://www.umr.edu/). They click on For Students to enter the Information and Services for Students page. On this page they have the option to visit several areas including home pages for recognized student organizations, The Division of Student Affairs, and the Registrar’s Office. They may also create their E-mail account and a basic individual web page (if they are an enrolled student). They may also view their Student information which gives them access to the organization membership program and the co-curricular transcript.

The student clicks on Student information and is transferred to a log in screen where they enter their student id number and PIN number into the appropriate boxes, then press the Submit Request button. This transfers them to a screen where they may choose to view a variety of things including their class schedule, billing detail, telephone registration information, personal information such as home address and biographic information, and their graduation report (CAPS). They may also choose their co-curricular transcript and if they are a president or secretary, their student organization membership list.

Student Organization Membership Lists

When the student clicks on the Student Organization and clicks the Submit Query button, the Membership Maintenance screen appears. Students may choose to add to their roster, delete from their roster, change the status or office of people on the roster, or list the membership. Students click on their choice and Submit their request.

Add to Roster

To add to the roster, the president or secretary needs the student number of the individual to be added. They may also include an office to attach to the individual. The offices available are: president, vice-president, secretary, treasurer, scholarship/academic chair, membership education chair, recruiting chair, and four “other” choices. The “other” choices are designated for committee chairs and other positions considered to be major or primary offices by the organization. This covers the wide range of leadership positions that student organizations have at UMR. The president or secretary enters the appropriate information in the boxes and clicks on the Add button.

Organizations which use names for organization leaders other than the traditional names must use the similar term offered.

Delete from roster

Students simply click on the individual’s name to be deleted then click on the Delete button on the screen. The individual will then be deleted from the roster.

Change Status/Office

The offices listed above may be changed for any individual currently on the membership list. The user enters the appropriate information in the boxes, clicks on the student to be changed and clicks on the Change button.

List Roster

This choice is a view-only screen of the entire membership roster of the organization with the status/office of the members listed in a column next to their name.
The Co-curricular Transcript

When a student clicks on the UMR Co-curricular Transcript on the list of choices and clicks on the Submit Query button, the co-curricular transcript homepage appears. The readers may then choose from several links to learn more about the transcript program as well as view, makes changes to, and print their co-curricular transcript.

Co-curricular Transcript Program Description Screens

Students view the following information when they click on the appropriate icon.

What is the CASE Co-curricular Transcript?

CASE is a way to keep a record of your involvement at the University of Missouri-Rolla which enhances your growth and development as a professional. Your participation in recognized student organizations, leadership experiences and service learning activities are recorded automatically into your transcript. You add any other experiences you feel are relevant to your growth, and information describing how participation enhanced your development. To view or get a printed copy of your transcript, follow the directions on the screen.

C.A.S.E. is coordinated by the Office of Student Activities and University Center and is a part of the Professional Development Plan for Students. Students who have signed a UMR PROMISE contract must keep an updated transcript.

What's the purpose of a Co-curricular Transcript?

- It helps you communicate to others the valuable personal and professional skills you gain in out of class activities while you are a student.
- It provides a process for you to analyze and evaluate the skills and abilities you gain through your involvement, both on and off-campus.
- It supplies you with an official document which represents Co-curricular involvement and leadership experiences.
- It provides you with copies of Co-curricular information which will help you in preparation of resumes and for job interviews.
- It assists you in understanding the benefits associated with involvement outside the classroom.

What are the benefits of a CASE Co-curricular Transcript?

The transcript will help you recognize the skills you gained through involvement, help you prepare your resume and for job interviews, and help you target skill areas to develop in order to achieve career goals and enhance future growth and development. The transcript gives you a chance to document your growth and development while at UMR. When you can demonstrate a variety of skills and experiences, you will be highly sought after as you move into your career.

What can I put on a CASE Co-curricular Transcript?

Co-curricular activities are a combination of college-related activities beyond the classroom and the benefits associated with those experiences. Co-curricular activities include, but are not limited to: employment, involvement in student organizations, attendance at campus activities, participation in service learning and volunteerism, and involvement in campus-related research or projects, and interaction with university faculty, staff and administrators. These experiences assist you in gaining career-related experience, making a difference in campus and community, gaining new and valuable friendships and developing leadership, management, and communication skills.
How do I get a CASE Co-curricular Transcript?

All students are eligible to receive a copy of their co-curricular transcript free of charge. All you need to do is access the Co-curricular page under your **Student Information** (STUINFO) account on the World Wide Web. Simply follow the directions. Staff members from the Office of Student Activities and University Center can assist you in completing the activity record and answer any questions. To request a transcript, click on the appropriate icon. You will be able to pick up your transcript from the Student Activities Office, 113 University Center West, within one working day.

**Viewing and Making Changes to a Transcript**

The student may view their transcript by clicking on the **View** button. The text of their transcript appears. The text includes all information retrieved from the organization membership program and any text the student has entered.

The student may add information and enter text through the text box. The text box is attached to each semester the student is enrolled at UMR. Beneath the view button on the screen a list of every semester the student has been enrolled is listed. The student chooses a particular semester and clicks on the **Open Text Box** button which is above and below the semester list.

The text box is considered to be the most important part of the transcript program. In the text box students describe the learning and development experienced by taking part in the activities listed for that semester on the transcript. A list of skill development descriptions and action verbs is provided on other screens to help them describe the growth in the best way possible.

Students may list additional activities not listed by the organization membership program. Activities may include part-time work, service-learning projects, special awards or honors, or other activities where learning may be demonstrated. Activities that are added to the transcript are verified by student activities staff.

Students are encouraged to list references in the text box. References may be an advisor, supervisor, or other person who will be able to verify that the development described actually took place. For part-time work, this is recommended.

The text box is saved in the exact way information is inserted. Students may format text into columns, or do other things they think will be effective. They may also change the text box if needed.

Since the transcript is updated real-time, the student may edit the text box, then view the transcript on the screen. This is highly recommended so grammatical and spelling errors can be changed before a printed copy is requested.

When the student is ready for a printed copy, he or she will choose the number of copies to be printed and click on the **Print** button. They will then receive a message that the request has been logged.

Transcripts are printed each business day in the morning. Students who request printed copies receive an E-mail message that their transcript is available for pick up in the student activities office. As transcripts are printed, student activities staff members proofread each transcript for spelling and grammatical errors and check to see if activities have been added to the transcript which need verification. If needed, a checklist is attached to the transcript that aids the staff member in reviewing the transcript with the student later. The check list has a list of items that can easily be identified and pointed out to the student. Transcripts are filed for retrieval when the student comes to the office. As students pick up their transcript, a staff member will review it with the student if needed.