



ST. JOHN'S
UNIVERSITY

COCURRICULAR TRANSCRIPT

An Organized Method for Documentation of Student Involvement

Sponsored by the Division of Student Affairs
University Career Services

General Information

The Cocurricular Transcript (CCT) is a unique and organized way for you to record your involvement in extra- and cocurricular activities. As the official University transcript serves as an approved record of your academic work, the Cocurricular Transcript provides an authentic record of your out-of-class educational experience. Your participation in student organizations, department leadership activities, educational/leadership workshops, and community service are all included on the CCT.

Participation in the Cocurricular Transcript requires you to submit all entries for verification. This is accomplished through your St. John's UIS account. Additionally, you are encouraged to begin assembling a Cocurricular Transcript as soon as possible in order to avoid complications in the future.

Purpose

- To provide you with a record of your involvement in various student activities and out-of-class educational experiences
- To assist you with developing a more extensive professional portfolio and résumé
- To complement your academic transcript

Types of Activities Included

Honors and Awards

Athletic Awards — Recognition of exemplary participation in an intercollegiate sports team

Honor Societies — Recognition of membership or executive board positions that demonstrate leadership and initiative

Awards — Official recognition of a student's contributions to enhancing the quality of campus life, bestowed by Campus Ministry, Athletics, and the Division of Student Affairs and its respective areas (i.e., Campus Activities, Campus Recreation, Career Services, Fraternity and Sorority Life, Leadership Development, Mentoring, Performing Arts, Residence Life, Student Conduct, Student Wellness, etc.)

Student Organizations and Department Leadership Roles

Clubs and Organizations — Ongoing participation (attended 50 percent or more of the organization's activities) as a general member or executive board member in approved campus-based clubs, organizations, department programs, and/or on sports teams

Department Leadership Roles — Including orientation coordinator/leader, resident assistant, career peer, wellness peer educator, SOAR Guide, RISE mentor/mentee, Student Conduct Board member, Discover New York peer leader, Project A.I.M. mentor/mentee, student/global ambassador, manager of a sports team, member of a task force, etc.

Educational Workshops and Programs

Workshops — Workshops and programs sponsored by the Division of Student Affairs, Campus Ministry, Multicultural Affairs, and various academic departments

Conferences and Retreats — Participation in on- or off-campus educational and leadership conferences and retreats

Community Service

Volunteer work in a **St. John's-sponsored** community service project that is ongoing for at least 10 hours per semester (must be direct service)

NOTE: We also accept University Service Day and Relay For Life since they are University-wide events.

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How to Begin

Step 1

GET INVOLVED! Join a student organization; assume a department leadership role; participate in community service projects; and attend educational workshops, conferences, and retreats. If you need assistance, please visit the Office of Campus Activities.

Step 2

Keep a record of your participation in activities/programs each semester.

Step 3

Create your Cocurricular Transcript online.

- Visit www.stjohns.edu.
- Scroll to the bottom of the page and click on "LOG IN UIS."
- On top left side, click on "LOG IN UIS."
- Log in using your ID number and password.
- Click on "Student."
- Click on "Student Life."
- Click on "Cocurricular Transcript."
- Follow the directions.
- After reviewing the directions, press "Continue to Create/Update Cocurricular Transcript."
- Input your first entry.
- Click "UPDATE" to submit.
- Continue doing this until you have completed making all entries.
- To view all entries approved on your CCT, click "View Transcript."
- Log out of the system when you are done.



NOTE: Entries CANNOT be viewed on your Cocurricular Transcript until they are approved by the area of Leadership Development.

Program Notes

- You are encouraged to update your Cocurricular Transcript when you
 - receive an award
 - get involved in a new organization
 - assume a department leadership role
 - attend an educational workshop/retreat
 - participate in a St. John's-sponsored community service event.
- All organization rosters and educational workshop attendance forms from Career Services, Leadership Development, and Student Development for Athletes are submitted to the Cocurricular Transcript Office by the liaison/facilitator for verification. An Educational Workshop Verification Form must be submitted to validate participation in any other educational workshop.
- You must submit your community service hours online (through GivePulse) to validate participation in ongoing St. John's-sponsored service projects.
- To receive an official copy of your Cocurricular Transcript, you must submit the Cocurricular Transcript Request Form and allow at least one week for processing.

For more information:

Queens/Manhattan students
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Staten Island students
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