

Clubs and Groups Executives: Guide to the Co-Curricular Record

What you need to know:

The Co-Curricular Record (CCR) is a tool for tracking student involvement on campus. Any co-curricular activity, such as a volunteer position, leadership position, membership in a club or group, or membership on an athletic team, is eligible for inclusion on a student's CCR. The database of positions is continually updated and expanded as students add more activities. As an exec, you can ensure that your executive, volunteer or member positions are available for students to add!

What to do:

- Visit the [Co-Curricular Record webpage](#)
- To search to see whether your club or group, and associated positions, already exists in the CCR database, click the Opportunity Directory tab in the left-and sidebar and search by Activity or Position
- If not, fill out the [Activity/Position Request form](#) with all the details for your activity or position, including contact information, and click Submit.
- Your request will come to a Co-Curricular Administrator for approval. Once approved, your activity or position will be included in the database and available for students to add!
- You can use the blue circle in the bottom right corner to add a position, add to your record and search for positions!
- Lastly, please make sure to encourage your executives, members and volunteers to log in to their [Co-Curricular Record](#) and add their involvement with your club or group to their record.

Questions?

If you have any questions, please [contact the Co-Curricular Record team](#).