

ILLINOIS VALLEY COMMUNITY COLLEGE
DEPARTMENT OF STUDENT ACTIVITIES
CO-CURRICULAR TRANSCRIPTS

CO-CURRICULAR TRANSCRIPTS

Description

The Co-Curricular Transcript is a self-reported document that provides students an opportunity to record and verify participation in co-curricular and extra-curricular activities, learning, and development while attending Illinois Valley Community College.

Purpose

The Co-Curricular Transcript is an official record of the student's involvement in nonacademic activities that may be used to complement a résumé, an academic transcript, a scholarship application and the like.

Eligibility

All students who are in good standing with IVCC are invited to participate in this program.

Eligible Activities

Only noncredit events and activities qualify for Co-Curricular Transcripts. These events can take place on or off campus and need not be sponsored by the college. The Co-Curricular Transcripts will be divided into seven categories.

- Clubs/Organizations
- Leadership Development
- Career Development
- Campus Service
- Community Service
- Athletics/Recreation
- Other (Awards, Honors, Etc)

Process

Students will be required to follow the following process in order to complete and request a co-curricular transcript.

- Enrolling
Each student that would like to participate in this program will be required to contact the Coordinator of Student Activities to fill out an initial enrollment application form. The Coordinator of Student Activities will then create an electronic and paper file for the student.
- Activity Verification Form
The student can obtain an Activity Verification Form from the Coordinator of Student Activities. These forms must be completed by the student and must be signed by the appropriate Activity Representative for each activity. These forms may be turned in to the Coordinator of Student Activities at any time and must be submitted by the end of the semester in order for events to be included on the transcript.

- Follow Up
Upon receipt of the Activity Verification Form, the Coordinator of Student Activities will contact the appropriate Activity Representative to personally verify the student's participation in the activity. Once verified, the activity will be documented in the student's file.
- Requesting a Transcript
A student must request a transcript from the Coordinator of Student Activities by completing a Request Form. Request Forms should be filled out at least 48 hours prior to the desired pick up time. Transcripts will only be issued to the student unless a signed consent directs otherwise.
- Issuing a Transcript
The Coordinator of Student Activities will compile a complete transcript. The Associate Vice President for Student Services will sign and authorize each Co-Curricular Transcript. Transcripts will only be issued to the student unless a signed consent directs otherwise.

**ILLINOIS VALLEY COMMUNITY COLLEGE
CO-CURRICULAR TRANSCRIPT PROGRAM
APPLICATION FORM**

Student ID _____ **Date Of Application** _____

Student's Name _____

Address _____

City _____ **Zip** _____ **Phone ()** _____

Dates of Attendance At IVCC _____

Are You Currently in Good Standing At IVCC? Yes No

I confirm that all of the information contained on this application is correct:

Student's Signature

Date

**ILLINOIS VALLEY COMMUNITY COLLEGE
CO-CURRICULAR TRANSCRIPT PROGRAM
ACTIVITY VERIFICATION FORM**

Student's Name _____

Student's Phone Number _____

Category of Event Please circle one:

Club/Organization Leadership Development Career Development

Campus Service Community Service Athletics/Recreation Other

Name of Event _____

Your Title/Position for Event _____

Description of Your Responsibilities _____

Date(s) of Activity (Please include all dates)

Total Number of Hours of Participation _____

Activity Representative Verification Information

Activity Representative's Name _____

Activity Representative's Title/Position _____

Activity Representative's Phone Number _____

Signature of Activity Representative _____ **Date** _____

IVCC ACTIVITES CATEGORY GUIDE

This list is not all-inclusive and may be subject to change and interpretation

CLUBS/ORGANIZATIONS

Any of the IVCC Student Organizations

LEADERSHIP DEVELOPMENT

Athletic Team Captain Club/Organization
Officer
Project Success
Student Trustee
Special Training
Workshops, Seminars, Conferences, Etc.

CAREER DEVELOPMENT

AmeriCorps
Career Services Activities
Workshops, Seminars, Conferences, Etc.
Special Training

CAMPUS SERVICE

Committees/Task Forces
Graduation
Job Fair
Math Competition
Orientation
Student Spirit Day
Tutoring
Volunteering

COMMUNITY SERVICE

AmeriCorps
Habitat For Humanity
Labor Of Love
March Of Dimes
Red Cross Blood Drive
Relay For Life
Tutoring
United Way
Volunteering in Church
Volunteering in the Community

ATHLETICS/RECREATION

Athletic Team Member
Athletic Team Manager (Stats, Video, etc.)
Intramural Participant

OTHER

Arts and Letters Series
Honors Program
Music Recitals
Project Success
Scholarships
Theatre Program