

# GUIDE TO USING YOUR CCR

## WHAT IS A CO-CURRICULAR RECORD?

Your **co-curricular record (CCR)** is an official attestation of your participation in learning activities outside the classroom at McGill University. It is a companion piece to the academic transcript: one shows your successes in the classroom while the other showcases what you did outside of it! Both can be useful tools as you look for new opportunities.

Having your co-curricular activities listed in one document will help you as you revise your CV or cover letter, prepare for interviews, or explore internships, part-time jobs, career options, or further studies.

**The McGill CCR has five sections:**

1. **Activity-Based Awards:** *select awards that are not recognized on the academic transcript*
2. **Campus and Community Engagement:** *volunteering, mentorship, tutoring, etc.*
3. **Enriched Educational Opportunities:** *experiential opportunities approved by Faculties*
4. **Personal and Professional Development:** *workshops, research lectures, etc.*
5. **Student-Led Initiatives:** *student government positions, SSMU services, etc.*



## HOW CAN MY CCR HELP ME?

The co-curricular record is a great tool to help you keep track and unpack your activities, which will facilitate your job and/or academic application processes. Here are some ways your CCR can help you:

### **Preparing for a meeting with a career counsellor, academic advisor, or supervisor**

Your CCR will enrich your meetings with key academic, support, and services staff at the university. Your CCR will offer these professionals a better understanding of how your background, skills, values and interests fit in with your future plans and decisions.

### **Writing your CV, cover letter, or letter of intent**

Your CV (career and academic) is a document that should reflect relevant experiences, including paid, unpaid, academic, and non-academic work. Your CCR allows you to keep track of activities that you may include in your CV.

- 💡 Tip: Your CCR experiences should be included under the sections of your CV that reflect the nature of the activity.
- 💡 Tip: Your CCR experiences can also be included in a cover letter and/or letter of intent if the experience supports the relevant skills and/or relevant experience you want to highlight.

### Preparing your job and university applications

If an application provides space for additional documents to be attached, you may want to include a customized version of your CCR as one of those documents.

### Preparing for job and academic interviews

Interviews are about your understanding of who you are and what you have to offer to the position or academic program that interests you. The CCR will help you convey this in a clear and meaningful way.

💡 **Tip:** When preparing for an interview, use your CCR experiences to help you tell your story. CCR experiences provide a wide array of examples that will demonstrate your skills and interests.

## HOW CAN I ACCESS MY CCR?

All students currently enrolled at McGill University can [access, customize, save, and print their co-curricular record](#) through myInvolvement.

## WHAT ARE THE BENEFITS OF CO-CURRICULAR INVOLVEMENT?

Co-curricular involvement (programming providing opportunities for students to actively engage in meaningful activities outside the classroom) is proven to help students develop career readiness by providing exposure to different work environments and professions, as well as opportunities to develop professionalism, skills, and self-knowledge. Armed with these tools, students who engage in co-curricular activities will have a competitive edge when it comes to career exploration and their job search.

## HOW CAN I GET AN EXPERIENCE RECOGNIZED ON MY CCR?

CaPS partners with campus organizations to gather participation data and upload it onto your CCR for you.

If you participate in an eligible opportunity that is not yet recognized on the CCR, talk to the facilitators about getting in touch with our office. They can find [instructions for recognizing students on the CCR](#) on our website.

You can also submit an unrecognized experience as a “Student Self-Reported Experience” on your unofficial, student-generated CCR. Instructions are in the [myInvolvement student user guide](#) on our website.