

How do I obtain my Co-Curricular Transcript?

All forms are located on the Methodist University website under Student Affairs, Co-Curricular Transcript. Completed forms can be turned into the Student Affairs office.

Step 1: Activity Entry Form

Use this form to enter Co-Curricular activities

Step 2: Validation Form

Use this form to have each activity validated. It must be completed by both the student and the activity facilitator, and it is used to verify the information you provided on the Activity Entry Form.

Step 3: Co-Curricular Transcript Request Form

Use this form to request your Co-Curricular Transcript and provide details for pickup and delivery. You must have at least five entries to have a printed Co-Curricular Transcript.



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CONTACT INFORMATION

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CO-CURRICULAR TRANSCRIPT

What is a Co-Curricular Transcript?

A Co-Curricular Transcript (CCT) is an official University document that will help you get the competitive edge for securing employment, internship opportunities, graduate school admission and scholarships. A CCT is a document that complements your academic transcript by verifying your extracurricular involvement while enrolled as a MU student.

Why do I need a Co-Curricular Transcript?

1. To highlight scholarships and awards
2. To highlight leadership roles and community service hours
3. To highlight extracurricular activities when applying for graduate school, internships, and employment

What can I include on my Co-Curricular Transcript?

1. **Athletics/Intramurals:** Serving as a member, captain, coach, or manager of a Methodist University intercollegiate athletics or intramural team such as captain of the women's basketball team or a member of an intramural volleyball team, etc.
2. **Clubs and Organizations:** Involvement as a member and/or officer of Methodist University's Student Government Association, or official student organization such as Residence Hall Association, Accounting Club, Greek organizations, etc.
3. **Community and Campus Services:** Service to the Methodist University campus community such as serving as a student representative on a University committee (Student Community Court, etc.), a New Student Orientation Leader, a Resident Assistant, etc.
4. **Honors and Awards:** Awards and honors received while a student at Methodist University. Submit a copy of the award, certificate, or letter.
5. **Internships and Study Abroad:** Students may take on an internship or have the opportunity to study abroad. These must be Methodist University sponsored internships and trips.

SAMPLE CO-CURRICULAR TRANSCRIPT



ID: _____
Birth Date: _____
Degree: _____
Major: _____

Page 1

8/16/2015

CO-CURRICULAR TRANSCRIPT

COMMUNITY AND CAMPUS SERVICE

Fall 2013	One Voice	Treasurer
Spring 2014	One Voice	Treasurer
Fall 2014	University Ambassador	Member

HONORS AND AWARDS

Fall 2013	Alpha Lambda Delta	Member
Fall 2014	Delta Mu Delta	Member
Spring 2015	Samuel J. Clark - Accounting Award	Award Winner

CLUBS AND ORGANIZATIONS

Fall 2013	Accounting Club	Member
Spring 2014	Accounting Club	Member
Fall 2014	Accounting Club	Vice President
Spring 2015	Accounting Club	Vice President

INTERNSHIPS

Summer 2013	G & S Investors	Intern
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MU JOURNEY

LEADERSHIP DEVELOPMENT

Spring 2013	Leadership Fellow	Candidate
Summer 2013	Leadership Fellow	Participant
Fall 2013	Leadership Fellow	Participant
Spring 2014	Leadership Fellow	Participant
Fall 2014	Leadership Fellow	Participant
Spring 2015	Leadership Fellow	Participant

UNDERGRADUATE RESEARCH AND CREATIVITY

Spring 2015	MU Symposium 2015	Presenter
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COMMUNITY ENGAGEMENT

Fall 2012	Peace One Day	Team Leader
Spring 2013	Shoes for Souls	Team Member
Spring 2014	MLK Day - 2014	Team Member

GLOBAL EDUCATION

Spring 2015	Study Abroad in Nicaragua	Completed
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***** END OF OFFICIAL RECORD *****

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Vice President for Student Affairs

Wend A. Wash

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