

Final Steps

When you begin to think about sending your transcript to another college or an employer, stop by the Office of Student Involvement and do the following:

1. Fill out the **Student Information Form** specifying activities in which you were involved.
2. Once you have been verified by your advisor, you need to fill out the **Co-Curricular Transcript Request Form**.
3. Turn the completed form into the Office of Student Involvement for processing. Forms must be turned in at least three weeks prior to the date you will need your transcript sent.

The Office of Student Involvement is located at:

SUNY Rockland Community College
Student Union, Room 3208
145 College Road, Suffern, NY 10901
Phone: 845-574-4375/4373

The student's right to privacy
is of the utmost importance.

Confidentiality will always be maintained. Transcripts
will be released **only** with a student's written permission.



Office of Student Involvement
Student Development Division

Co-Curricular Transcript Program



GET INVOLVED



Office of Student Involvement
Student Development Division



Co-Curricular Transcript Program



Description

The **Co-Curricular Transcript Program** at SUNY Rockland provides an opportunity for students to receive an official document that lists their learning experiences beyond the classroom.

This is an official record of the co-curricular activities and accomplishments of our students, which is verified by an advisor and the Office of Student Involvement.

Benefits

The **Co-Curricular Transcript Program** will compliment your resume and academic transcript. This can enhance applications for scholarships, employment and transfer to a four-year college. The experiences recorded on this transcript are chosen for personal and leadership development.



Participatory Activities

Student Government: Includes all of the positions held in the Student Government Association, such as freshman or sophomore senator and Executive Board positions, which includes President, Vice President, Secretary, Treasurer, SAB Chair, and Student Representative to the Board of Trustees.

Athletics: Includes membership in any athletic team.

Leadership Activities: Includes any leadership role in any organization, activities, or programs such as the Student Ambassador Program.

Volunteer Service Program: Includes any volunteer role in a local program or non-profit agency with a minimum of 42 hours.

Student Clubs and Organizations: Includes active participation in any student club/organization on campus.

Awards/Honors: Includes any type of formal recognition bestowed on you individually or as part of a group.

How to Participate

To participate in this Co-Curricular Transcript Program you will need to do the following:

As you participate in activities and learning experiences, you are required to keep track of the activities you were involved in. The **Student Information Form** is available in the Office of Student Involvement to help you keep track.



The Role of the Advisor

Working closely with advisors, students can develop a greater sense of what opportunities for learning and development are available in the Co-Curricular Transcript Program.

Advisors will verify the activities on the **Advisor Verification Form** provided by the Office of Student Involvement.

