



OwlCentral Guide to Co-Curricular Transcripts




“Going Beyond the Classroom”

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Co-Curricular Transcript

Logging on to OwlCentral

- 1. Go to www.fau.edu/getinvolved**
- 2. Click  in the upper right hand corner**
- 3. Enter your FAU log in information**
- 4. You should now be at your OwlCentral Homepage**

***If you have never logged on to Owl Central before, you will be prompted to answer a few additional questions before arriving at the home page**

What is a Co-Curricular Transcript?

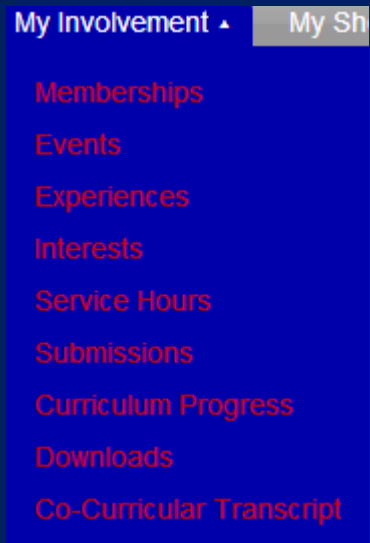
A Co-Curricular Transcript is a record of student involvement and development that occurs beyond the classroom setting. This is a professional document that can be compiled through OwlCentral to track your involvement and experiences while at Florida Atlantic University.



How Do I Locate My Co-Curricular Transcript?

Once you are logged on to OwlCentral, follow the next steps to locate your Co-Curricular Transcript.


- 1. Locate the  tab on the top of the page and click on it.**
- 2. Click the last link titled “Co-Curricular Transcript”**

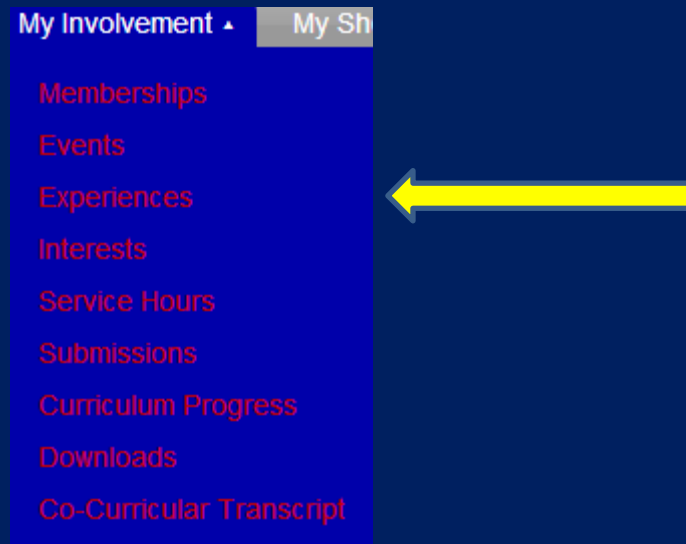


What is Reported on My Co-Curricular Transcript?

- OwlCentral will automatically pull your membership information from all organizations you are a part of on the site. In order to insure accuracy, make sure you are a member on your organization's OwlCentral roster. If you are not listed on the roster, your membership information will not appear on the Co-Curricular Transcript.**
- You have an ability to add other “Experiences” to your Co-Curricular Transcript.**

To Add Experiences:

1. Locate the  tab on the top of the page and click on it.
2. Click the third link titled “Experiences”



3. Select the Experience, you would like to report.



Official vs. Unofficial Co-Curricular Transcripts

- **As a student, you have the ability to access your unofficial co-curricular transcript right from your OwlCentral profile. You may print this and use this for your personal benefit.**
- **If you would like to request an Official* copy that is verified by the Leadership Education and Development office, please click here <https://fau.collegiatelink.net/form/start/4763>**
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****This is recommended if you want to include your co-curricular transcript along with your resume or e-portfolio for applying to jobs, internships, etc.***

Example of a Co-Curricular Transcript



Co-Curricular Transcript

This is not an official document. This transcript should be used to highlight memberships and experiences encountered while a student at Florida Atlantic University.

Name: Ella Tepper

Date: July 2, 2014

Involvements

Council of Student Organizations, Boca Raton Campus

Position Held

Academic Council Chair (7/1/2011 - 8/21/2012)

Ballroom of FAU

Position Held

Vice President (9/22/2013 - Present)

Position Held

Officer (5/6/2013 - Present)

Position Held

Member (9/22/2010 - Present)

Relay for Life at FAU

Position Held

Member (7/7/2011 - Present)

Sigma Alpha Iota International Women's Music Fraternity

Position Held

Recording Secretary (9/28/2012 - 4/21/2014)

Position Held

Secretary (9/28/2012 - 9/28/2012)

Sigma Kappa

Position Held

Member (5/29/2012 - Present)

Up 'til Dawn

Position Held

Vice President (9/11/2013 - Present)

On-Campus Employment

Student Organizations Graduate Assistant

Dates: (5/12/2014 - 5/12/2015)

Description

Studies have shown what students have known all along, participation in co-curricular activities, such as student organizations, provides not only a social outlet for students, but also valuable learning experiences that allow students to grow and develop. The Student Organization Graduate Assistant will be primarily responsible for advising the students of the newly forming and current student organization population as well as working closely with the Council of Student Organizations. This position requires an individual who is organized, energetic, creative, and leadership-oriented.

Certifications

Certified Student Leader

Dates: (4/20/2012)

Description

Completed the three tiers of the Certified Student Leader program offered by Leadership Education and Development.

Conferences

iLead 6th Annual Student Leadership Conference

Organization: Student Involvement & Leadership - Boca Raton

Dates: (9/28/2013 - 9/28/2013)

Description

Attended and served as a volunteer captain for the Annual Student Leadership Conference that focuses on The Five Practices of Exemplary Leadership by Jim Kouzes and Barry Posner.

Honors and Awards

Fraternity & Sorority Hall of Fame Inductee

Organization: Sigma Kappa

Dates: (4/13/2014)

Description

Part of the inaugural group of students and alumni who were inducted into the Fraternity & Sorority Hall of Fame.
