

DEVELOPING

YOUR

CO-CURRICULAR TRANSCRIPT

OFFICE OF STUDENT INVOLVEMENT

CO-CURRICULAR TRANSCRIPT

AUBURN UNIVERSITY



WHAT IS A CO-CURRICULAR TRANSCRIPT?

The Co-Curricular Transcript is a customizable record that documents experiences you receive at Auburn University by participating in co-curricular activities. Combining your academic transcript with your Co-Curricular Transcript creates a holistic representation of the education you are earning inside and outside of the classroom. The Co-Curricular Transcript is located on AUInvolve.

YOU MAY USE IT TO:

- 1) Complement your resume
- 2) Showcase your experiences
- 3) Reflect, analyze, and evaluate the skills you have acquired and how those skills are applicable to your goals
- 4) Incorporate it into your ePortfolio

CONTENT INCLUDES:

EXPERIENCES:

- Awards
- Certifications
- Conferences attended
- Employment
- Internships
- Service hours
- Study Abroad

CAMPUS ORGANIZATIONS

- Clubs / Student Organizations
- Academic
- Cultural
- Departmental
- Major-specific
- Professional
- Recreational
- Honor Societies
- Religious
- Service

ACCESS YOUR CO-CURRICULAR TRANSCRIPT:

- 1) Log on to AUInvolve
- 2) Click "My Involvement" tab
- 3) Click "Co-Curricular Transcript" subtab
- 4) View, change layout, export as PDF, and print!

WHAT ARE THE BENEFITS?

- Demonstrating the importance of involvement
- Customizable attachment for resumes & applications
- Logs and organizes your involvement information
- Reflection on involvement and experiences
- Eases the process of constructing a resume
- Display on ePortfolio



ORGANIZATIONS

1

ADD ORGANIZATIONS

Join organizations you are a part of on AU Involve in order for them to show on your Co-Curricular Transcript.

- 1) Click "Organizations" tab
- 2) Search your organizations
- 3) Click "Join Organization"



Organizations you have joined will automatically be added to your Co-Curricular Transcript.

EXPERIENCES

2

ADD EXPERIENCES

- 1) Click "My Involvement" tab
- 2) Click "Experiences" subtab
- 3) Select the type of experience from the list and fill in required information



All experiences are reviewed by administration before being added to your Co-Curricular Transcript.

REFLECTIONS

3

ADD REFLECTIONS

- 1) Click "My Involvement" tab
- 2) Click "Memberships" subtab
- 3) Select an organization
- 4) Click the notebook and pencil icon to add reflection

