Student Activities and College Union

CO-CURRICULAR TRANSCRIPTS

APPLICATIONS & INFORMATION

Show that you’re more than just your GPA!

Delhi
STATE UNIVERSITY of NEW YORK
Dear Student:

It is with great pleasure that I present the Co-Curricular Transcript Program. The Co-Curricular Transcript (CCT) is an official document recognized by the State University of New York at Delhi. The CCT will list and briefly describe your involvement in co-curricular activities including organizational participation, leadership positions, community service, honors, special recognition, and professional or educational development.

It is the philosophy of the Division of Student Life and the Department of Student Activities that students should be recognized for their participation and achievements outside of the formal classroom setting. The benefits and importance of these co-curricular activities will extend far beyond the years you spend at Delhi. In a national survey of employers, “71% preferred to have included a co-curricular transcript as part of a job applicant’s credentials”. Studies further indicate that a positive relation exists between student involvement, academic retention, and overall success. It is our hope that future employers, transfer colleges, and graduate schools will consider a student’s total collegiate experience.

There are various reasons for becoming involved in student activities and obtaining a co-curricular transcript. You may be seeking new and different opportunities, building a comprehensive record of your overall campus involvement with an eye towards future employment, developing your leadership skills, or enhancing your future growth and personal development. No matter what your personal motivation, all students can benefit from this program. The sooner you become involved, the more you will gain.

A program of this nature is new to SUNY Delhi. Experience has taught us that there is a great deal to be learned in co-curricular activities including event planning and organizational skills, leadership training, fundraising, budgeting, the formulation of new personal and professional relationships, and the chance to have a lot of fun. I encourage you to take advantage of the many cultural, social, recreational, and fraternal organizations awaiting your input and participation. This involvement benefit these organizations and the growth of our campus community, as well as your overall growth.

I invite you to learn more about the CCT program and what it can do for you. I also encourage you to utilize the Office of Student Activities as a resource on an individual or group basis. Please take advantage of the many social, cultural, and educational offerings at SUNY Delhi that will not only benefit you during your college career, but in the years to come as well.

Sincerely,

Martin Greenfield
Director of Student Activities
FAQ’s
About your Co-Curricular Transcripts

1. WHAT IS A CO-CURRICULAR TRANSCRIPT?
The word “co-curricular” simply means “along with your academic curriculum”. It is an official record of the activities, accomplishments, awards, and honors in which you participated and received outside of the classroom during your time at SUNY Delhi.

2. HOW IS THE CO-CURRICULAR TRANSCRIPT TO BE USED?
The official copies of the Co-Curricular Transcript can be sent to prospective employers in order to complement your resume. They can also be used to enhance your application to a transfer college or graduate school.

3. SHOULD EMPLOYMENT BE INCLUDED?
Only paid College Leadership Positions should be listed on your Co-Curricular Transcript. The accepted positions can be found on the Master List.

4. WHAT TYPE OF ACTIVITIES ARE INCLUDED?
Activities that you participated in at SUNY Delhi outside of the classroom. There are four types of activities listed on your CCT, they include:

- AWARDS: Honors, awards, and recognition
- COMM: Committee Membership
- LEADER: Leadership activities
- PROFDEV: Professional and educational development activities
- CS: Community service

5. SHOULD I SUBMIT ENTRIES FOR PARTICIPATION IN AN ORGANIZATION EVEN IF I SUBMIT AN ENTRY FOR BEING AN OFFICER OF THE ORGANIZATION?
Generally, you will participate in a group before you become an officer, and this participation extends over a longer period of time. We suggest that you submit entries for each year of participation as well as additional entries for any leadership position.

6. WHAT IF I HOLD MORE THAN ONE POSITION IN AN ORGANIZATION?
Submit an entry form for each position held.

7. CAN I SUBMIT THE SAME ENTRY IF I CONTINUE PARTICIPATION IN THE GROUP OR HOLD THE SAME OFFICE FOR AN ADDITIONAL YEAR?
Yes. You should submit entries at the end of each semester.

8. WHEN SHOULD MY ENTRIES BE SUBMITTED?
The entry should preferably be submitted at the completion of the individual activity or at the end of each semester. DO NOT WAIT UNTIL RIGHT BEFORE GRADUATION!!! If you try to get all of your entries in at the last minute, they will not be processed in time for your graduation. It is also very difficult to remember everything you have accomplished in your years here if you do not keep track of them as you do them.
9. SHOULD I SUBMIT ENTRIES FOR PARTICIPATION IN COMMUNITY SERVICE EVENTS?
No. Do not fill out CCT’s for individual community service events. Community service is recorded based on your total amount of community service hours recorded and registered with the O’Connor Center for Community Service. To include your community service on your co-curricular transcript, simply fill out the CCT form, enter “CS” as TYPE, sign and bring it to OCCS for verification.

10. HOW DO I SUBMIT ENTRIES FOR MY TRANSCRIPT?
Complete a Co-Curricular Transcript Entry form (one for each entry) and return it to the Student Activities Office, 226 Farrell Hall.

11. MUST ALL ENTRIES BE VALIDATED?
Yes. Each Entry Form must have the signature of the advisor or person in charge of the organization or activity you are submitting. If you have difficulty obtaining a validation signature, contact Student Activities at 746-4565.

12. HOW LONG ARE MY RECORDS KEPT AFTER GRADUATION?
Indefinitely.

13. WHEN WILL MY CO-CURRICULAR TRANSCRIPT BE COMPLETED AND REPRODUCED?
The semester before graduation, but if a copy is needed earlier a request can be made. A Co-Curricular Transcript can be reproduced at the same time you request an Official Academic Transcript through the Office of Records and Registration.

14. WHO HAS ACCESS TO MY FILE?
Only you and Student Activities.

15. CAN MY CO-CURRICULAR TRANSCRIPT BE EDITED OR AN ENTRY DELETED?
Yes. You can request correction in your transcript in the term prior to graduation. Submit a request form, receive your transcript, make corrections and return it to Student Activities.

16. HOW DO I USE THE MASTER LIST OF ORGANIZATION, ACTIVITIES, PROGRAMS AND HONORS?
To streamline the program, Student Activities has compiled standard descriptions of known organization, programs, activities, honors, etc. If your activity is listed on the Master List, you do not need to provide a description. The Master List is updated each time a new entry is made, and an updated Master List can be obtained from the Student Activities Office.

17. WILL MY DESCRIPTION OF THE ACTIVITY AND DEFINITION OF RESPONSIBILITY APPEAR ON MY TRANSCRIPT?
No. Generally, all narrative entries will be edited to conform to space limitations.

18. WHAT WILL MY CO-CURRICULAR TRANSCRIPT LOOK LIKE?
See the sample copy included in this manual.

19. WHERE CAN I OBTAIN FURTHER INFORMATION?
The Student Activities Office, 226 Farrell Hall, or call 746-4565.
# MASTER LIST
## RECOGNIZED ORGANIZATIONS, PROGRAMS, ACTIVITIES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ACTIVITY</th>
<th>CLUBS AND ORGANIZATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY</td>
<td>CLUB OR ORGANIZATION MEMBERSHIP</td>
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<tr>
<td>AWARDS</td>
<td>HONORS, AWARDS, AND RECOGNITION</td>
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<tr>
<td>COMM</td>
<td>COMMITTEE MEMBERSHIP</td>
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<td>LEADER</td>
<td>LEADERSHIP ACTIVITIES</td>
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<tr>
<td>PROFDEV</td>
<td>PROFESSIONAL OR EDUCATIONAL DEVELOPMENT ACTIVITIES</td>
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<td>COMMUNITY SERVICE</td>
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## ENTRY

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<tr>
<th>ACTIVITY</th>
<th>CLUBS AND ORGANIZATIONS</th>
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<tbody>
<tr>
<td>ADDA</td>
<td>AMERICAN DESIGN AND DRAFTING ASSOCIATION</td>
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<tr>
<td>AIAS</td>
<td>AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS</td>
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<td>AGATE</td>
<td>AGATE</td>
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<tr>
<td>AGC</td>
<td>ASSOCIATED GENERAL CONTRACTORS</td>
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<tr>
<td>ATE</td>
<td>ASSOCIATION OF TRAVEL EXECUTIVES</td>
</tr>
<tr>
<td>ATEC</td>
<td>AUTOMOTIVE TECHNICIANS ENTHUSIASTS CLUB</td>
</tr>
<tr>
<td>BSU</td>
<td>BLACK STUDENT UNION</td>
</tr>
<tr>
<td>CHEER</td>
<td>CHEERLEADING</td>
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<tr>
<td>COMCLUB</td>
<td>DELHI COMPUTER CLUB</td>
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<td>COLLEGE PLAYERS</td>
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<td>CSA</td>
<td>COMMUTER STUDENT ASSOCIATION</td>
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<td>CVOICE</td>
<td>CAMPUS VOICE</td>
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<tr>
<td>DANCE</td>
<td>BRONCO’S FYNEST</td>
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<tr>
<td>DCIC</td>
<td>DELHI COLLEGE INTERFAITH COUNCIL</td>
</tr>
<tr>
<td>DCPLUS</td>
<td>DELHI COLLEGE PRIDE, LOVE, UNITY, SUPPORT</td>
</tr>
<tr>
<td>DEC</td>
<td>DELHI ESCOFFIER CLUB</td>
</tr>
<tr>
<td>DETV</td>
<td>DELHI ENTERTAINMENT TV</td>
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<tr>
<td>GRILL</td>
<td>GRILLING SOCIETY</td>
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<tr>
<td>HORT</td>
<td>DELHI HORTICULTURE CLUB</td>
</tr>
<tr>
<td>PARKSREC</td>
<td>DELHI PARKS &amp; RECREATION CLUB</td>
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<td>SKI</td>
<td>DELHI SKI CLUB</td>
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<td>TURF</td>
<td>DELHI TURF CLUB</td>
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<td>FINE ARTS</td>
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<td>GREEKS</td>
<td>GREEK COUNCIL</td>
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<td>HSMAI</td>
<td>HOTEL SALES MANAGEMENT ASSN. INTERNATIONAL</td>
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<tr>
<td>IFSEA</td>
<td>INTERNATIONAL FOOD SERVICE EXECUTIVE ASSN.</td>
</tr>
<tr>
<td>INTRAMUR</td>
<td>INTRAMURALS</td>
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<tr>
<td>JAC</td>
<td>JAPANESE ANIMATION CLUB</td>
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<tr>
<td>LASO</td>
<td>LATIN AMERICAN STUDENT ASSOCIATION</td>
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<tr>
<td>MCC</td>
<td>MULTI CULTURAL CLUB</td>
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<tr>
<td>MIC</td>
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<td>NAGAMERS</td>
<td>NA GAMERS CLUB</td>
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<tr>
<td>NAHB</td>
<td>NATIONAL ASSN. OF HOME BUILDERS</td>
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<tr>
<td>NSNA</td>
<td>NATIONAL STUDENT NURSING ASSOCIATION</td>
</tr>
<tr>
<td>NVSAYT</td>
<td>NEW YORK STATE ASSN. OF VETERINARY TECHNICIANS</td>
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<tr>
<td>OUTDOOR</td>
<td>OUTDOOR CLUB</td>
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<tr>
<td>POM</td>
<td>PROFESSIONAL GOLF MANAGEMENT</td>
</tr>
<tr>
<td>PTK</td>
<td>PHI THETA KAPPA - DELHI HONOR SOCIETY</td>
</tr>
<tr>
<td>PHOTO</td>
<td>PHOTOGRAPHY CLUB</td>
</tr>
<tr>
<td>RHSA</td>
<td>RESIDENCE HALL STUDENT ASSOCIATION</td>
</tr>
<tr>
<td>SPB</td>
<td>STUDENT PROGRAMMING BOARD</td>
</tr>
<tr>
<td>SS</td>
<td>STUDENT SENATE</td>
</tr>
<tr>
<td>STEP</td>
<td>STEP IT UP</td>
</tr>
<tr>
<td>VIP</td>
<td>VICTORY IN PRAISE GOSPEL CHOIR</td>
</tr>
<tr>
<td>WDTU</td>
<td>WDTU RADIO STATION</td>
</tr>
<tr>
<td>WIC</td>
<td>WEST INDIAN COALITON</td>
</tr>
</tbody>
</table>

## RECOGNIZED GREEK ORGANIZATIONS

| DTG                  | DELTA THETA GAMMA PNE PI NU EPSILON |
| TXO                  | THETA XI OMEGA TDX TAU DELTA CHI     |
| DOE                  | DELTA OMEGA EPSILON UDE UPSILON DELTA EPSILON |
| MIU                  | MU IOTA UPSILON ZDT ZETA DELTA TAU   |
| OXO                  | OMEICRON XI OMEGA ZPO ZETA PHI OMEGA  |
AWARDS

CADI SCHOLARSHIP
COMMUNITY SERVICE LEADER OF MERIT
EOP ACADEMIC ACHIEVEMENT
GAMMA SIGMA ALPHA HONOR SOCIETY
HIGH HONORS
HONORS
MARTIN LUTHER KING JR AWARD
ORGANIZATION OF THE YEAR
PRESIDENT OF THE YEAR
STUDENT LIFE LEADERSHIP AWARD
STUDENT ASSEMBLY CONFERENCE
STUDENT OF THE YEAR

COMM
COMMITTEE MEMBERSHIP
ALUMNI ADVISORY BOARD
ACADEMIC SERVICES ADVISORY COMMITTEE
COLLEGE ASSOCIATION BOARD MEMBER
COLLEGE COUNCIL STUDENT REPRESENTATIVE
COLLEGE CONDUCT COUNCIL
STUDENT SENATE CONSTITUTIONAL REVIEW COMMITTEE
DIVERSITY TASK FORCE
STUDENT SENATE FINANCE COMMITTEE
FOOD SERVICE COMMITTEE
GREEK COUNCIL JUDICIAL BOARD
MIDDLESTATES COMMITTEE
PARKING TASK FORCE COMMITTEE
COLLEGE PERSONAL SAFETY COMMITTEE
SENATE BANQUET COMMITTEE
TEXTBOOK TASK FORCE

LEADER
COMPENSATED LEADERSHIP ACTIVITIES
BUILDING MANAGER
COMMUNITY SERVICE STUDENT COORDINATOR
FARRELL HALL BUILDING MANAGER
NIGHT HOST
ORIENTATION LEADER
PEER EDUCATOR
PEER MENTOR
RESIDENT ASSISTANT
STUDENT AMBASSADOR
SENIOR RESIDENT ASSISTANT
RISING STAR MENTOR
PEER TUTOR

PROFDEV
PROFESSIONAL DEVELOPMENT
LEADERSHIP CONFERENCE
PHI THETA KAPPA LEADERSHIP CONFERENCE
NATIONAL ASSN. OF COLLEGE ACTIVITIES CONFERENCE
NATIONAL COALITION BUILDING INSTITUTE

POSITION
ALTERNATE SENATOR
ATTENDEE (Professional Development Conferences)
BUILDING MANAGER
CAPTAIN (for Intramural Teams)
STUDENT COORDINATOR
COMMITY MEMBERS
COMMUNITY SERVICE DIRECTOR
EDITOR
GREEK COUNCIL REPRESENTATIVE
MANAGER
ORGANIZATION MEMBER
NIGHT HOST
PARTICIPANT
PRESIDENT
AWARD RECIPIENT
SECRETARY
TREASURER
VICE PRESIDENT
STUDENT SENATE SENATOR
SERGEANT AT ARMS
Type of Co-Curricular Activity

**Club or Organization Membership** – includes membership in recognized organizations and activities that require membership of one semester or longer.

**Honors, Awards and Recognition** – includes awards and recognition of your accomplishments as an individual or as part of a group. i.e. Senator of the Year, Student of the Year, Organization of the Year, Honors.

**Committee Membership** – includes student membership on campus wide, student senate, and Greek Council committees, i.e. Student Conduct Council, Greek Judicial Board, Student Senate Finance Committee, Parking Task Force.

**Leadership Activities** – include participation in a recognized organization in which a title of responsibility was held (such as an executive board position, i.e. President, Treasurer, Community Service Director) or membership on a Student Senate Standing Committee (Finance Committee, Food Service Committee, Constitutional Review Committee, CADI Board Representative). This also includes compensated leadership positions such as Resident Assistant, Orientation Leader, Student Ambassador, Farrell Hall Building Manager, Community Service Student Coordinator, Peer Educator, Peer Mentor or Tutor.

**Professional or Educational Development Activities** – include your participation in learning experiences such as workshops, conferences, training programs and seminars – i.e. attendance at NACA Conference, Journal of Light Construction Training Conference, Phi Theta Kappa Regional Conference, Student Leadership Retreat.

**Community Service** - Community service is recorded based on the amount of hours you have completed and logged with the O’Conner Center for Community Service (OCCS). Community service hours will be recorded and shown on the Co-curricular Transcript in levels which are in increments of 25, 50, and 100. Activities performed in fulfillment of a judicial sanction or those benefiting a commercial or for-profit enterprise will not be recorded on the transcript as community service.

*(To include your community service on your co-curricular transcript, simply fill out the CCT form, enter “CS” as TYPE, sign and bring to OCCS for verification)*

**Example:**

<table>
<thead>
<tr>
<th>BRONZE LEADER</th>
<th>SILVER LEADER</th>
<th>GOLD LEADER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong> 1-25 hrs</td>
<td>Level 5 101-150</td>
<td>Level 11 401-500</td>
</tr>
<tr>
<td><strong>Level 2</strong> 26-50</td>
<td>Level 6 151-200</td>
<td>Level 12 501-600</td>
</tr>
<tr>
<td><strong>Level 3</strong> 51-75</td>
<td>Level 7 201-250</td>
<td>Level 13 601-700</td>
</tr>
<tr>
<td><strong>Level 4</strong> 76-100</td>
<td>Level 8 251-300</td>
<td>Level 14 701-800</td>
</tr>
<tr>
<td></td>
<td>Level 9 301-350</td>
<td>Level 15 801-900</td>
</tr>
<tr>
<td></td>
<td>Level 10 351-400</td>
<td>Level 16 901-1000</td>
</tr>
</tbody>
</table>
LEADERSHIP ACTIVITIES

- RESIDENCE HALL ASSOCIATION (RHA)
Student organization that serves as a responsive and responsible student advocate concerning the quality of residential life. Endeavors to represent and protect the views, concerns, ideas and rights of the residence hall student population.

Position: Secretary
Fall Term 1998 - Spring Term 2000

- CONSTITUTIONAL REVIEW COMMITTEE (CRC)
A Student Senate Committee that reviews the objectives and purposes of all campus organizations recognized or seeking recognition by the Student Senate.

Fall Term 1998 - Spring Term 1999

ORGANIZATIONS, PROGRAMS, OR ACTIVITIES

- STUDENT PROGRAMMING BOARD (SPB)
Provides diversified quality entertainment, cultural presentations and recreational activities for the benefit and enjoyment of the campus community and affords its members opportunities for leadership development and group Planning experiences.

Fall Term 1998 - Spring Term 2000

- PHOTOGRAPHY CLUB (PHOTO)
Actively pursues the study of photographic skills and techniques to educate and improve the creative skills of its members.

Fall Term 1999 - Spring Term 2000

- THE CAMPUS VOICE (CVOICE)
The official student newspaper, provides students an opportunity to learn about the field of journalism, presents student opinion and stimulates campus thought and makes students aware of what is happening on their campus.

Spring Term 2000

PROFESSIONAL OR EDUCATIONAL DEVELOPMENT ACTIVITIES

- Attended November 2000 National Association of Campus Activities (NACA) regional conference in Boston.
Co-Curricular Transcript

Entry/Validation Form

Please type all information—use one form for each entry

Return to the Student Activities Office, 226 Farrell Hall

1. Name_____________________________________________________

2. ID#_______________________________________________________

3. Phone Number____________________________________________

4. Farrell Hall Mailbox________________________________________

5. Please refer to the Co-Curricular Transcript Applications & Information booklet for listings of clubs activities and programs

   Type _____________________________________________________

   Entry _____________________________________________________

   Position ___________________________________________________

6. Enter the term (s) of participation or honor:

   From Term: ___________ To Term: ___________

7. Advisor’s Name_____________________________________________

   Advisor’s Signature _________________________________________

   Campus Address_________________ Phone _________________

I understand that a copy of my Co-Curricular Transcript will need to be requested in the Records & Registration Office in Bush Hall. This document will only be printed along with your Official Academic Transcript.

Signature ________________________________ Date _______________