

WESTERN CO-CURRICULAR RECORD STUDENT MANUAL



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WHAT IS THE WESTERN CO-CURRICULAR RECORD (WCCR)?

The Western Co-Curricular Record (WCCR) is an official university document that recognizes structured learning experiences that occur outside of academic classes. It highlights your roles, contributions, and transferable skills, complementing your academic transcript.

HOW THE WCCR HELPS YOU

- » **A planning tool:** Browse approved opportunities and plan your involvement across your time at Western.
- » **A learning tool:** Reflect on the competencies and skills you develop through meaningful engagement.
- » **A recognition tool:** Showcase the breadth of your experiences; your WCCR is customizable and ready to print for employment, volunteer, scholarship, or graduate/professional school applications.

LOG IN TO WESTERN CONNECT

Follow these steps to access your Co-Curricular Record:

1. Go to [Western Connect](https://connect.uwo.ca) (connect.uwo.ca).
2. Select the Students tab from the menu bar.
3. Log in using your Western username and password (your username matches your UWO email before “@uwo.ca”).
4. In the left-hand menu, click **Records & Certificates** to open your overview page.

ADD A POSITION TO YOUR WCCR

1. Under the Records & Certificates tab in the left-hand menu, select **Co-Curricular**.
2. Select **Add an Experience**.
3. Search for your activity or position by name (results appear after at least three characters) or use filters (Period, Category, Organization, Department, Activity).
4. When you find the correct position, click **Add to Record**. A notification goes to the designated validator to confirm your participation. Your position will show as Pending until approved.

The screenshot displays the Western Connect interface. On the left, a search results list shows 'Residence Don' with an 'Add to Record' button highlighted by a green circle. Below it are other results like 'Residence Education Advisor (REA)' and 'Residence Head Soph'. On the right, a detailed view of the 'Residence Don' position is shown. It includes the title 'Residence Don', the organization 'Western Residence', and the period '2025-2026'. The description states: 'Student Leadership - University-sanctioned opportunities for students to develop their skills while contributing to the Western community (e.g. Residence Don, Varsity Athletes, and Faculty Sophs)'. The location is 'Western University Main Campus' and the department is 'Division of Housing and Ancillary Services'. Below this, there are tabs for 'OVERVIEW' and 'ACTIVITY'. The 'Details' section shows the position title 'Residence Don' and a description: 'The Residence Don fosters a supportive, inclusive residence environment by employing student leaders to build community, promote involvement, and support peers'. On the right, there are 10 positions listed in this activity, including 'Floor Representative - Residents' Council' and 'Residents' Council Executive Member'.

Important deadlines

- » Add positions by **April 30** of the academic year.
- » Validators approve positions by May 31.
- » Approved positions are included on student records by the end of June. *Positions added after April 30 may not be included.*

USING THE WCCR DIRECTORY

Activities and Positions: An activity is the broader program or organization; a position is the specific role you hold within that activity. Students add positions (not activities) to their WCCR. Example: “Orientation Week” is the activity; “Soph (Residence)” is the position.

1. **Search by Category:** Browse categories such as Experiential Learning, Community Service Learning & Volunteering, Orientation & Transition, Peer Guidance & Support, and Clubs & Student Leadership.
2. **Search by Keyword:** Enter keywords related to an organization, role, or area of interest.
3. **Search by Activity or Position:** Type the name of an activity or specific position.

CO-CURRICULAR TYPOLOGIES (DEFINITIONS)

Every approved WCCR activity is assigned a single typology. Typologies standardize how experiences are categorized across the university so students, validators, and employers can quickly understand the primary learning structure of an activity. The names and definitions below come directly from Western’s WCCR Position Request Form to ensure consistency across records.

Career Preparation/Professional Development

Structured experiences to explore careers and build professional skills.

Education Abroad

International or intercultural learning (in-person or virtual) that builds global competence.

Entrepreneurship

Create and test a product/service or venture idea with mentorship and resources.

On-Campus Work Experience

Paid roles within Western faculties/units that build experience in a professional setting.

Project Based Learning

Collaborative projects with community or industry partners (incl. Community-Engaged Learning and Industry Projects).

Research

Supervised experiences carrying out research-related activities.

Student Clubs & Associations

Recognized student-led groups; activities may be EL in nature when designed to meet EL principles.

Student Government

Elected or appointed roles providing leadership, advocacy, and governance experience.

Student Leadership

University-sanctioned roles that grow leadership while contributing to campus life.

Volunteerism

University-sanctioned, unpaid contributions with community organizations.

Work Integrated Learning

Paid, supervised work experiences outside for-credit programs (e.g., Summer Enhanced Work Study).

EXPERIENTIAL LEARNING CRITERIA

Some positions in the WCCR are recognized as experiential learning (EL). EL experiences at Western generally:

- » Enable application of knowledge and skills in a workplace or realistic workplace scenario.
- » Strengthen transferable skills, career competencies, and citizenship.
- » Emphasize ethical partnership and student engagement, include defined learning outcomes, and provide active, ongoing supervision/mentorship (as appropriate).
- » Facilitate reciprocal connections between theory and practice.
- » Include guided reflection and/or formal evaluation of learning outcomes by the institution (and partner, where applicable).
- » Receive formal recognition on a curricular or co-curricular record once approved.

Note: Structured, university-sanctioned activities may still be recognized on the WCCR even if not all EL criteria are present.

COMPETENCIES & EMPLOYABILITY SKILLS

Competencies describe the transferable skills you build through your co-curricular experiences. Western maps positions to the [Conference Board of Canada's Employability Skills](#) so you can identify, reflect on, and clearly communicate your learning in resumes, interviews, and graduate applications. Validators select the top competencies for each position in the WCCR system; use these terms helps you translate your record into employer-friendly language.

Fundamental Skills

- » Manage Information
- » Think and Problem Solve
- » Communicate
- » Use Numbers
- » Use Digital Tools

Social and Emotional Skills

- » Active Listening
- » Resilience
- » Working Together
- » Flexibility

Personal Management Skills

- » Demonstrate Positive Attitudes and Behaviours
- » Be Responsible
- » Be Adaptable
- » Work Safely
- » Learn Constantly

Teamwork Skills

- » Work With Others
- » Participate in Projects and Tasks

REQUESTING A NEW POSITION

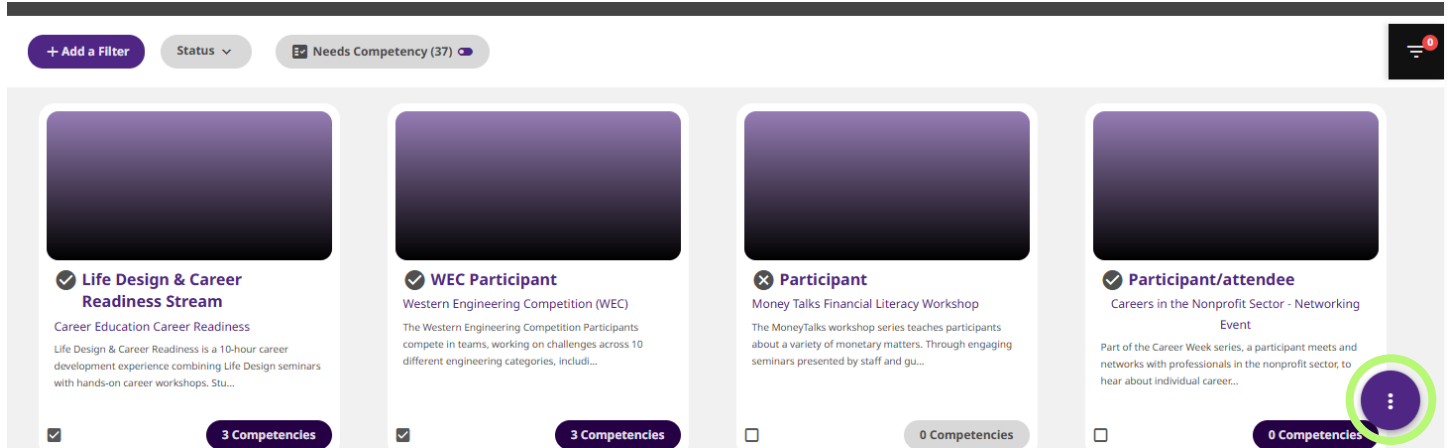
If a position does not appear in the WCCR Directory, email wccr@uwo.ca with:

- » Name of the activity
- » Name of the position
- » Name and contact information of a validator (i.e. a Western staff or faculty member) who has agreed to work with WCCR staff (required)

Requests without a confirmed validator cannot be processed.

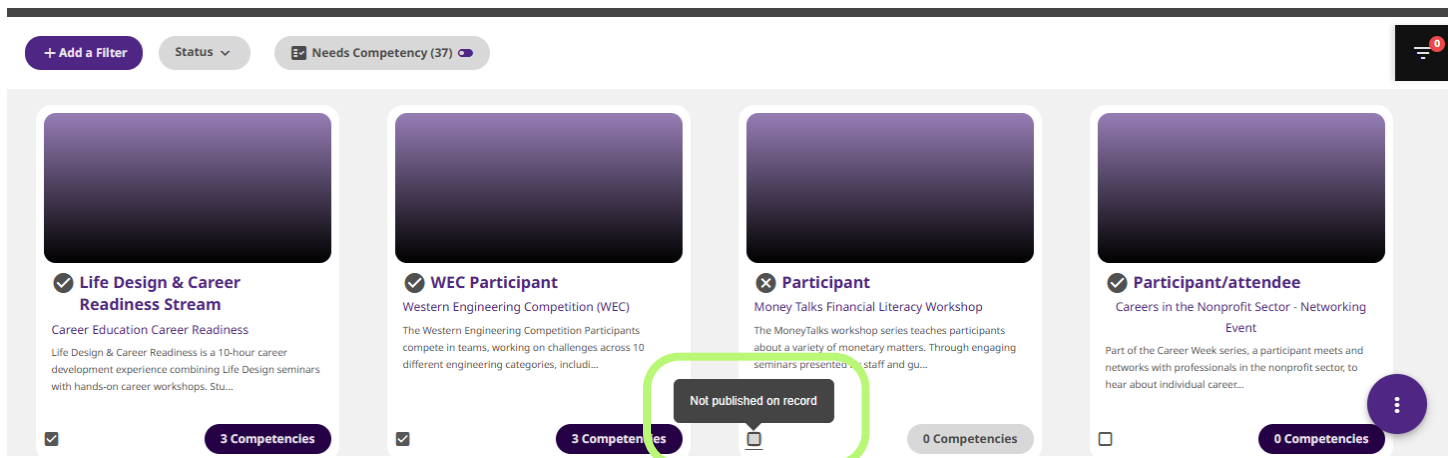
PRINTING YOUR WCCR

1. Under the Records & Certificates tab in the left-hand menu, select **Co-Curricular**.
2. Expand the round **Actions** button and choose **Print My Co-Curricular Record**.
3. Your record will open as a PDF. Only approved and visible positions will appear on the exported record.



CUSTOMIZING YOUR WCCR

1. Navigate to the **Co-Curricular** page under Records & Certificates.
2. Use the toggle on each position to turn visibility on or off.
3. Export a tailored version of your record for different audiences.



CAREER RESOURCE HUB (BRIGHTSPACE)

Your career, your way! Explore career workshops and resources on Brightspace anytime. Topics range from resumes and LinkedIn to life design, networking, interviewing, and more. You decide if you want to dive into one topic or explore them all. Learn at your own pace, on your own schedule.

[Access the Career Resource Hub in Brightspace \(OWL\)](#)

NEED HELP?

For questions about WCCR eligibility, validation timelines, or position requests, email wccr@uwo.ca.