

The Co-Curricular Transcript

Mission Statement

The Co-Curricular Transcript enhances the marketability of students by encouraging their participation in leadership activities, student organizations, community service, and professional development through formal documentation of extra-curricular activities.

Goals

- Supplement students' resumes and academic transcripts when applying to graduate school and to prospective employers.
- Motivate and increase student involvement in co-curricular and extra-curricular activities.
- Challenge students to assume leadership roles in organizations outside of the classroom.
- Promote holistic growth and enhance student development.
- Enable students to document their accomplishments and achievements in preparation for future professional responsibilities.

Co-Curriculum

co•curric•u•lar-

Pronunciation: (kO"ku-rik'yū-lur),

—adj. Education.

related but only complementary to the official curriculum, as a civic or service activity outside the classroom.

The Co-Curricular Transcript is an official record of leadership accomplishments, involvement in student organizations, community service activities, and professional/educational development programs. It is designed as a means of recognizing "out of class" learning, development, and contributions. Official copies of the Co-Curricular Transcript can be used to supplement resumes and academic transcripts when applying to graduate/professional schools and the prospective employers.

How can I benefit from having a Co-Curricular Transcript?

As the percentage of the general population who possess a college education continues to increase, so will the competitiveness for obtaining employment after college. An official copy of your Co-Curricular Transcript can be used to supplement your resume to prospective employers. For SHSU students planning to make application to graduate or professional school, the Co-Curricular Transcript can be used to enhance your candidacy. In addition, by utilizing the staff in the Dean of Students' Office, you can match your interests with the appropriate opportunities that will help you obtain a broad and well-balanced range of experiences. Through these experiences you will develop life-long skills necessary to succeed in an ever-changing workplace such as communication, human relations, leadership, delegation, conflict resolution, and time management.

How do I start my Co-Curricular Transcript?

To start your Co-Curricular Transcript, simply fill out an Entry and Validation form for each SHSU activity and honor you wish to have documented on your Co-Curricular Transcript. The validity of the Entry and Validation form will be verified by the Co-Curricular Transcript Office in the Dean of Students' Office. **Filing a false report is a violation of the Code of Student Conduct.** Once the entry is confirmed, it will be displayed on your personal Co-Curricular Transcript and is printable from any computer with Internet access.

1. Go to [SamWeb](#)
2. Log-in

About Us

The Dean of Students' Office represents the student's needs to the University administration, faculty, and various departments. Staff will assist students who have questions about any phase of campus life.

The department, in an effort to promote individual and group development of students, co-sponsors educational programs and leadership activities.

For more information on the programs offered, please contact The Dean of Students' Office.



Contact Us

Dean of Students' Office
Lowman Student Center
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Box 2508
Huntsville, TX 77341-2508

Phone: 936.294.1785
1.866.BEARKAT

E-Mail: doso@shsu.edu

3. Under the 'Navigation' menu, select Student Records
4. Click on Co-curricular Transcript Select the 'New Entry Form' option and press 'Submit'
5. Follow the instructions for filling out the Entry and Validation Form and press "Submit'
6. A confirmation message should appear when the Entry and Validation Form is submitted
7. Your entry will be verified within three to five business days and will appear on your official Co-Curricular Transcript

What if I need to save my changes and return to finish the form later?

After filling out as much of the form as you want, press 'Submit' and the form will be saved. When you choose to complete your form, you may select the 'Edit Incomplete or Pending Form' option from the main menu.

How do I get a copy of my transcript?

The official co-curricular transcript is available for printing at any computer with access to the Internet.

1. Go to [SamWeb](#)
2. Log-in
3. Under the "Navigation" menu, select Student Records
4. Click on Co-curricular Transcript
5. Select the 'Print my Official Co-Curricular Transcript' option and press 'Submit'
6. Follow the instructions for printing and click on the 'Adobe Generate PDF' button

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