Co-Curricular Transcript

The Co-Curricular Transcript (CCT) is an official University document that verifies a BU student’s involvement outside of the classroom, awards, honors, leadership, service, certifications, athletics, collegiate employment, and professional development. It supplements the student’s academic transcript, by request.

Students can utilize the CCT for various purposes such as: a record of involvement at BU; to supplement applications to graduate schools, scholarships, or jobs; an aid in “telling their story”, “branding themselves” or developing an elevator pitch for interviews and networking, to assist in the development of resumes, career path opportunities, and as a tool to plan personal goals and manage time.

How to Begin Your Co-Curricular Transcript:
Step 1: Complete the Enrollment form at the bottom and submit it to the Center for Leadership & Engagement (located on the Ground Floor of Northumberland Hall)
Step 2: Get involved with campus and community life.
   Ideas: Join a student organization, club, sports team, committee, performance group, Living Learning Community.
   Apply for employment (campus leadership, part time, off campus work study, etc…)
   Enroll in the CLE Leadership Certification program
   Attend professional and educational events, conferences, retreats and training workshops
   Seek out and/or sign up for volunteer opportunities
Step 3: Record your involvement and recognition using the Co-Curricular Transcript “Entry & Verification Form”
   Categories: Leadership Development
   Community Engagement
   Campus Involvement
   Honors & Awards
   Professional Development
Step 4: Submit your “Entry & Verification” forms to the CLE office for processing
Step 5: Questions – please contact CLE office stcle@bloomu.edu or 570-389-4354

Bloomsburg University Co-Curricular Transcript Enrollment Form

Last Name: ________________________________  First Name: ________________________________
BU ID #: ________________________________  Cell Phone #: ________________________________
BU Email: ______________________@huskies.bloomu.edu  Submission Date: ________________________________
Major: ________________________________  Anticipated Grad Date: ________________________________
Minor: ________________________________

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STAFF USE ONLY

Date Received in CLE: ____________________  Date Processed in Database: ____________________
Time Received in CLE: ____________________  Time Processed in Database: ____________________
CLE Staff Initials: ____________________  CLE Staff Initials: ____________________