

Co-Curricular Transcript

Information Guide



What is the Co-Curricular Transcript?

The Co-Curricular Transcript is a document that is intended to represent the learning that occurs outside of the classroom. The Co-Curricular Transcript (CCT) functions as a resume that you can use in job applications as well as in your admission to graduate school.

What is on the Co-Curricular Transcript?

The CCT will indicate the leadership positions you held while you were an undergraduate student. Included on the CCT will be the name of the position, a short description of the duties, the term(s) in which you served, and two or three learning outcomes from your experience.

What do I need to do to get my Co-Curricular Transcript?

The CCT is already set up for all the leadership positions held during the 2006-2007 school year. The CCT is accessible through Biola's Portal at www.portal.biola.edu and all you need to do is download your form. If you would like your form certified, you can get it signed by the Associate Dean of Student Development and Community Life.

Can I get multiple forms to send out?

Absolutely! You can print out as many forms as you wish.

What about leadership positions I held previous to 2006-2007?

Since the CCT is new this year, we are unable to collect leadership experience for previous years. If you would like your prior leadership service to be represented on your CCT, simply fill out the "Co-Curricular Transcript Previous Involvement Form" and we will make sure they appear.

What about leadership positions outside of Biola?

Many students have significant leadership experiences outside of Biola. This could include internships, ministry leadership opportunities, etc. If you would like a non-Biola leadership experience documented on your CCT, you may fill out a "Co-Curricular Transcript Validation Form" and the Office of Leadership Development will gladly put it on your CCT.

What if I have other questions?

We are glad to serve you in any way we can. If you have any questions about the CCT, please feel free to contact the Leadership Development Coordinator at x5841.