What is myInvolvement and the Co-Curricular Record (CCR)?

myInvolvement is an online portal where students can:

- find out-of-classroom learning opportunities and
- view their participation on their **co-curricular record (CCR)**.

The Co-Curricular Record (CCR) is an official attestation of a student’s participation in learning activities outside the classroom at McGill University (e.g., volunteering, Skills 21 workshops, and student leadership positions).

Any student currently registered at McGill can sign in to myInvolvement with McGill credentials to view, customize, and print their CCR.

The McGill CCR has four sections:

1. **Personal and Professional Development**: workshops, research lectures, etc.
2. **Campus and Community Engagement**: volunteering, mentorship, tutoring, etc.
3. **Student-Led Initiatives**: student government positions, SSMU services, etc.
4. **Activity-Based Awards and Fellowships**: select awards that are not recognized on the academic transcript.

Eligibility Guidelines

Eligible McGill CCR opportunities:

- are not recognized on the academic transcript.
- are not required for academic credit.
- are unpaid or paid less than $1000 per academic year.
- have identified learning outcomes.
- meet a 4-hour minimum for volunteer positions.

List of eligible opportunities:

How the CCR Benefits Students

Students can use their personalized co-curricular record to:

- reflect on their co-curricular involvement experiences,
- showcase achievements and skill development in their future academic and employment endeavours.
How to Recognize Student Participation on the CCR with 3 Simple Steps

1. Contact us to determine eligibility of your activity or program
2. Track participation
   - The CCR is a McGill document that requires all activities be vetted and validated. The list must include either McGill email addresses or ID numbers in Excel or Word format.
   - ID-card scanning is available for workshop/event attendance to help partners easily track participation and reduce administrative workload.
3. Send us a brief summary of what participants do and learn during the activity.
   - We will help you craft a description to be included on the CCR.

How the CCR Benefits Administrators:

- Administrators can use myInvolvement to track workshop attendance and student volunteer programs.
- Use ID-card scanners to facilitate time-efficient attendance tracking and improve recording accuracy of these opportunities.
- Recognition on the CCR is a useful incentive to enhance student participation.

Services We Offer:

Consultations with student groups and university units regarding CCR eligibility
Responses to student queries about their CCR
Official data management service for co-curricular programs with:
  - Connections to Banner Student Information System (SIS)
  - Participation tracking with ID-card scanning (individual events and co-curriculum)
    - myInvolvement is the tracking tool for university-wide initiatives, such as SKILLS21 (led by Teaching and Learning Services) and the Individual Development Plan (Graduate and Postdoctoral Studies)
  - Centralized recordkeeping
  - Reporting of student participation trends

Contact Information

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For more Information: mcgill.ca/involvement

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