

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

STUDENT ACTIVITIES TRANSCRIPT

5700

The Activities Transcript is an opportunity for students to document involvement outside of the classroom. Each time a student sends an academic transcript s/he may also request an Activities Transcript through the Student Development Office.

It is the student's responsibility to complete the attached form and submit it to the Student Development Office. The student must complete the Area of Participation, the position held or responsibility and the semester or date of involvement. Only activities and events requiring substantial planning, implementation and follow through on the student's behalf should be recorded. If listing an officer position, the student must have served for a minimum of one semester. Attending a single meeting or event is not appropriate for this document.

After submitting the student transcript for typing, it is the student's responsibility to gather the official signatures for each person named as the responsible party. Once the student has done this, the student must return the Activities Transcript to the Student Development Office for embossing of the official College Seal.

The student's original copy will be kept on file in the Student Development Office. It is the student's responsibility to request a copy to be sent with each academic transcript. Please allow ten (10) days for processing.

Frequently Asked Questions Regarding Activities Transcripts

What is an Activities Transcript? An Activities Transcript is a document which identifies College-related activities, service and leadership involvement while the student attended Solano Community College.

How do I acquire an Activities Transcript? Pick up a form, handprint the required information and return it to the Student Development Office.

What happens next? A staff person in the Student Development Office will type the Activities Transcript in the appropriate format. The student is then responsible for taking this form, for signatures, to the people who are verifying the student's involvement.

What happens to the Activities Transcript after I have obtained the appropriate signatures?

The student takes the Activities Transcript to the Student Development Office where the official College Seal will be affixed. It is the student's responsibility to pick up the transcript.

What areas may I contact for documenting activities? Any area that offers opportunities for service/volunteerism outside of the classroom setting. If the student is receiving academic credit for an activity then it cannot be included.

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What will be required of the person verifying my participation? They will be expected to verify, by their signature, that the position the student held or service the student provided was true and accurate.

May I include more than one service area on the transcript? Yes! The student should aim for a complete record of the student's involvement. Simply attending an event/activity is not appropriate to place on this document.

When may my documentation of my services be requested? At any time such documentation is needed. It is important to keep an updated record because the people who can verify the student's participation may not be available at the completion of the student's academic program.

When should an activities Transcript be requested? Whenever the student need verification of the student's involvement for the purpose of transfer, scholarship opportunities or internships.

What constitutes an official copy of the Activities Transcript? One that bears the official College Seal.

Is it possible to receive additional copies of my transcript? Yes! A copy of the document will be kept on file in the Student Development Office for ten (10) years.

What is the cost of the Activities Transcript? This is a free service provided to students.

This document is only valid when it bears the official College Seal and is signed by each person responsible for verifying the areas of participation

Governing Board Review: January 18, 2012

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Solano Community College

ACTIVITIES TRANSCRIPT

Name

Student ID #

Address

Telephone

Date

The above-named student has participated in the following co-curricular activities at Solano Community College. It is the philosophy of the College that such participation enhances student development and enriches the learning experience.

Area of Involvement	Position Held & Date Responsibility for Activity & Date	Verifying Person (Chair, Advisor, Professor, etc.) Title & Date