

My Western Experience

Western's Co-Curricular Record

Western's Co-Curricular Record

Validator Policy Guide

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Overview:

This document has been developed by Western University's Experiential Learning Team to provide a set of guidelines for validators accessing Western's Co-Curricular Record (WCCR). The goal of this document is to provide validators with the information needed to effectively use the WCCR, and to ensure students are receiving all available opportunities to build on their co-curricular involvement during their time at Western.

What is Western's Co-Curricular Record:

Western's Co-Curricular Record (WCCR) is an official document from the university chronicling student participation in activities outside of the classroom. WCCR works with a student's academic transcript to tell the whole story of their experience at Western, giving them a well-rounded educational experience and a way to highlight their transferable skills as they enter the workforce, volunteer, and/or apply for graduate programs.

Benefits of Western's Co-Curricular Record:

Including your unit's activities in Western's Co-Curricular Record not only helps provide students with the best possible experience during their time at Western, but also helps build an engaged university community.

When you add your activity to WCCR, it creates the following positive outcomes:

- It allows you to support the development of high-achieving, well-rounded students.
- It provides you with resources to develop high-impact programs that meet WCCR standards.
- It helps the university acknowledge the importance of co-curricular experiences.
- It supports our students in their degree planning and experience building.
- It encourages students to reflect on what they learned from participating in your co-curricular activity.

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- It helps improve co-curricular activities, with a thorough program planning and assessment framework. The WCCR can identify gaps in programming and help us create programs that enhance students' experiences at Western.

Validator Requirements:

Validators are Western staff and/or faculty members who are responsible for approving or declining students' requests for an activity to be added to their record. Validators are usually staff or faculty member(s) responsible for overseeing, coordinating or facilitating the activity, and can therefore verify the participation of the student requesting validation.

WCCR approved validators agree to the following requirements:

- Validators will provide students with information regarding the WCCR and encourage them to add positions to their records.
- Validators are required to review their activities yearly, and update information/positions throughout the academic year as needed.
- Validators are responsible for ensuring they complete all validation requests on or before the year-end deadline to ensure students receive credit for their participation.
- Validators will use the WCCR stamp on promotional materials to inform students that their activity is WCCR approved.
- Validators will review the Validator Policy Guide and direct any questions or concerns they may have regarding the WCCR and their role to wccr@uwo.ca.