

On-Campus Validator's Guide:

Saint Marys University Co-Curricular Record Program



800+

ACTIVITIES FOR STUDENTS



550+

STUDENTS ENGAGED



20,000+

HOURS RECORDED



50+

COMMUNITY PARTNERS

Co-Curricular Record (CCR)

The CCR helps students record and verify out-of-class experiences and capture skills and competencies on an official university verified document.

Activities on the CCR Directory include the following six categories:

1. Volunteer Work
2. Leadership
3. Student Societies
4. Athletics
5. Co-Curricular Awards
6. Professional & Personal Development

How do I register?

1. Go to career360.smu.ca
2. Click 'Staff & Faculty', then 'Staff & Faculty Registration'
3. Complete the User Information as required
4. Career Services will review your registration and you will receive a confirmation email once your account is approved.

How do I sign on?

1. Go to career360.smu.ca
2. Click 'Staff & Faculty', then 'Staff & Faculty Login'
3. Enter your A# and account password
4. Once logged in, click “Dashboard” on the left maroon navigation bar
Dashboard is your homepage and provides an overview of information at a glance.

How do I validate a position?

As a CCR Validator, your role is to confirm and validate that a student has completed a position and any applicable accompanying competencies. To validate a student position:

1. On the left maroon navigation bar, click 'Co-Curricular Record'
2. You will be directed to the 'Co-Curricular Record: Validator Home' page. Here you will see all the activities that are pending your attention/approval.
3. Ensure you open each activity by clicking the student's name. Review the student's submission. Please make sure there are no blank fields as the student is responsible for completing all fields before submitting for approval.

Note: Students can choose 1-5 learning outcomes/competencies, if you do not agree with the competencies selected or progress level you must decline the submission and inform the student of the reason by selecting 'send decline email'. Edit the generic email on a case by case basis.

Still Have Questions?

Please contact Career Services at career360@smu.ca for any further questions and assistance.

4th Floor, Student Centre | smu.ca/career360 | career360.smu.ca