

Co-Curricular Transcript Request Form

The Co-Curricular Transcript (CCT) is designed to compliment your Academic Transcript and will show prospective colleges and employers the wide range of learning experiences you've had at Herkimer County Community College or within our local community.

Name: _____ Date: _____

Phone #: _____ HCCC e-mail address: _____

Student ID #: _____

Directions:

- 1) List all of your co-curricular activities in the appropriate boxes; along with the semester and year in which you were involved.
- 2) Obtain the signature of your advisor, coach, professor, etc. who can confirm your involvement in the activity listed. Please list *off-campus* activities on the back of this page and provide contact information. *Please note: We cannot guarantee that off-campus activities will be listed on your CCT.*
- 3) **Return this form to the Center for Student Leadership & Involvement (RMCC 220).**
- 4) If you need additional space, please attach a second CCT Request Form.

Club/Organizations		
Sem./Yr.	Activity	Advisor Signature

Leadership		
Sem./Yr.	Activity	Confirmation Signature

Honors, Awards & Recognitions		
Sem./Yr.	Activity	Confirmation Signature

Athletics		
Sem./Yr.	Sport	Coach's Signature

I, the undersigned, request that the information contained on this form be entered on to my co-curricular transcript and verify that the information above is, to my knowledge, accurate and truthful.

Student Signature: _____ Date: _____

Reminder: We do not mail CCTs. You must pick them up in person at the Center for Student Leadership & Involvement. Official CCTs will be printed on HCCC letterhead and signed by the Director of Student Activities in the Center for Student Leadership & Involvement. **Please return this form to RMCC 220.**

For Office Use Only

Date request received: _____ Data Entered By: _____ Transcript Issued (Date): _____

Comments: _____