Requesting Positions to be added on your CCR

Last updated on: March 16th, 2023

To add a CCR-recognized activity and position on your record, follow these steps:

1. Search for the activity and position that you would like added to your record. You can do this in two ways:
   a. On your 'Student Involvement' homepage, click 'ADD A POSITION TO MY RECORD'.

   b. In the search box, add a keyword, such as part of the activity name. A list will appear below the search bar of all potential activities and positions. Click the one you are looking for.

c. You can also find the activity in the Experience Catalogue. Once you find the Activity Tile by searching, click it and scroll until you see "View this Activity". This will lead you to the Activity Overview, which will have the list of position on the right side of the screen. From there, select the appropriate position.

2. Once you selected the activity and position, click "Add Position To My Co-Curricular Record."

Position - New Student Participant - University of Manitoba Orientation

Position Info	
Time Period :	2022-2023
Campus :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Student Life

Position Details	
*Position Title	New Student Participant

‹ Back to Add Position to My Record   ‹ Back to My Co-Curricular Record

Add Position To My Co-Curricular Record

Add to shortlist

3. This will show up on your record as pending.

4. Some activities, typically volunteering positions, will have a clock symbol when the request is pending.
    a. For these activities, you will need to record how many hours you were involved (by clicking the clock symbol).
    b. Once your request is approved, you will not be able to edit the hours you have inputted.

5. During the validation period (typically at the end of every semester), validators can review requests, approving and declining where appropriate.

Volunteer Notetaker

Student Accessibility Services Volunteer Notetaking Program

✏ *Pending*

A volunteer notetaker takes notes in various classes and provides them to SAS. These notes are then made accessible to students who for various reasons are unable to take their own notes. Volunteer notetakers are an invaluable service for SAS students which demonstrates their commitment to helping others.