



Co-curricular Experience Update Guide

Processes and Guidelines: Applying for updates to an existing activity and its positions in the Experience Catalogue.

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2. Introduction

This document provides a detailed guide for validators on how to submit updates of an existing co-curricular activity in the Experience Catalogue. Additionally, it outlines timeline and submissions, roles and responsibilities, the review and approval process, tools and resources, key deadlines, and contact information.

3. Key Definitions & Concepts

What is the Co-curricular Experience Update Form?

The [Co-Curricular Experience Update Form](#) is an online application that allows validators to request changes to existing co-curricular activities listed in the Experience Catalogue. Through this form, validators can:

- Edit position details (e.g., title, description, eligibility),
- Update associated competency areas,
- Add new positions to an existing activity, and/or
- Change the position's categorization (e.g., from Student Involvement to Experiential Learning or vice versa).

This form supports the ongoing accuracy and relevance of co-curricular activities in the catalogue and helps ensure students receive meaningful recognition for their involvement.

What is the Experience Catalogue?

The [Experience Catalogue](#) is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides students with information on recognized activities, including available positions, required competencies, and eligibility for recognition on their Experience Record.

What is the UM Competencies Framework?

The [UM Competencies Framework](#) helps students identify, develop and articulate the knowledge, skills, and dispositions they gain through their academic and co-curricular activities. It provides a structured approach to recognizing transferable skills that contribute to students' academic, professional, and personal growth. Further information on the stages, areas, categories, and definitions of the framework is available on the [Competencies Framework](#) website.



What are Position Categories?

Positions listed in the Experience Catalogue must fall under one of two categories: Experiential Learning (EL) or Student Involvement (SI). To be eligible, each position must meet the criteria outlined on our webpages for [Experiential Learning \(EL\)](#) and [Student Involvement \(SI\)](#).

What is the Experience Record Campus Committee (ERCC)?

The Experience Record Campus Committee (ERCC) is responsible for reviewing and approving student co-curricular activities for inclusion in the Experience Catalogue at the University of Manitoba. The committee ensures that each proposed activity aligns with established criteria for either Experiential Learning (EL) or Student Involvement (SI) before it is officially recognized.

What is an Experiential Learning Type?

[Experiential Learning types](#) refer to the various forms through which students apply theoretical knowledge in real world or hands-on contexts. These activities may take place in formal or informal settings such as classrooms, workplaces, communities or on the land.

The University of Manitoba recognizes twelve distinct types of Experiential Learning, which may be:

- Integrated within the academic curriculum,
- Intentionally designed to achieve specific outcomes in co-curricular settings, and/or
- Situated within workplace environments.

Each EL type is grounded in meaningful engagement and provides students with the opportunity to:

- Apply classroom knowledge in diverse settings,
- Contribute to their intellectual, personal, and professional development,
- Respond to the Truth and Reconciliation Commission's Calls to Action, and
- Reflect the University's commitment to holistic education and inclusive, diverse learning pathways.

The EL types demonstrate the dynamic and seamless nature of experiential learning at UM and highlight the broad spectrum of learning opportunities available to students.

What is the Co-curricular Experience Application Form?

The [Co-Curricular Experience Application Form](#) is used to submit new co-curricular activities for inclusion in the Experience Catalogue and Experience Record. This application ensures that student involvement activities are formally recognized and accurately documented within UManConnect. Validators must provide key details, including the activity title, description, associated positions, and relevant competencies.

4. Processes Overview

Section 4.1-4.1a highlights the objectives, scope, stakeholders, and steps of submitting updates of an existing Co-Curricular Activity for inclusion in the Experience Catalogue.

4.1 Submitting a Co-Curricular Experience Update Application

Objective

The main objective of this process is to ensure that all submitted updates meet the criteria for inclusion and are consistently documented to maintain the quality and integrity of the catalogue.

Scope

This process uses the [Co-Curricular Experience Update Form](#) to ensure that all submitted updates align with UM's co-curricular criteria and are evaluated in a consistent and transparent manner.

Stakeholders

Only validators of an activity that already exists in the Experience Catalogue can submit updates.

4.1a – Steps

1. On the [Experience Record website](#) click on the [Co-Curricular Experience Update Form](#). You will be prompted to sign in with your UM credentials.
2. Click on My group, program, or club is already in UMConnect. Refer to Figure 1.
3. Select the existing activity from the drop-down menu. Refer to Figure 2.
4. Click on Update Activity. Refer to Figure 2.
5. Update the position information. Update only the fields that require changes; all other information will remain unchanged. Refer to Figure 3.
6. Select new competencies that students will gain in the position. Refer to section 5.2 Specific Guidelines - Selecting Competencies and Figure 4.
7. To change the position from Student Involvement to Experiential Learning, check the box. For an experience to be recognized as Experiential Learning, it must meet the [six criteria of Experiential Learning at UM](#). Refer to Figure 5.
8. Fill out the experiential learning information fields. To learn more about the twelve types of experiential learning, please visit the [Experiential Learning website](#). Refer to Figure 5.



9. Click on Submit Updates. Refer to Figure 6.
10. To add a new position, click on Add a Position to this Activity. Each position's details must be filled out for every entry. Positions will show up in the box on the right. You can go back to view or edit their details. Refer to Figure 6.
11. Fill out the position information fields. Refer to Figure 7 and 8.
12. Click on Submit. Refer to figure 8.

Figure 1

Co-Curricular Experience Application/Updates

Welcome to the Experience Catalogue Co-Curricular Application Hub. From this page, you can access forms to submit a new co-curricular activity, update or add positions, and verify or add validators. Please select the option below that best matches what you'd like to do.


Submitting a New Activity?


- Please ensure your activity is not already on the Experience Catalogue.
- Please prepare your responses first. Application questions are available on the [Experience Record website](#).
Note: Your progress will not be saved if you exit or refresh the page before submitting.
- Ready to Apply? Click the link **Submit a new group, program, or club** below to get started.


Updating an Existing Activity?

- Only the current validator(s) can update positions or validator details.
- Click **My group, program, or club is already in UMConnect** to:
 - Add a new position
 - Update an existing one
 - Change or verify validator information

If you need to edit an activity, delete an activity or position, or have any questions, please contact us at ExperienceRecord@umanitoba.ca.

**UM** | Career, Community and
Experiential Learning Centre



2. 

**Submit a new group,
program, or club**

**My group, program, or
club is already in
UMConnect**



Figure 2

Update an Existing Activity's Position(s)

Use this page to update an existing activity's positions or to verify/update your validator role.

Update an Existing Activity's and Position(s)

Please choose the Activity you're updating. If you are a validator for multiple activities, you will need to repeat this process for each one.

BioTalent Essential Skills

▼

Update Activity

Click the Update Activity button once you've selected your activity.

Verify or Add Validator(s)

Verify Validator

Click the Verify Validator button to verify or add validators.

If the dropdown is empty, activities are missing, or you have any questions, please contact us at ExperienceRecord@umanitoba.ca

3.

4.

Figure 3

Update Position(s)

Position Information

Please scroll down the screen to view all questions.

Position Title

Bio-Economy Fundamentals Participant

Estimated Number of Hours

Less than 10 Hours

Briefly describe the position in 2-3 sentences.

Everyone brings something different to their role. But there are certain fundamentals one needs to possess to participate, adapt, and thrive in the bio-economy workplace. This course is an introduction to the bio-economy and what today's employers have identified as essential skills for success.

How are students selected or assigned to this position?

Students register/join

Who is eligible to participate in this position?

All University of Manitoba students

Click a Position to View or Edit Its Details

Bio-Economy Fundamentals Participant

Everyone brings something different to their role. But there are

Collaboration Fundamentals Participant

This course discusses the importance of collaboration in today's b

Communication Fundamentals Participant

This course delves into what communications skills are important

5.



Figure 4

Update Position(s)

How are students selected or assigned to this position?
Students register/join

Who is eligible to participate in this position?
All University of Manitoba students

What competencies do you expect participants to develop?
Identifying competencies helps students find experiences that align with the skills they want to build. Please focus on the key competencies most relevant to this position- we recommend selecting up to 10.
For definitions and context, refer to the [U of M Competencies Framework](#).

5 items

Would you like this position to be recognized as Experiential Learning (EL)?
☒ If left unchecked, it will be listed as Student Involvement (SI). [Learn More](#)

Briefly describe how students will develop the selected competencies through this position

Click a Position to View or Edit Its Details

- Bio-Economy Fundamentals Participant
Everyone brings something different to their role. But there are
- Collaboration Fundamentals Participant
This course discusses the importance of collaboration in today's b
- Communication Fundamentals Participant
This course delves into what communications skills are important

6.

Figure 5

Update Position(s)

5 items

Would you like this position to be recognized as Experiential Learning (EL)?
☒ If left unchecked, it will be listed as Student Involvement (SI). [Learn More](#)

Briefly describe how students will develop the selected competencies through this position

How can students reflect on their learning and development in this position?

Who is responsible for supporting student learning and reflection in this position?

Click a Position to View or Edit Its Details

- Bio-Economy Fundamentals Participant
Everyone brings something different to their role. But there are
- Collaboration Fundamentals Participant
This course discusses the importance of collaboration in today's b
- Communication Fundamentals Participant
This course delves into what communications skills are important

7.

8.



Figure 6

Update Position(s)

How can students reflect on their learning and development in this position?

Who is responsible for supporting student learning and reflection in this position?

Which type of experiential learning best describes this position?

8.

Click a Position to View or Edit Its Details

Bio-Economy Fundamentals Participant
Everyone brings something different to their role. But there are

Collaboration Fundamentals Participant
This course discusses the importance of collaboration in today's b

Communication Fundamentals Participant
This course delves into what communications skills are important

9.

10.

Add A Position to this Activity

Submit Updates

Figure 7

Position Information

BioTalent Essential Skills

Position Information
Please scroll down the screen to view all questions.

Position Title

Estimated Number of Hours

Briefly describe the position in 2-3 sentences.

How are students selected or assigned to this position?

Who is eligible to participate in this position?

11.



Figure 8

Position Information

How are students selected or assigned to this position?

Who is eligible to participate in this position?

What competencies do you expect participants to develop?
Identifying competencies helps students find experiences that align with the skills they want to build. Please focus on the key competencies most relevant to this position- we recommend selecting up to 10.
For definitions and context, refer to the [U of M Competencies Framework](#).

Would you like this position to be recognized as Experiential Learning (EL)?
☐ If left unchecked, it will be listed as Student Involvement (SI). [Learn More](#)

Add Another Position

Submit

11.

12.

5. Guidelines

5.1 General Guidelines

Updating Validator Information

Follow the prompts on the [Co-Curricular Experience Update Form](#) located on the [Experience Record](#) website.

Maintaining the Experience Catalogue

Regularly review and update position details, descriptions, and competencies to reflect current opportunities.

Annual Review Encouraged

We recommend validators review all co-curricular activity and position(s) information at least once per academic year to maintain relevance and consistency.

5.2 Specific Guidelines

Selecting Competencies

- We recommend selecting up to 10 competencies per position using the dropdown menu in the update form.
- Select competencies that reflect the core learning and development outcomes of the position
- Refer to the [UM Competencies Framework](#) for definitions and descriptions of each competency area.

Position Titles and Descriptions

- Use clear, concise, and descriptive language.
- Avoid acronyms, technical terms, or internal jargon that may not be easily understood by students or external viewers.

Activity Naming Conventions

- Maintain consistent naming across activities, especially when multiple roles exist under a single program or group (e.g., “Peer Mentor – Health Sciences” and “Peer Mentor – Arts & Culture”).
- This helps students distinguish between positions and promotes easier catalog navigation.



5.3 Timelines and Submissions

Timelines for Application Submissions

- Submit applications no later than the 15th of each month to be considered for review at that month's Experience Record Campus Committee (ERCC) meeting.
- Submissions received after the 15th will be reviewed in the following month's cycle.

Using the Co-Curricular Experience Update Form

- All applications must be submitted via the [Co-Curricular Experience Update Form](#).
- This ensures consistent tracking, approval, and publication processes.

Submitting an update to an activity title or description

- All updates that change an activity title or description must be emailed to ExperienceRecord@umanitoba.ca.
- Submitted activity updates sent in before the 15th of each month will be reviewed at that month's Experience Record Campus Committee (ERCC) meeting.
- Submissions received after the 15th will be reviewed in the following months cycle.

6. Roles and Responsibilities

6.1 Who can be a validator?

Validators include faculty members, staff, students, or approved external partners responsible for validating students. This role is typically assigned to executives of associations, program administrators, or activity facilitators. More than one validator may be assigned to a position.

6.2 Responsibilities of a Validator

Validators ensure that:

- Information on the activity and positions published on the Experience Catalogue are up-to-date and accurate.
- Each position within their activity has identified competency areas, in accordance with the UM Competencies Framework.
- Updates and changes in validators are communicated to the Experience Record Team in a timely manner.
- Information regarding validation and validator responsibilities is communicated to new validators of your activity.



6.3 Role of the Experience Record Team

The Experience Record Team is responsible for:

- Providing guidance and support to validators throughout the application and update process.
- Maintaining the Experience Catalogue to ensure all entries meet institutional standards.
- Reviewing validator-submitted forms and preparing materials for ERCC review.
- Communicating decisions, feedback, and next steps to validators.

6.4 Role of the Experience Record Campus Committee (ERCC)

The Experience Record Campus Committee (ERCC):

- Reviews and approves new co-curricular activities and position updates submitted by validators.
- Ensures that all submissions align with the institutional criteria for Experiential Learning or Student Involvement.
- Upholds consistency and quality across all entries in the Experience Catalogue to maintain the integrity of the Experience Record.

7. Review and Approval Process

Submitting an update does not automatically add it in to the Experience Catalogue. The application is the first step in a multi-stage review and approval process.

7.1 Step 1: Initial Review by the Experience Record Team

The submitted form is reviewed by the Experience Record Team to ensure completeness and alignment with established criteria. The team may reach out to the validator to request clarification or additional information if needed.

7.2 Step 2: Committee Review and Approval

If the application is complete and aligns with requirements, it will be presented at the next Experience Record Campus Committee (ERCC) meeting for final approval.

- ERCC meetings are held on the last Wednesday of each month (excluding December).
- To be included in that month's agenda, forms must be submitted by the 15th of the month.

7.3 Step 3: Post-Approval Updates

If approved by the ERCC, the updates will be published in the Experience Catalogue within 7 business days following the meeting.

7.4 Step 4: If Not Approved

If the ERCC does not approve the updates, the Experience Record Team will contact the validator with the reasons and next steps for revision or resubmission.

8. Tools and Resources

8.1 Experience Catalogue

The [Experience Catalogue](#) is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides students with information on recognized activities, including available positions and descriptions within various programs, organizations, and initiatives across the university.

8.2 UMConnect

[UMConnect](#) is the University of Manitoba's online platform for managing and validating student participation in curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities. It allows validators to track student engagement, update competencies, and ensure accurate recognition of activities. Access is restricted to UM students and staff using their university login credentials.

8.3 Co-Curricular Experience Application Form

The [Co-Curricular Experience Application](#) is used to submit new activities for inclusion in the Experience Catalogue and Experience Record. This application ensures that student involvement activities are formally recognized and accurately documented within UMConnect. Validators must provide key details, including the activity title, description, associated positions, and relevant competencies.

8.4 Co-Curricular Experience Update Form

The [Co-Curricular Experience Update Form](#) is used to modify details of an activities position(s), including position names, position descriptions and details. This ensures that all information remains accurate and up to date in the Experience Catalogue and UMConnect.

8.5 Experience Record

The Experience Record is a document that tracks students validated Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides a record of student participation in recognized co-curricular activities and highlights the competencies they have developed. Students and validators can learn more about the Experience Record, how to access it, and guidelines for validation by visiting the [Experience Record](#) website.

8.6 Experiential Learning

The [Experiential Learning](#) website provides an overview of different types of hands-on learning opportunities available to students, including co-curricular activities, work-integrated learning, and research activities. This resource supports faculty, staff, and students in integrating experiential learning into academic and co-curricular programs.

8.7 UM Competencies Framework

The [UM Competencies Framework](#) helps students identify, develop, and articulate key competencies gained through their university activities. It provides a structured approach to recognizing transferable skills that contribute to academic, professional, and personal growth. The framework outlines competency stages, categories, and definitions, offering guidance on how students can apply and reflect on their skills.

9. Important Dates & Deadlines

- Application Cycle Deadline – **15th of each month at 4:30 PM.**
- Deadline for Students to Request Validation – **second Monday in May annually.**
- Deadline for Validators to Validate Students – **June 30th annually.**

10. Contact Information

Experiential Learning Partnership Office:

326 University Centre, University of Manitoba

Winnipeg, Manitoba R3T 2N2

Tel: 431-294-3161

Email: ExperienceRecord@umanitoba.ca

[Book a Meeting](#)