

Oklahoma City Community College

Oklahoma City, OK 73159

Student Activities and Recognition Transcript



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A BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS TRANSCRIPT GUIDE PRINTED ON REVERSE

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Dr. Marion Paden
Vice President of Student Services

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The entries listed on this self-report document have been validated and are a representation of the student's co-curricular experiences and awards while attending Oklahoma City Community College.

THE NAME OF THE COLLEGE IS PRINTED IN WHITE ACROSS THE FACE OF THIS 8 1/2 X 11 TRANSCRIPT

OFFICIAL SIGNATURES ARE WHITE WITH A BLUE BACKGROUND REJECT DOCUMENT IF SIGNATURES BELOW ARE DISTORTED

Categories for Your START

Leadership Involvement:

Leadership Involvement includes participation in any on or off campus club or organization, including any formal leadership position held. Some examples are: Campus Activities Board, Parent Teacher Association, Boy Scouts of America, etc.

Professional Development:

Professional Development includes any conference, workshop and seminar attendance through an academic field, community organization or an Oklahoma City Community College club which enhances the student's professional career goals.

Honors & Awards:

Honors and Awards may include any formal recognition received as a result of academic achievement, community related activities or co-curricular involvement. Although all recognition is valuable, some honors and awards may not be appropriate for this document.

Community Service:

Almost any volunteer experience qualifies as community service as long as it is formalized, is at least one hour in length and is providing service to people in need. Some examples are: work at a soup kitchen, Habitat for Humanity, reading to elementary students, etc. Items that may not be approved, due to lack of formality, include: a fund-raising event for a club or an organization or helping a friend pick up their yard.



OKLAHOMA CITY COMMUNITY COLLEGE

Office of Student Life

7777 S. May Ave. Oklahoma City, OK 73170

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www.occc.edu/studentlife

START

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OKLAHOMA CITY COMMUNITY COLLEGE



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WHAT IS A START?

It is a formal record of a student's co-curricular experience while attending Oklahoma City Community College. Similar to an academic transcript, a START is a record of both on and off campus experiences.

WHY HAVE A START?

The National Association of Colleges and Employers conducted a survey and determined the top skills employers were looking for in order from first to last:

- Communication
- Motivation/Initiative
- Teamwork
- Leadership
- Academic Achievement
- Interpersonal Skills
- Flexibility
- Technical Aptitude
- Honesty
- Work Ethic and Analytical Skills

Many of these skills are acquired through involvement in college and community activities. Providing a START with job applications will give OCCC students an advantage over other applicants.

HOW TO USE YOUR START...

Supplement to job applications, because not all information will fit on a resume.
Supplement to scholarship, admissions and other academic applications.
An accurate and ongoing record of activities beyond classroom and work experience.

THE PROCESS

So, what is needed to get a START? It's easy, and can be maintained in a few simple steps...

STEP 1:

Go to the START home page and click "Register" from the menu bar on the START banner. Complete the registration form and submit electronically to Student Life. Once registered, an account will be in a pending status until Student Life completes the activation (usually within 24-48 hours).

STEP 2:

Once the START account has been activated, students can begin making submissions online. All submissions are validated and then listed on the official START transcript.

STEP 3:

Students are able to request an official START, make corrections to existing entries (corrections will show upon validation) and print an unofficial START document.

MAKING CORRECTIONS TO AN EXISTING ENTRY:

Students may submit a correction request for personal information or to submissions made to their official START. Corrections to existing entries may require additional validation information or a new entry to be submitted.

REQUESTING TRANSCRIPTS:

Students are able to view and print their unofficial START to assure that information is correct or to see if a submission has been validated. An unlimited number of Official STARTs can be requested via the START web site and can then be picked up in person, with a valid photo ID, from the Office of Student Life.

My **START** Information

Write your START username/password below and keep this form for your records.

Username: _____

Password: _____

Register Online: apps.occc.edu/studentlife/START/register.asp

or

Go to www.occc.edu/StudentLife and click START from the left menu.

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ARE YOU IN IT?