

# Experience Transcript Process

Students now have the opportunity to request activities and leadership positions be added to their UCM Experience Transcript. They will request these additions through the *Student Services* Tab in MyCentral.

The screenshot shows the MyCentral interface with the following elements:

- Navigation Tabs:** UCM Home, Library, Student Services, Network Password Change, Employee, Faculty, Test Apps
- UCM Registration:** Select Term, Add/Drop Classes, Look-up Classes to Add, Change Class Options, Student Schedule by Day & Time, Student Detail Schedule, Withdrawal Information, Check Your Registration Status, Order Textbooks, Check Refund and Withdrawal Dates
- Student Grades:** No Data Found, Select Another Term, Go
- UCM Housing:** Online Res Hall Form Spring 2014, Housing Home Page
- Experiences @ UCM:** My Experiences at UCM, Experiences Transcripts list your non-academic achievements while at UCM. These include membership in Student Activity groups, leadership, and volunteer activities. Your Experiences Transcript is a great reference for scholarship applications and letters of recommendation! Continue button.
- UCM Financial Aid:** Financial Aid Status, Eligibility, Award, Financial Aid Checklist, Authorize Refund Request, Contact Student Financial Services, Financial Aid and Scholarship Links
- UCM Student Records:** View Holds, Midterm Grades, Final Grades, Grade Detail, Unofficial Transcript, Official Transcript, View Status of Transcript Request, Central Degree, Enrollment Verification, Student Information, Study Abroad Opportunities
- My Activities:** Update Experience Transcript (highlighted in yellow)

Once Student Activities has approved the request, as a student organization advisor or designated approver, you will receive an email requesting you approve or deny the student request. This email will provide information about the student request and will provide a URL link which will take you to Banner WorkFlow (use the url in your email not the test url below).

The email content is as follows:

Co-Curricular Transcript - Advisor Approval Requested

wf\_stu0004@ucmo.edu  
to me, me

Sep 17 (2 days ago)

<https://testbanner.ucmo.edu:4470/wfpprd/>

700120022 Anna Herod requested an activity be added to the Experience Transcript. The Office of Student Activities is asking that you verify this information is correct and approve their request.

Please logon to WorkFlow to complete this transaction.  
Activity Requested: Womens Tennis  
From: Fall 2012 To: Fall 2013  
Leadership Requested: captain

This student can be contacted at: [560 5431111](tel:560-5431111) or [herod@ucmo.edu](mailto:herod@ucmo.edu)

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This email was automatically generated by Banner Workflow.  
Questions regarding the email should be referred to Emily Bergsieker x8667 or [bergsieker@ucmo.edu](mailto:bergsieker@ucmo.edu)  
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DO NOT REPLY TO THIS EMAIL! All information provided to you may only be used for University of Central Missouri purposes. The sale or distribution of this information to anyone outside of the University is strictly prohibited.

If you currently use WorkFlow your login will be the same as you have always used. If you are a current user for Banner INB, please use the same login information for WorkFlow. If you do not fit into these 2 groups and you have been identified as an Advisor, we have created a new account for you. Please login with your network ID, and use your 700# as your password. Please be sure to change your password from your 700# following your initial logon, by clicking on *Change Password* in the left menu (highlighted below). If you have difficulty accessing WorkFlow, please contact the TSC, 543-4357.

The screenshot shows the 'Worklist' page with a left-hand navigation menu. The menu includes 'Home' (with sub-items: Worklist, Workflow Status Search, Workflow Alerts) and 'User Profile' (with sub-items: My Processes, User Information, Change Password). The main content area displays a table with the following data:

Organization	Workflow	Activity	Priority	Created
UCMO	<a href="#">Co-Curricular Transcript: 700226105 Erich Schmidt Erich's Test Activity 9000</a> Ready	Advisor Decision	Normal	19-Sep-2013 01:18:48 PM

At the bottom of the table, there is a pagination control: '1 - 1 of 1' with buttons for 'First', 'Previous', 'Next', and 'Last', and a 'Go to page: 1' dropdown. A 'Show Reserved Items' link is also present.

Click on Worklist to see the activities waiting for your review (under *HOME* in the left menu). Items listed with the *Activity* type *Advisor Decision* are new requests you need to process. Those listed as *Advisor Decision Resubmit* are items which you previously submitted with missing information.

The screenshot shows the 'Worklist' page with two activity items in the table:

Organization	Workflow	Activity	Priority	Created
UCMO	<a href="#">Co-Curricular Transcript: 700120022 Anna Herod tennis</a> Ready	Advisor Decision Resubmit	Normal	19-Sep-2013 01:19:31 PM
UCMO	<a href="#">Co-Curricular Transcript: 700226105 Erich Schmidt Erich's Test Activity 9000</a> Ready	Advisor Decision	Normal	19-Sep-2013 01:18:48 PM

The pagination control now shows '1 - 2 of 2' with the same navigation buttons and a 'Go to page: 1' dropdown. The 'Show Reserved Items' link is also present.

When you choose the activity to review you will see the following screen. Note if they have a *Leadership Requested*. You need to make a decision for all terms listed that have an *Approve or Deny Status* of **IN PROCESS**. You must approve or deny all terms with a status of In Process. You are unable to make changes to terms with a Denied status, this is for information purposes only. You must select Approve or Deny. If they held a leadership position during that term, select that from the *Leadership* dropdown (if you do not select the position it will not show on their transcript).

If you Deny a requested term, you **MUST** select a *Deny Reason* from the drop down. If you do not, the activity request will be returned to you for resubmission.

You can choose to save and come back later or you can go ahead and hit compete to update the record. Once you have clicked compete you are done with that record.

If you have questions about this form, contact Student Activities at 543-4007.

Student: Anna Herod  
700#: 700120022  
Activity Requested: track  
Leadership Requested: captain  
Start - End Term: Summer 2013 Fall 2013  
Advisor Submitted: Coach  
Student Phone: 660 5430000  
Email: herod@ucmo.edu

Term: Summer 2013  
Approve or Deny Status: IN PROCESS

Approve or Deny Requested Activity Participation

Approve  Deny

Deny Reason Status:  
Deny Reason: 1  
Leadership: 1

Term: Fall 2013  
Approve or Deny Status: DENIED

Approve or Deny Requested Activity Participation


Approve  Deny

Deny Reason Status: Student Group Current Term  
Deny Reason: 1  
Leadership: 1

Term:  
Approve or Deny Status:  
Approve or Deny Requested Activity Participation

If you are missing information from your submission you will receive the following email (use the url in your email not the test url below).

Co-Curricular Transcript - Advisor Approval Failed - Resubmit \*CCT show x 🖨️ 📧

 wf\_stu0004@ucmo.edu  
to me, me ▾

Sep 11 (8 days ago) ☆ ↩️ ▾

<https://testbanner.ucmo.edu:4470/wfpprd/>

700139980 Emily Bergsieker requested an activity be added to the Experience Transcript. Your submission for this request was not complete. Please verify approval/denial has been completed for all terms, and remember if a term is denied a Deny Reason must be included.

Activity Requested: intermural softball  
From: Fall 2012 To: Fall 2013

This student can be contacted at: [660 4411254](tel:660-4411254) or [herod@ucmo.edu](mailto:herod@ucmo.edu)

\*\*\*\*\*  
This email was automatically generated by Banner Workflow.  
Questions regarding the email should be referred to Emily Bergsieker x8667 or [bergsieker@ucmo.edu](mailto:bergsieker@ucmo.edu)  
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DO NOT REPLY TO THIS EMAIL! All information provided to you may only be used for University of Central Missouri purposes. The sale or distribution of this information to anyone outside of the University is strictly prohibited.