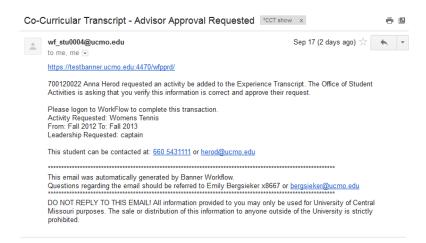
Experience Transcript Process

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.

UCM Registration		Experiences @ UCM	UCM Financial Aid	
Select Term Add/Drop Classes Look-up Classes to Add Change Class Options Change Class Options Sudent Schedule by Day & Time Student Detail Schedule Withdrawal Information Check Your Registration Status Order Textbooks Check Refund and Withdrawal Dates		My Experiences at UC Experiences Transcripts list your non- academic achievements while at UCM. The include membership in Student Activity groups, leadership, and volunteer activitie Your Experiences Transcript is a great reference for scholarship applications and letters of recommendation!	se Award Award Financial Aid Checklist Authorize Refund Request	
Student Grades No Data Found Select Another Term 💌 Go	zetx	Continue Please note: The Experience Transcript do not work in Firefox or Chrome. Please use Internet Explorer v7 or higher.	Stew Holds Midterm Grades Grades Grade Detail Outficial Transcript Wiew Status of Transcript Request	
UCM Housing Online Res Hall Form Spring 2014 Housing Home Page		My Activities Update Experience Transcript	Central Degree Enrollment Verification Study Abroad Opportunities	

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).



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.

Home	e Worklist				Logoff 🕅 H	ielo
Worklist						- P
Workflow Status Search	Organization	Workflow	Activity	Priority	Created	
Workflow Alerts		Co-Curricular Transcript: 700226105 Erich Schmidt Erich's Test Activity 9000 Ready	Advisor Decision	Normal	19-Sep-2013 01:18:48 PM	٩
er Profile		,			Show Reserved I	Item
Processes		1 - 1 of 1 First 🖕 Previous Next 🌩 Last	Go to page: 1 🔻			
ser Information						
hange Password						

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.

lome 🙎 💊 V	Worklist				
Worklist					
Vorkflow Status Search	Organization	Workflow	Activity	Priority	Created
orkflow Alerts U	исмо	Co-Curricular Transcript: 700120022 Anna Herod tennis Ready	Advisor Decision Resubmit	Normal	19-Sep-2013 01:19:31 PM
Profile		Co-Curricular Transcript: 700226105 Erich Schmidt Erich's Test Activity 9000	Advisor Decision	Normal	19-Sep-2013 01:18:48 PM (
Processes		Ready			
r Information					Show Reserved Ite
ange Password		1 - 2 of 2 First 🖕 Previous Next 💠	Last Go to page: 1 👻		

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.

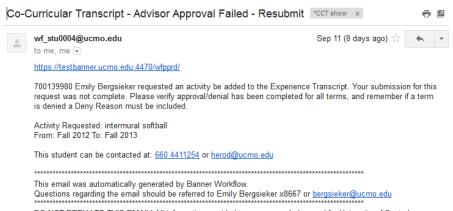
Home Worklist Worklist Workflow Status Search

User Profile
User Information
Change Password

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 Statu	s: IN PROCESS	
Approve or Deny Reg	uested Activity Participation	
Approve	© Deny	
Deny Reason Status:		
Deny Reason:	1 🗸	
Leadership:	1 -	
Term:	Fall 2013	
Approve or Deny Statu	s: DENIED	
Approve or Deny Reg	uested Activity Participation	
© Approve	e Deny	
Deny Reason Status:	Student Group Current Term	
Deny Reason:	1 🗸	
Leadership:	1 -	
Term:		
Approve or Deny Statu	s:	

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).



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.