Student Reference Sheet

Extracurricular Volunteering (EV)
The following document will help you understand how to:

A. **Register to a placement**
B. **Fill out your timesheet**
C. **Get your Co-Curricular Record (CCR)**
D. **FAQ – Questions & Answers**

**Please note:** If you have selected a placement through the Community Service Learning (CSL) program, please refer to the reference sheet provided by the Placement Officer for your course. You can read the instructions on how to fill out your timesheet and get your Co-Curricular Record (CCR) below.

### A. How to register to a placement

1. Login to [uoZone](http://uoZone).
   a. Under **Applications**, click on **Community Engagement Navigator**. *This will activate your account.*
2. Click on **Placements** in the navigation bar and select **EV (Extracurricular Volunteering).**
3. When searching for placements you must enter the session in which you intend to begin your volunteering. To view all available placements, enter the session and click on **Search** at the bottom of the page, or you may do an advanced search.
4. Click on the title of the placement you are interested in to read the full description.
5. Make sure to thoroughly read the description to make sure it matches what you are looking for. *By selecting a placement, you automatically fill a position and it will no longer be available to other students, which is why it is important to make a thoughtful choice.*
6. To register to a placement, please click on **Select** on the **Options** menu at the top left of the page. Then read the consent form carefully and click on the check box to indicate that you agree to the Terms and Conditions.
7. Click on **Confirm** on the **Options** menu at the top left of the page. You will then get an email confirming your registration. Once the placement is selected, you agree to fulfill its duties.
8. **Contact your supervisor within 48 hours of selecting your placement. If you wait beyond this period, you might be unmatched from the placement without notice.**
   a. The contact information of your placement supervisor will be sent in the automatic email you will receive. You could also go back to the placement to get your supervisor’s contact information: you will be able to find them in the **Contact** section under the description.
   b. Schedule a meeting or a phone call with your supervisor to figure out a schedule and understand their expectations. When communicating with your supervisor, introduce yourself, explain to what placement you have been matched and suggest a time to either meet in person or talk on the phone. Please note that even if you are matched to the placement, your supervisor may ask for additional information and has the right to terminate it if valid reasons are given.
B. How to fill out your timesheet
Please refer to this video if needed.

1. Login to the Community Engagement Navigator via uoZone.
2. In the navigation bar, click on Timesheets. Your placement will appear. Click on View Timesheets in the last column on the right of the placement to which you want to add hours.
   a. At the end of each volunteering shift, please enter the date during which your volunteering was done, the amount of hours completed, as well as a brief description of the tasks accomplished. Then, click on Add. Make sure to do the same thing every time you volunteer.
   b. For each entry, it is possible to modify the description. Click on Edit in the last right column for the time range you want to change.
3. Do not forget to enter your hours regularly. If no hours are entered, you may be unmatched from the placement. The deadline for entering your volunteering hours is the end of each term.

C. How to get your Co-Curricular Record (CCR)
Once your placement is complete, all your volunteering hours have been entered and approved by your supervisor, you will be able to request your Co-curricular record (CCR). The CCR is an official document from the University of Ottawa that takes into account all the volunteering hours completed on campus and in the community. This document is cumulative and directly reflects the amount of hours approved on your timesheet in the navigator.

1. Login to the Community Engagement Navigator and click on CCR on the navigation bar.
2. To print an unofficial CCR, click on View unofficial CCR in the Options box at the top left of the page and print it at home.
3. To get your official co-curricular record, click on Request Official CCR in the Options box and confirm your request on the next page. This version will be signed by the Vice-Dean of Studies and printed on textured paper. We will send you an email asking you to come pick up your CCR at our office once it is ready.

D. FAQ – Questions and answers
My placement supervisor is not replying, what should I do?

If it has been a few days since you tried to contact your placement supervisor and they are not replying to your emails or phone calls, please contact us at servingothers@uOttawa.ca by indicating the title of your placement, the community partner and the date you tried to contact your supervisor.

I can no longer do my placement, what should I do? I chose a placement by mistake, how can I unmatch myself from it?

It is important to let the Centre as well as the Community Partner know if you are matched to a placement that you can no longer fulfill, so that we may unmatch you and make the opportunity
available for another student who might be interested. Please contact us at servingothers@uottawa.ca by indicating the placement title you want to get unmatched from as well as the community partner.

**My placement supervisor is not approving my hours, what should I do?**

The first thing to do is to directly ask your placement supervisor to approve your hours on the Navigator. You can send them the [community partner reference sheet](mailto:servingothers@uOttawa.ca) if they cannot remember how to proceed. If your placement supervisor still does not approve your hours, please contact us at servingothers@uOttawa.ca by indicating the placement title as well as the community partner. Please refer to the [Timesheet Policy](#) and respect the deadlines for time entries and approval.

**I took or am about to take part in a placement that doesn’t exist on the navigator, how can I still get my hours recognized?**

If you have found your own placement or if you have taken part in a volunteer activity that did not already exist on our Navigator, you can fill out and send the completed [Placement Proposed By Student](mailto:servingothers@uottawa.ca) form and email it to servingothers@uottawa.ca or drop it off in person at our Centre. We will contact you once your placement is created so that you can enter the amount of hours done.

Please note, if you are submitting a placement retroactively (i.e. a placement that was completed in the past), we only accept placements dating back one academic year.

**I am continuing the same placement next term - what do I do?**

Placements are created by semester. For example, if you are matched to a placement for Fall and want to extend your volunteering to Winter, you must register to the same placement in the appropriate term. Make sure to enter your hours under the right term. For instance, if you volunteer in January for a placement you started in Fall, you have to enter your January hours under the Winter term’s placement. If the placement does not exist on the navigator, please ask your supervisor to create it or contact us.

If you have any questions or concerns, please contact us.

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