

# Student Guide

## Processes and Guidelines for Requesting Recognition of Experiences

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## 2. Introduction

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*This document serves as a comprehensive guide for students, detailing the processes for requesting recognition of experiences on the Experience Record. Additionally, this guide outlines student roles and responsibilities, available tools and resources, key deadlines, and contact information for further support.*

## 3. Key Definitions & Concepts

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### What is Validation?

Validation is the process of recognizing a student's participation in an approved experience by adding a notation to their Experience Record. This ensures that their involvement is accurately documented and acknowledged. Validation is completed by a validator through UMConnect once the student has met the required criteria for the experience.

### What is an Experience Record?

The Experience Record is a record that documents students' participation in Experiential Learning (EL) and Student Involvement (SI) experiences at the University of Manitoba. It captures validated experiences from Fall 2020 onwards, providing with a record of their engagement and the competencies they have developed.

### 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 experiences. 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 is 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) experiences. It allows validators to track student engagement, update competencies, and ensure accurate recognition of experiences. Access is restricted to UM students and staff using their university login credentials.

### 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) experiences at the University of Manitoba. It provides students with information on recognized experiences, including available positions, required competencies, and eligibility for recognition on their Experience Record.

## 4. Processes Overview

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*Sections 4.1 – 4.2a highlight the objectives, scope, stakeholders and steps for the two different processes of requesting recognition for an experience.*

### 4.1 Submitting a Request Through UMConnect

#### Objective

- The main objective of this process allows students to request for recognition of a position corresponding with an experience they participated in. A student may believe they were not recognized when they should have been or may be leaving the university before the validation period closes. In such situations, students can request early recognition, and the validator will determine whether to approve or decline the request.

#### Scope

- This process uses the UMConnect platform to search for, select, and request recognition for a position of an experience. Provided that the validator of the experience accepts the request, recognition of participation will be given to the student.

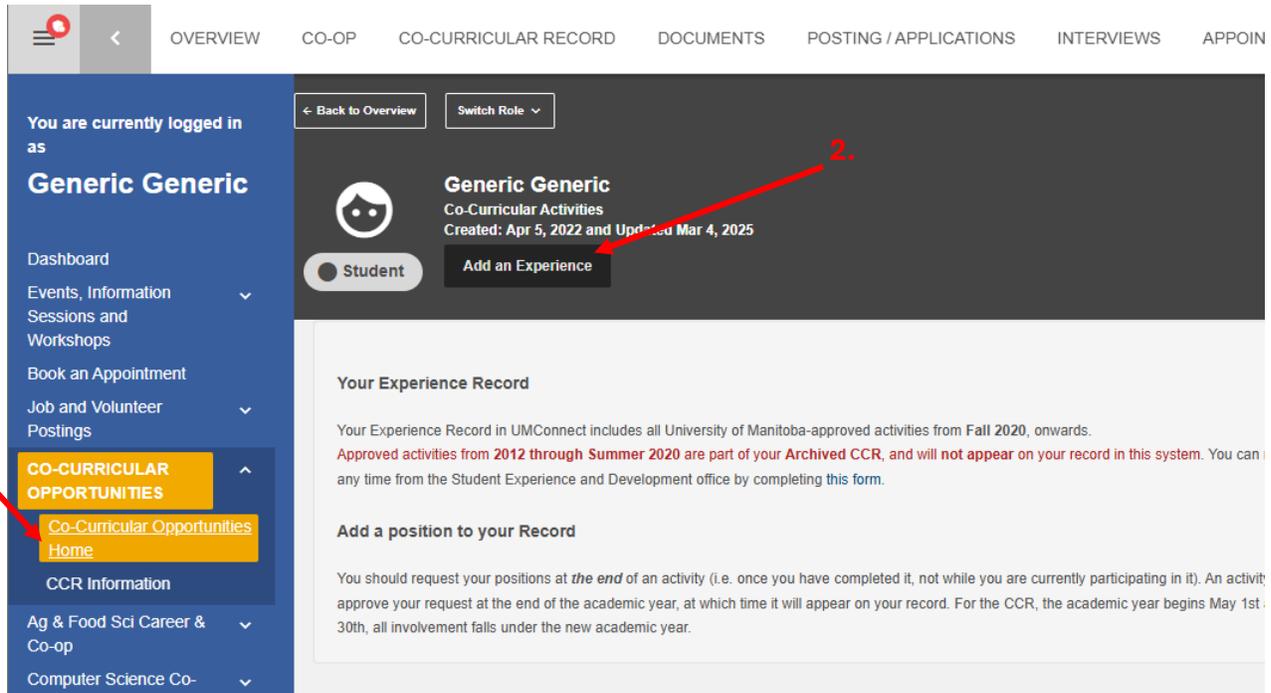
#### Stakeholders

- The student who participated in the experience is the individual whose responsibility it is to complete this process of requesting recognition.

### 4.1a - Steps

1. From the UMConnect homepage select Co-Curricular Opportunities Home. This is located within the drop-down menu at the top left of the page. Refer to Figure 1.
2. Select Add an Experience. Refer to Figure 1.
3. In the search box, type the experience name you are requesting recognition for and select the correct option. Refer to Section 5.2 – Selecting an Experience and Figure 2.
4. Select Add position To My Experience Record. Refer to Figure 3.
5. In the Time Tracking section, select Log Time. Refer to Section 5.2 – Time Tracking Requirements and Figure 4.
6. Review the competencies and fill out the required fields. Refer to Section 5.2 – Selecting Competencies and Figure 4.
7. Select Save Changes. Refer to Figure 5.

**Figure 1**



OVERVIEW CO-OP CO-CURRICULAR RECORD DOCUMENTS POSTING / APPLICATIONS INTERVIEWS APPOIN

You are currently logged in as **Generic Generic**

Dashboard

- Events, Information Sessions and Workshops
- Book an Appointment
- Job and Volunteer Postings
- CO-CURRICULAR OPPORTUNITIES**
  - Co-Curricular Opportunities Home
- CCR Information
- Ag & Food Sci Career & Co-op
- Computer Science Co-

← Back to Overview Switch Role

**Generic Generic**  
Co-Curricular Activities  
Created: Apr 5, 2022 and Updated Mar 4, 2025

Student Add an Experience

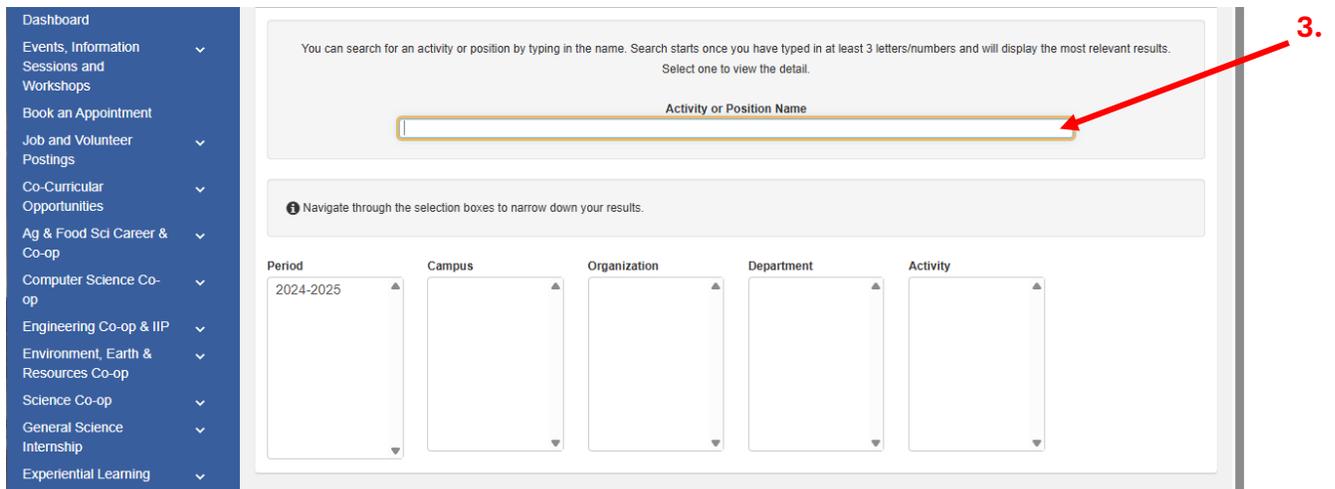
**Your Experience Record**

Your Experience Record in UMConnect includes all University of Manitoba-approved activities from Fall 2020, onwards. Approved activities from **2012 through Summer 2020** are part of your **Archived CCR**, and will not appear on your record in this system. You can any time from the Student Experience and Development office by completing [this form](#).

**Add a position to your Record**

You should request your positions at *the end* of an activity (i.e. once you have completed it, not while you are currently participating in it). An activity approve your request at the end of the academic year, at which time it will appear on your record. For the CCR, the academic year begins May 1st 30th, all involvement falls under the new academic year.

**Figure 2**



Dashboard

- Events, Information Sessions and Workshops
- Book an Appointment
- Job and Volunteer Postings
- Co-Curricular Opportunities
- Ag & Food Sci Career & Co-op
- Computer Science Co-op
- Engineering Co-op & IIP
- Environment, Earth & Resources Co-op
- Science Co-op
- General Science Internship
- Experiential Learning

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

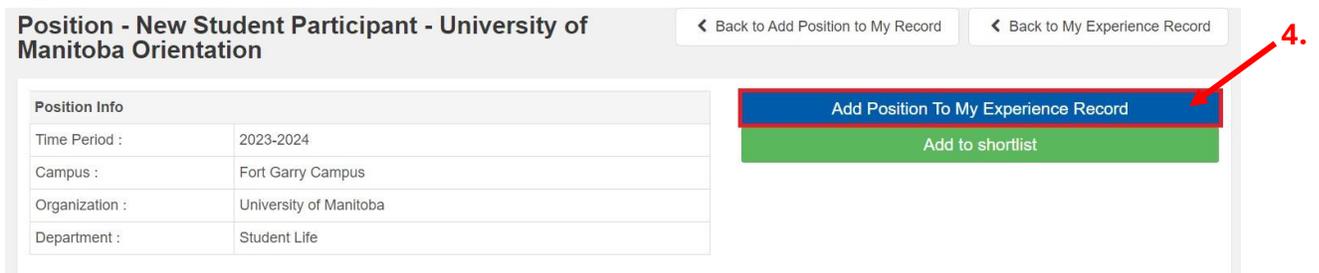
Activity or Position Name

Navigate through the selection boxes to narrow down your results.

Period: 2024-2025

Campus: Organization: Department: Activity:

**Figure 3**



Position - New Student Participant - University of Manitoba Orientation

← Back to Add Position to My Record ← Back to My Experience Record

Position Info	
Time Period :	2023-2024
Campus :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Student Life

Add Position To My Experience Record

Add to shortlist

Figure 4

The screenshot shows a web interface for an Experience Record. On the left is a dark blue sidebar with a list of navigation options: Job and Volunteer Postings, CO-CURRICULAR OPPORTUNITIES (highlighted in yellow), Co-Curricular Opportunities Home, CCR Information, Ag & Food Sci Career & Co-op, Computer Science Co-op, Engineering Co-op & IIP, Environment, Earth & Resources Co-op, Science Co-op, General Science Internship, Experiential Learning, Work Study, Career Mentor Programs, and Logout. A red arrow labeled '5.' points to the 'Experiential Learning' option. The main content area is white and contains a form with the following sections: Organization (GSA - Graduate Students' Association), Department (Health Sciences Graduate Students' Association), Time Period (2023-2024), and a text box for Personal Reflection Comments. Below this is an 'Update Record Position' button. The next section is 'Add Reflection' with a blue button. The 'TIME TRACKING' section shows '0 hours logged' and a 'Log Time' button. The 'COMPETENCIES' section has a light blue instruction box: 'Please indicate which of the competencies you developed while participating in your co-curricular experience.' Below this, it says 'You can select between 0 to 6 competencies' and 'University of Manitoba Competencies Framework - Communication'. There are two rows of 'Unselected Competencies': 'Attentive Listening' and 'Verbal Communication', each with a checkbox and a dropdown menu. A red arrow labeled '6.' points to the dropdown menu for 'Verbal Communication'. At the bottom right of the main area is a black circular menu icon with three dots.

Figure 5

This screenshot shows the bottom portion of the 'COMPETENCIES' section from Figure 4. It features two rows of 'Unselected Competencies': 'Mobilizing People and Resources' and another row with a checkbox and a dropdown menu. A blue 'Save Changes' button is located below these rows. A red arrow labeled '7.' points to the 'Save Changes' button. At the bottom of the page, there is a footer with the text '© 2025 University of Manitoba - Orbis Career / Co-op Portal Professional' on the left, 'MyAccount | Log Out' on the right, and a black circular menu icon with three dots on the far right.

## 4.2 Submitting a Request Through the Experience Catalogue

### Objective

The main objective of this process is to allow students to request for recognition of a position corresponding with an experience they participated in.

### Scope

- This process uses the [Experience Catalogue](#) website to search for an experience and position, link to UMConnect, and request for recognition of participation. Provided that the validator of the experience accepts the request, recognition will be given to the student.

### Stakeholders

- The student who participated in the experience is the individual whose responsibility it is to complete this process of requesting recognition.

### 4.2a - Steps

1. From the [Experience Catalogue](#) website, type the name of the experience in the search field and select the corresponding experience. Refer to Figure 6.
2. Select the position title you want to request. This will open the position details on UMConnect. Refer to Figure 7.
3. Select [Add position To My Experience Record](#). Refer to Figure 8.
4. In the Time Tracking section, select [Log Time](#). See Section 5.2 – Time Tracking Requirements and Figure 9.
5. Review the competencies and fill out the required fields. See Section 5.2 – Selecting Competencies and Figure 9.
6. Select [Save Changes](#). Refer to Figure 10.

Figure 6

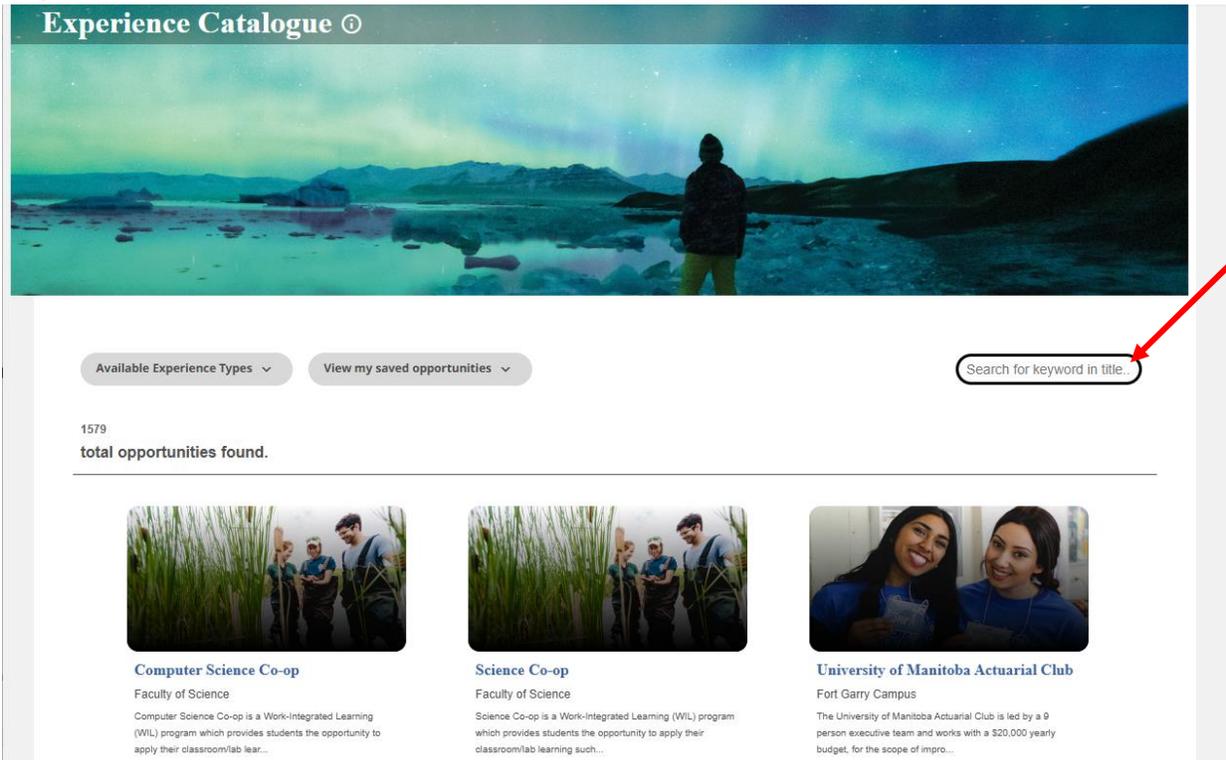
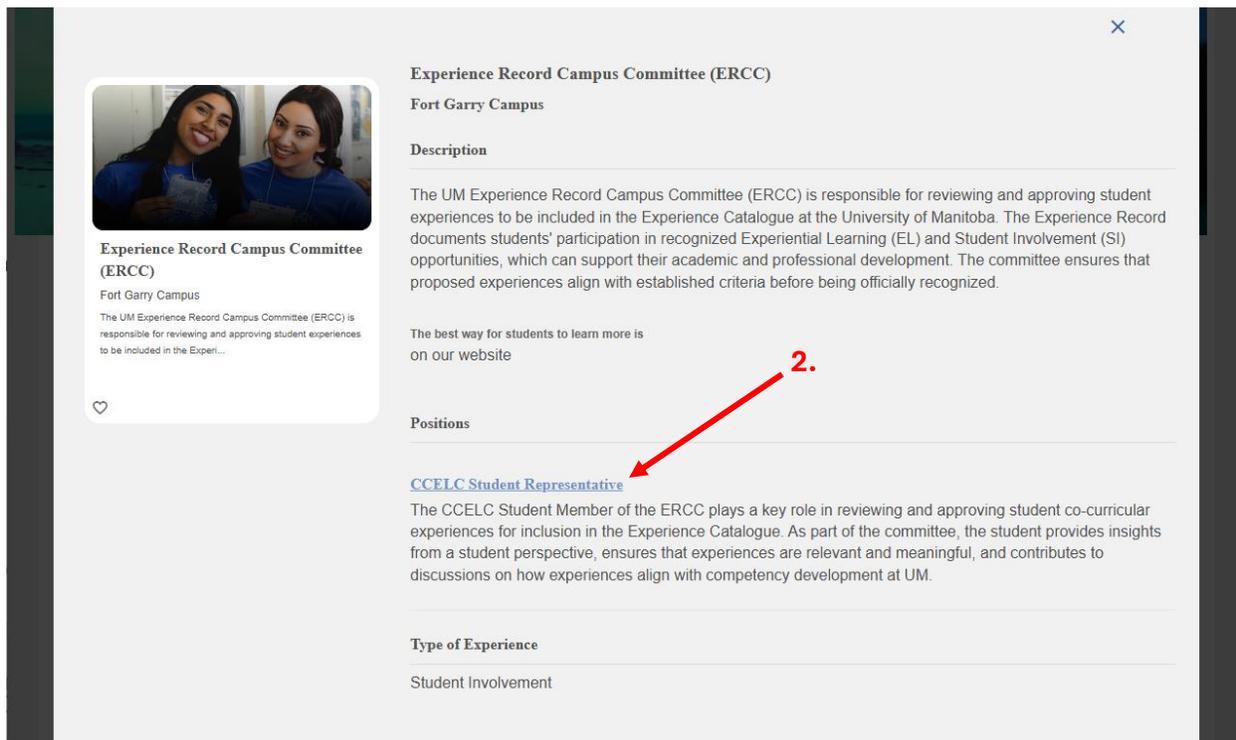


Figure 7



**Figure 8**

**Position - New Student Participant - University of Manitoba Orientation**

[← Back to Add Position to My Record](#)
[← Back to My Experience Record](#)

Position Info	
Time Period :	2023-2024
Campus :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Student Life

Add Position To My Experience Record

Add to shortlist

3.

**Figure 9**

- Job and Volunteer Postings
- CO-CURRICULAR OPPORTUNITIES
- Co-Curricular Opportunities Home
- CCR Information
- Ag & Food Sci Career & Co-op
- Computer Science Co-op
- Engineering Co-op & IIP
- Environment, Earth & Resources Co-op
- Science Co-op
- General Science Internship
- Experiential Learning
- Work Study
- Career Mentor Programs
- Logout

Organization: GSA - Graduate Students' Association

Department: Health Sciences Graduate Students' Association

Time Period: 2023-2024

Personal Reflection Comments:

Update Record Position

Add Reflection

**TIME TRACKING**

0 hours logged

Log Time

**COMPETENCIES**

Please indicate which of the competencies you developed while participating in your co-curricular experience.

You can select between 0 to 6 competencies

**University of Manitoba Competencies Framework - Communication**

Unselected Competencies

Attentive Listening  -- Select --

Verbal Communication  -- Select --

4.

5.

**Figure 10**

-- Select --

Mobilizing People and Resources  -- Select --

Save Changes

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MyAccount | Log Out

6.

## 5. Guidelines

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### 5.1 General Guidelines

These best practices apply to all aspects of student validation and time tracking:

#### Ensure Complete Validation

- Communicate with the validator(s) in charge of an experience after completion of participation or before the validation deadline to ensure validation for that year has been completed.

### 5.2 Specific Guidelines

#### Selecting an Experience

- When choosing the experience from the drop-down list of options, select the experience that corresponds with the correct year you participated in.

#### Time Tracking Requirements

- Some positions require a minimum number of hours to receive recognition.
- After selecting Log Time, a pop-up window will display a section stating the number of hours required.
- If you do not see this section in the pop-up window, time tracking is not a requisite of the position.

#### Selecting Competencies

- When selecting competencies, you are allowed to choose up to a maximum of 6. Select the top 6 you believe apply to you and your participation in the experience.
- Provide a short description of the ways you developed each competency in the text box below each competency selection.

## 6. Roles and responsibilities

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### 6.1 Responsibilities of a Student

- Students should:
- Be aware of the deadlines for students to submit requests and validators to process them. See Section 8 – Important Dates & Deadlines.

- Communicate with the validator(s) in charge of an experience if there are any concerns related to participation or validation of an experience.

## 6.2 Responsibilities of a Validator

- Validators ensure that:
- Recognition is given to all students who have completed the requirements of their role / position.
- Requests from students meet the requirements of the position and proceed to approve or decline accordingly.
- Information on the activity and positions published on the Experience Catalogue are up-to-date and accurate.

# 7. Tools and Resources

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## 7.1 Experience Catalogue

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

## 7.2 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) opportunities. It allows validators to track student engagement, update competencies, and ensure accurate recognition of experiences. Access is restricted to UM students and staff using their university login credentials.

## 7.3 Experience Record

The Experience Record is an official document that tracks students' validated Experiential Learning (EL) and Student Involvement (SI) opportunities at the University of Manitoba. It provides a record of student participation in recognized co-curricular experiences 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.

## 7.4 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 experiences. This resource supports faculty, staff, and students in integrating experiential learning into academic and co-curricular programs.

## 7.5 UM Competencies Framework

The [UM Competencies Framework](#) helps students identify, develop, and articulate key competencies gained through their university experiences. 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.

# 8. Important Dates & Deadlines

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- Deadline for Students to Request Validation – **May 18, 2025**.
- Deadline for Validators to Validate Students – **June 30, 2025**.

# 9. Contact Information

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## 9.1 Experiential Learning Partnership Office:

- 326 University Centre, University of Manitoba
- Winnipeg, Manitoba R3T 2N2
- Tel: 431-294-3161

Email: [ExperienceRecord@umanitoba.ca](mailto:ExperienceRecord@umanitoba.ca)  
[Book a Meeting](#)