

Participation Data – Campus Community

Extracurricular Activities

Description

You can use the codes in your system to identify extracurricular activities and track participation in them. Some codes for levels of involvement are delivered with your system. The University of Maine System created additional codes to identify involvement in clubs, non-varsity athletics, organizations, employment, etc.

Process Steps

Navigation:

Campus Community > Personal Information (Student) > Participation Data (Student) > Extracurricular Activities

Step 1: The Extracurricular Activities Search Page

Follow the above navigation to bring up the Search Page for entering Extracurricular Activities Data. Enter the information required to locate the person in the database.

1.1 Entering Search Criteria

Extracurricular Activities
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpIID:	begins with	0137343	🔍
Academic Career:	=		
National ID:	begins with		
Campus ID:	begins with		
Last Name:	begins with		
First Name:	begins with		

Case Sensitive

[Basic Search](#)

1.1.1 **EmpIID:** If you know the student's EMPLID number, enter it here. This is the most efficient way to search for a student.

1.1.2 **Academic Career:** Enter if you have it, but it is not required.

- 1.1.3 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.5 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.6 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.7 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

Step 2: Extracurricular Activities

After finding the student in the database, the Extracurricular Activities page is displayed and you can enter the student's Extracurricular Activities.

2.1: Entering Extracurricular Activities Data

Extracurricular Activities

Jonathan Archer 0137343

Activity Detail Find | View All First 1 of 1 Last

Internal / External: External External + -

Activity: GOV001 *Description: Student Council

Start Date: 090102 31 **End Date:** 063005 31 Interest

Years Involved **Ninth Grade** **Eleventh Grade** **Postsecondary**
Tenth Grade **Twelfth Grade**

Academic Institution:

Academic Career: UGRD Undergrad **Term:**

Activity Type: Student Government **Office Held:** President

Time Involvement

Time Unit 1: ***Time Unit:** Hrs/Week

Time Unit 2: ***Time Unit:** Wks/Year

Comments: President of HS Student Council in 11th grade.


- 2.1.1 **Internal/External** You MUST specify whether the activity in which the individual participates is within or outside of the university. Your selection here will determine the lookup list for the Activity field. The predefined activities are all designated as internal, external or both. For example, an external activity could be a high school activity.

Use the Insert and Delete row buttons + - to add or delete participation in additional extracurricular activities.

2.1.2 **Activity** Select the activity code, from the Extracurricular Activities Table page, which represents the activity in which the individual participates.

2.1.3 **Description** The system displays the description associated with the specific activity code on the Extracurricular Activities Table page.

Note You can manually enter an activity description without selecting a code. However, to be sure that the activity will be included in reporting and other processes that depend on the codes, you should consider setting up the activity on the Extracurricular Activities Table page. (see your PeopleSoft administrator to do this)

Tips To find the correct Activity Code, click the  lookup icon next to the field. There are more than 300 activities, so unless you narrow down the search by typing in the first few characters of the code, you won't see all of the codes. Because of this, our extracurricular activities are arranged by activity types as follows:

<i>Activity Type</i>	<i>Code Range</i>
Art	ART001-ART999
Athletics	ATH001-ATH999
Clubs	CLX001-CLX999
Employment	EMP001-EMP999
Leadership	LDR001-LDR999
Music	MUS01-MUS999
Publications	PUB001-PUB999
Student Government	GOV001-GOV999
Theater	THE001-THE999
Volunteer	VOL008-VOL999

So if you were looking for a volunteer organization, search for **VOL** on the activity lookup page:

Look Up Activity

Extracurricular Activity:

Description:

[Basic Lookup](#)

Search Results

View All First 1-10 of 10 Last

Extracurricular Activity	Description	Activity Type
VOL001	Volunteer - Civic	Volunteer
VOL002	Volunteer - Health Care	Volunteer
VOL003	Volunteer - Education	Volunteer
VOL004	Volunteer - Social Services	Volunteer
VOL005	Volunteer - Religious	Volunteer
VOL006	Volunteer - AMERICORP/MISTA	Volunteer
VOL007	Volunteer - Peace Corps	Volunteer
VOL008	Volunteer - Tutor	Volunteer
VOL009	Volunteer - Peer Mentors	Volunteer
VOL999	Volunteer - Other	Volunteer

Due to the large number of internal Clubs and Organizations, the scheme for these is slightly different. The format of the code is CLX999 where **X** represents the number representing the university within the UMS. The valid values are:

CL1	Augusta	CL5	Orono
CL2	Farmington	CL6	USM
CL3	Fort Kent	CL7	Presque Isle
CL4	Machias		

(e.g., CL4570 is the UMM Outing Club)

- 2.1.4 **Start Date** Enter the date when the individual's participation in this activity is scheduled to begin. The start date is required for internal activities, and it defaults to today's date. You can override this date. If a Term is entered, the Start and End dates will be overridden with the valid dates of the term you enter.
- 2.1.5 **End Date** Enter the date when the individual's participation in this activity is scheduled to end. The end date is required if you have entered a start date.
- 2.1.6 **Interest** Select to indicate that the individual expresses an interest in participating in this activity.
- 2.1.7 **Years Involved** Select the appropriate check boxes (Ninth Grade, Tenth Grade, Eleventh Grade, Twelfth Grade, and Postsecondary) to indicate the years during which the individual participated in this type of activity.
- 2.1.8 **Academic Institution** You must choose an academic institution related to this student's extracurricular activity. If it is an external activity, select the university that is recording this activity for the student. If you do not choose, your institution default value will be used when you save the record.
- 2.1.9 **Academic Career** The academic career of the student is displayed, unless the student has none or more than one, in which case you must select the relevant career. This field is only required if you are going to specify a Term.
- 2.1.10 **Term** Specify the term during which this individual is scheduled to participate in this activity.
- 2.1.11 **Activity Type** The system displays the activity type associated with the specified activity code on the Extracurricular Activities Table page.
- 2.1.12 **Office Held** Specify the office, if any, that this individual holds in this activity, for example, Captain, EIC, President, Treasurer, or Vice President.
- 2.1.13 **Time Unit 1** and **Time Unit 2** Indicate the amount of time the individual devotes to this activity. Enter the number in the first field and select a time period in the second field—for example Days/Month, Hrs/Week, or Wks/Year. (The default value is Hrs/Week.)
- If you specify the number of hours per week in the Time Unit 1 field, you should also specify how many weeks per year in the Time Unit 2 field.
- 2.1.13 **Comments** Enter comments to further identify or describe the individual's participation in this activity.

Click  Save to save your work.

Source Documents

Admissions Application, Student Activities lists, Prospect documents

Security Roles

Updates by
Admissions offices (data entry)
Student Activities/Services

Viewable by
Everybody

APPROVED and TESTED by Admissions and Campus Community Team on January 11, 2006
(There appear to be some security nuances we don't understand yet.)