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Important Medallion Program Links

- **Medallion Website**
  - www.rochester.edu/college/medallion

- **Medallion Program FAQs** (Frequently Asked Questions)
  - http://www.rochester.edu/college/rccl/leadership/programs/medallion/faq.html

- **Enrollment form**
  - https://ccc.rochester.edu/submitter/form/start/135622

- **Campus Community Connection (CCC)**
  - ccc.rochester.edu

- **Workshop Registration**
  - https://podio.com/webforms/19215291/1293654

- If you have a workshop, event, class or experience that you would like to be Medallion eligible fill out this form
  - https://ccc.rochester.edu/submitter/form/start/134230

- To co-sponsor a workshop fill out this form
  - https://podio.com/webforms/17763285/1193873
Campus Community Connection Information Page for the Medallion Program Paths

- **Enrollment form** (https://ccc.rochester.edu/submitter/form/start/135622)
  - Only needs to be filled out once
  - Once you fill out the enrollment form it may take a few days for the Medallion Program to show up on your CCC page under the Paths section.
    - Feel free to register (https://podio.com/webforms/19215291/1293654) for and attend any Level 1 or Level 2 workshops but be sure to keep track of those workshops as you wait for the Medallion Program to appear on your CCC page.
    - Remember to track your Level 1 and Level 2 progress in the Medallion Program Path in CCC once you have access.

- Track your Medallion Program progress on [Campus Community Connection](https://ccc.rochester.edu)
  - Your Paths are located at the middle right side of your CCC page.
  - You will see both Level 1 and Level 2 for the Medallion Program once you are added to the Medallion Program Paths.
  - Please be cognizant of which Level you want to input information for. For example: if you attended a level 1 workshop be sure you input that in your Medallion Program Path: Level 1.
Self-reporting the completion of the Enrollment Form
You completed the Medallion Program enrollment form:

1. **Click on The Medallion Program: Level 1 Path**

2. **Click on Medallion Level 1: Getting Started!**

3. **Click on Complete the Medallion Program Level 1 Enrollment Form**
4. Click *Mark Complete*

5. Click on *Completion Date* and input the date you submitted the enrollment form. Leave the reflection blank *(this is the only time you will leave the reflection section blank)* normally, reflections are required for every requirement that asks for them.
6. You will see the message below if you have successfully submitted the information.

7. When you return to the Medallion Level 1 Path you will be able to see your progress
Self-reporting a workshop or experience attendance into CCC

Example: You attended a Level 1 Knowledge Acquisition workshop: *Safe Zone Training* on October 4th, 2017

1. Click on *The Medallion Program: Level 1 Path*

2. Click on *Medallion Level 1: Workshops*

3. Click on *Knowledge Acquisition*
4. Click Mark Complete

5. Click on Completion Date and input the date you completed the workshop. In the Reflection section type in the title of the workshop and then answer the reflection questions. Reflections are required.

6. Then press the blue Submit button.
7. You will see the message below if you have successfully submitted the information.

Medallion Level 1: Workshops: Knowledge Acquisition Workshop

Knowledge Acquisition:
All workshops are held in Douglass Commons - Room 401

Wednesday 8/20/2017 7:00pm-8:00pm Speaking Fellows
Wednesday 10/4/2017 7:00pm-8:00pm Dr. Jessica Guzmán Rea
Public Presentation Skills with the Speaking Fellows
Safe Zone Training

Fulfillment Status

MARK INCOMPLETE

Self Reported

8. When you return to the Medallion Level 1 Path you will be able to see your progress
Self-Reporting the completion of the Rising Leader Class, the Resident Advisor Class or Urban Fellows Program.

**Example:** You completed the Rising Leader Class. Your last day of class was on November 10, 2017. You have already completed the enrollment form and attended a Level 1 opening session and have already self-reported the completion of both of those tasks in CCC as outlined in the section above.

1. **Click on The Medallion Program: Level 1 Path**

2. Confirm you have successfully self-reported the completion of the enrollment form and attended a Level 1 opening session. (the green check mark indicates that your self-reporting was successful)

3. **Click on Medallion Level 1: Workshops**

4. **Click on any of the domains listed. (you must repeat steps 4-9 for every domain)**
5. Click **Mark Complete**

6. Click on **Completion Date** and input the date you completed the class or program (i.e. the date of the last class or date of the last program day). For this example: In the **Reflection** section type in Rising Leader Class. (or Resident Advisor Class or Urban Fellows program depending on what class or program you completed).

7. Then press the blue **Submit** button.
8. You will see the message below if you have successfully submitted the information.

9. When you return to the Medallion Level 1 Path you will be able to see your progress (you must repeat steps 4-9 for every domain)