Texas A&M International University

Get Involved, Stay Involved
Frequently Asked Questions (FAQs)

What is CollegiateLink (C-Link)?
C-Link is an online system that allows student organizations to connect and submit for services, allows students to track their student engagement and service hours, and allows for tracking of TAMIU Trailblazers, a co-curricular initiative that began in 2012.

Where do I go to access it?
To connect with student engagement opportunities, just visit tamiu.collegiatelink.net.

Who can access it?
Anyone that has TAMIU login credentials is able to use C-Link. After going to the website, just click on Log In, found on the upper right hand corner of the web page.

How do I find student organizations?
After going to the web page, just click on Organizations to be connected with numerous opportunities to get involved.

How do I track my community service hours?
You can see your service hours by clicking on My Involvement and then Service Hours.

How do I submit service hours?
Click on My Involvement and then Service Hours. Now select the organization you completed the service hours with, provide a quick description, duration, and a verification contact. Click Submit.

If you are not a part of any student organization, join the group TAMIU Trailblazers and submit your hours as part of this organization.

Do I have to create a profile?
Yes. This allows C-Link to provide some recommendations on organizations and events that may be of interest. You can always adjust your profile on the main page by clicking Edit Profile.

How do I join a student organization?
After logging in, and finding the organization of your choice, click on Join Organization. This will send a message to the primary contact that will then communicate with you about any requirements that are in place to join the group.

What are “Recommendations”?
Recommendations are organizations and events that you may be interested in participating in based on your profile.

What is “My Curriculum”?
My Curriculum is how TAMIU Trailblazers is tracked. The Trailblazers program is a co-curricular initiative that began in 2012. For more information on TAMIU Trailblazers, visit http://www.tamiu.edu/studentaffairs/TAMIUTrailblazers.

Is there a print out available that shows my involvement?
Yes. It is called a co-curricular transcript and can be accessed by clicking on My Involvement and selecting Co-Curricular Transcript.
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Can I print a co-curricular transcript?
Yes. This will help you track your involvement over your time at TAMIU and even show your service hours. You can even remove any organization you prefer not to show. This document becomes incredibly useful when putting your resume together.

What is the benefit of using C-Link?
C-Link allows you to electronically keep up with student involvement and engagement over your time at TAMIU. It will demonstrate the leadership positions you held and save all of your information without you having to remember what you did 1, 2, 3 or even 4 years ago.

What if there is not an organization on C-Link that sparks my interest?
No problem, you can start your own.

How do I register my new student organization?
The first step is meet with the associate director of student activities and leadership. He/she will guide you through the process of securing other members, an advisor, and completing the necessary paperwork and trainings.

When and how do I renew my student organization?
Student organizations are required to renew each year. To do so, the group must submit their Student Organization Renewal Form, register their group on C-Link, and attend the yearly Risk Management Training.

How can I adjust or create officers?
Current officers and the advisor are the only individuals that have access to do this. Once within your student group, click on Roster and then Manage Positions. Once here, you can Create a New Position or edit the access of each position. If you want to change officers, then click on Manage Roster and you are able to change the role of each person to their current role.

Who has access to features within my student organization?
Only officers and advisors have default access to modify, change, or adjust features within your organization. If you add more positions, you can designate what type of access they have.

How do I create an event?
Within your organization, click on Events and select the Create Event button at the top of the page. As a reminder, only officers and advisors have access to do this.

What if I need to change or cancel an event request?
Click on My Involvement at the top of the page and then Submissions. This will show any items you have submitted. The last tab reads Events. After selecting your desired event, you can resubmit with changes or cancel your event entirely.
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Where should I post meeting minutes?
Meeting minutes should be created and documented during each of your organizations’ meetings. In order to allow members and anyone interested in joining your group to see what projects you are working on, you are required to post these under Documents, located on the left menu bar within your organization.

Can we create an application for membership using C-Link?
Yes. C-Link allows you to customize your membership application or any other forms your organization requires. Just click on Forms and then Manage Forms.

What is the “Help” button at the top of the page?
If you have questions about C-Link, you can enter any topic to retrieve answers. It even allows you to submit feature requests that are received directly by the company when evaluating what would be useful.

What is “My Involvement”?
My Involvement illustrates current and past memberships, upcoming events, your experiences and interest, your service hours, any submissions you have, your TAMIU Trailblazers progress and access to your co-curricular transcript.

What is “My Shortcuts”?
My Shortcuts allows you to find each organization you are a part of without having to go through the Directory.

What is “Review”?
This section is used for individuals that have specific access to forms or submissions.

What is “Messages”?
Messages are any e-mail that you received through C-Link. You can choose to leave them on there or delete entirely.

What is “Home”?
Home takes you back to the home page within C-Link.

What is “Organizations”?
Organizations provide a listing of all recognized student organizations and offices that are using C-Link.

What is “Events”?
Events show you what meetings, fundraisers, etc. organizations are having.

What is “Curriculums”?
Curriculums is used to track progress of your TAMIU Trailblazers.
What is “Campus Links”?
Campus Links are links to other websites with pertinent information for student groups and organizations.

Scan this to find out more about how to get involved.