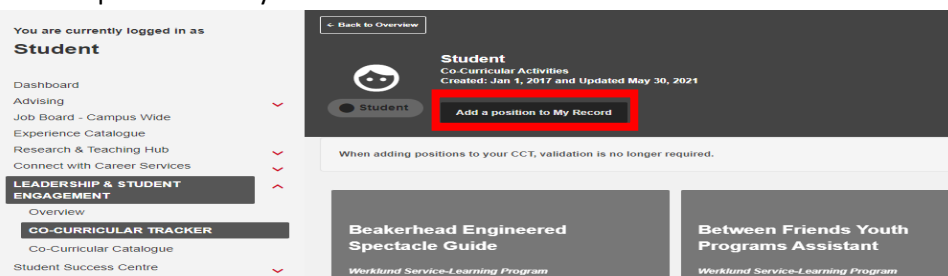# Co-Curricular Tracker (CCT) Frequently Asked Questions for Students

The Co-Curricular Tracker (CCT) is a useful tool to track your involvement and volunteer activities. These activities can showcase your employability skills on your resume, in graduate school or volunteer applications and more.
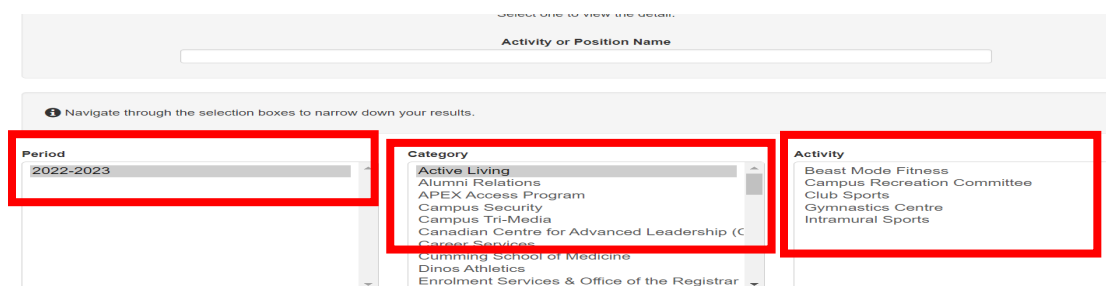
CCT is not mandatory nor is it a requirement for graduation. The CCT was known as the Co-Curricular Record (CCR) until September 2022. If you formerly participated in the CCR, all activities from your record will be displayed on the CCT. A major change from the CCR to CCT is that activities are no longer validated by a faculty or staff member, as all activities in the co-curricular catalogue are University recognized.

To access and add a position to your CCT Student Account:
- Login to Elevate as a student, using your UCID/IT account information
- Click on Leadership & Student Engagement
- Click on Co-Curricular Tracker
- Click on "Add a position to My Record"

- Click on the Period 2022/2023 and choose the Category and Activity you wish to add
- Once you click on Activity the list of positions will appear below

- To add the position to your CCT, click on "Add to record"

- Once the position has been added you can also add reflections comments

I am applying to a job, medical school, or graduate school. How do I use my CCT?
For each position in your Tracker, we recommend you use the "Personal Reflection Comments" box to reflect on the following questions. These questions will help you submit a strong application and deliver a strong interview:
- How have these experiences helped you grow, and develop skillsets in areas like leadership, teamwork, conflict navigation, and project management?
- How could you turn these experiences into strengths-based interview stories?

To learn more about using your reflections for your applications, book an appointment with a Career Advisor here.

What do I do if I accidentally add a position to my Tracker that I did not participate in?
Click on the red circle with 3 dots in the lower right corner and choose "Remove Position from Student Record"

Do I still need to choose learning outcomes for the activities I add to my CCT?
No, adding learning outcomes is no longer necessary. However, we encourage you to reflect on how each position has helped you build your employability skills.

How do I get my CCT positions validated?
All activities in the CCT are university recognized and no longer need to be validated.

Can I print my CCT?
Yes. When you print your CCT it will show a list of all recorded involvement activities but will not include learning outcomes or hours spent on each activity.

Questions:
If you have any questions, please email involve@ucalgary.ca