

NUSync

GUIDES

**EDIT YOUR
CCA RECORD**

CCA Record

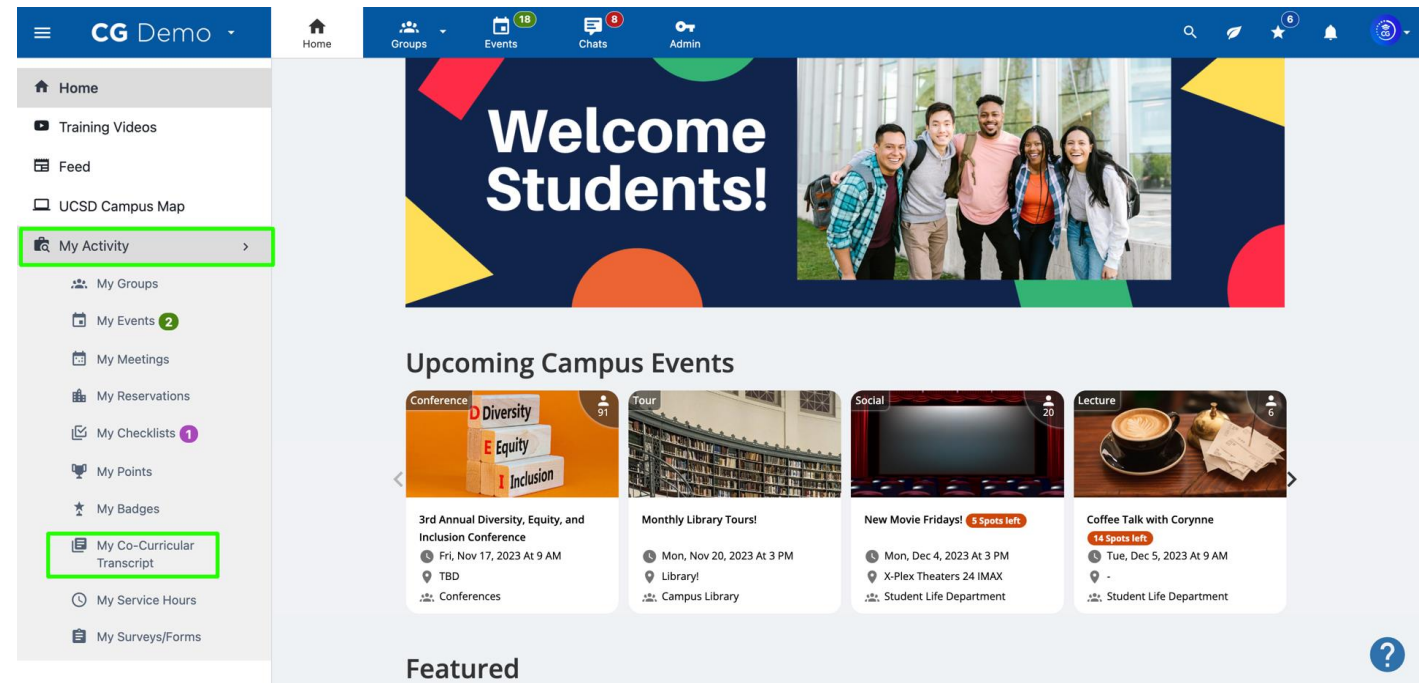
The Co-Curricular Transcript (CCT as we call it on the system) allows students to track involvement including memberships, leadership positions, event attendance, and more. Here, you can customize your transcript and generate a document to showcase your achievements.

**Edit, check and download before graduation, as you will lose access to NUSync upon graduating.
Please check with your CCA student leaders if your involvement is not reflected accurately.**

CCA Transcript

The Co-Curricular Transcript (CCT) allows students to track involvement including memberships, leadership positions, event attendance, and more. Here, you can customize your transcript and generate a document to showcase your achievements.

- Navigate to the **Home** page
- Select **My Activity**
- Select **My Co-Curricular Transcript**



Link to read more on CCA Transcript:

[CCA Transcript Tutorial](#)

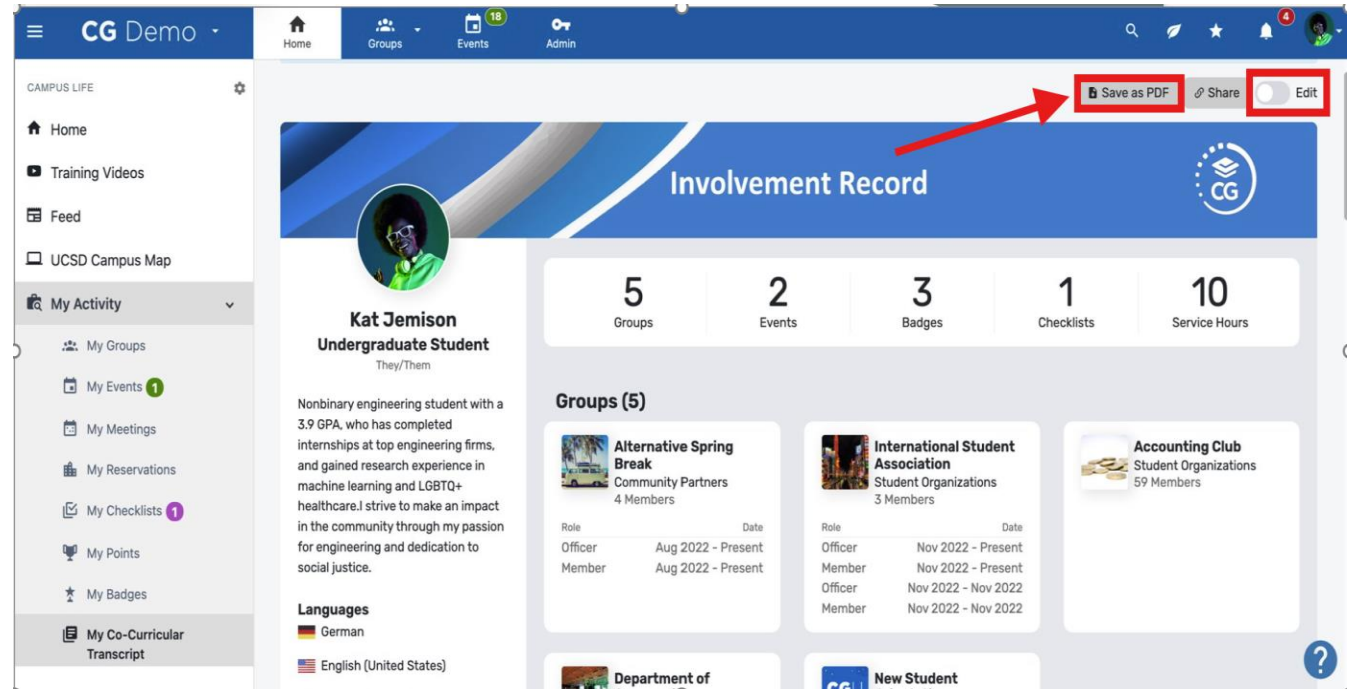


Video Link for CCA Transcript:

[CCA Transcript Tutorial on Vimeo](#)

CCA Transcript

- Click the **Edit** toggle to customize what displays on your CCT
- Here, the following sections will automatically display on the CCT, however, you can add notes and edit visibility
 - Group Membership
 - Officer Positions
 - Event Attendance
 - Service Hours
 - Checklist Completion
 - Self-reported Experiences
- Click **Share** to save your CCT as a pdf and share a link to your CCT



Link to read more on CCA Transcript:

[CCA Transcript Tutorial](#)



Video Link for CCA Transcript:

[CCA Transcript Tutorial on Vimeo](#)

Service Hours

The Service Hours feature in NUSync is a dynamic tool designed seamlessly connect students with service opportunities. This feature provides a convenient platform to track and record their accrued service hours.

Adding Service Hours As A User Within NUSync

A User can easily add service hours by following these important steps:

- Navigate to **Home**
- Select the **My Activity** dropdown and click **My Service Hours**
- Click on **Add Service Hours**
- Complete the required fields
- Click **Save**. This will route to group for approval.



Link to read more on Adding Service Hours as a User:

[Adding Service Hours as a User Tutorial](#)



Video Link for Service Hours:

[Service Hours Tutorial on Vimeo](#)

The screenshot displays the NUSync user interface. On the left, a sidebar menu includes options like Home, Training Videos, Feed, UCSD Campus Map, My Activity (highlighted with a green box), My Groups, My Events (2), My Meetings, My Reservations, My Checklists (1), My Points, My Badges, My Co-Curricular Transcript, My Service Hours (highlighted with a green box), and My Surveys/Forms. The main content area shows the 'My Service Hours (5)' page with a table of activities. The table has columns for activity details, type, hours, and verification status. Activities listed include 'New Student Orientation Welcome!', 'Homecoming 2024', 'Build Day', 'Give blood', and 'Internship Welcome'. A modal form titled 'Service Hours' is open, allowing users to add new hours. The form includes fields for 'What type of service hour?' (Experience), 'SELECT AN ORGANIZATION' (Not a campus organization), 'TIME COMMITMENT' (Hours and Date), 'ATTACH FILES' (Upload), 'REFERENCE' (Reference user, Ext reference name, Ext reference email), and 'OTHER' (Tags). The form is designed with a clean, modern aesthetic using purple and grey tones.

Activity	Type	Hours	Status
1 New Student Orientation Welcome!	Event	4 Hours	Verified
2 Homecoming 2024	Event	2 Hours	Verified
3 Build Day	Experience	3.3 Hours	Pending Verification
4 Give blood	Experience	4 Hours	Pending Verification
5 Internship Welcome	Experience	5 Hours	Pending Verification

Service Hours Form Fields:

- What type of service hour? Experience
- SELECT AN ORGANIZATION: - Not a campus organization -
- * OR, enter the name of an organization not listed above
- TIME COMMITMENT:
 - * Hours: [Input field]
 - * Date: 16 Nov 23
- ATTACH FILES: Upload
- REFERENCE:
 - Reference user: Start typing and wait for suggestions...
 - * Ext reference name: [Input field]
 - * Ext reference email: [Input field]
- OTHER:
 - * Tags: Search, Class 1, Class 2, Class 3

Samples of CCA Record-Groups

Check that your membership dates are correct.

Groups (4)			
 College of Design and Engineering Office 86 Members	Role	Date	
	Current GD Students Group	Oct 2024 - Present	
 School of Business Office 92 Members	Role	Date	
	Current UG Students Group	Oct 2024 - Present	
 NUS iCARE Interest Group 1 Member	Role	Date	
	AY20/21	Jan 2025 - Present	
	AY20/21	Oct 2024 - Jan 2025	
 King Edward VII Hall Hostel 2 Members	Role	Date	
	Welfare Committee	Apr 2025 - Present	
	Member	Oct 2024 - Present	

Samples of CCA Record-Events

There can be a mixture of events, and CCA records of event organising committee. You can add reflection via note.

Events (4)

Fundraiser

Apr 17, 2025

📍 King Edward VII Hall

Note

This was one of the projects I was part of- our committee organised a Hall community fundraiser to upcycle old furniture and sell/dispose/recycle those that were not needed or could not be swapped. The funds raised went to our Hall welfare fund, and was able to pay for one night of food for everyone!

Energy Debate

Apr 16, 2025

📍 1.5degreeNUS

Note

An interesting panel discussion that offered multiple perspectives on the energy industry from experts of different fields-law, manufacturing and policy. I have a personal interest in expanding knowledge in the green sector so this was very enriching for me.

Organising Committee

Apr 14, 2025

📍 College of Design and Engineering

Note

FLAG committee to raise funds for Community Chest.

Annual Gala Dinner

Oct 09, 2024

📍 Office of Student Engagement

Samples of CCA Record-Service hours

There can be service hours from helping out at an event, or an experience. Experiences are typically programme based, and can be useful to record involvement of sub-committee members.

Service Hours (35 hrs)

Event

5 hrs

Wushu Welcome Tea 2025

Dec 01, 2025

🏯 The Wushu Pavilion

Experience

10 hrs

Welcome Tea Subcommittee Logistics

Social event

Logistics Head

Dec 02, 2025

🏯 The Wushu Pavilion

Experience

20 hrs

Townsquare Project

Other

Project Head

I led a project team of 9 people to organise weekly social gatherings for our residents. These gatherings ranges from general meetings, monthly teas and cleanups.

Dec 02, 2025

🏯 The Wushu Pavilion

NUSync

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