

eTranscript California District-Wide Transcripts Guide

Overview

The information in this guide is intended for the District offices that handle student-transcript requests for the California Community College system. It explains the requirements to respond to transcript requests in eTranscript California, including account setup, ASCII and XML file requirements; processing holds and response confirmations; working with the transcript history; viewing and printing transcript data.

To use this guide, you should have a general knowledge of the eTranscript California System, the download process via the Download Manager, and the Xap Communicator. Refer to the eTranscript California Basic Training Guide to ensure proper set up for the Download Manager, and also the Xap Communicator Guide to set up the automated download process. These guides are available in the Control Center online Help for Transcripts.

Note: The Download Manager and Xap Communicator do not require changes to their setup for district-level servicing.

eTranscript California Requirements

Transcript processing in eTranscript California is based on a central request and fulfillment workflow (i.e., a request must originate from an individual college and be fulfilled by an individual college). Districts cannot be subscribers to eTranscript California (only colleges can). eTranscript California does not support transcripts sent to or from a district. However, for districts that typically send out district-wide records in response to transcript requests, eTranscript California allows individual colleges to send *district-wide transcripts*. A district-wide transcript has the following characteristics:

- District-wide transcripts are indicated by a flag in the uploaded and downloaded files, and by a 'district-wide' label in the PDF and HTML Views.
- A district-wide transcript must include district information.
- A district-wide transcript may include an academic record for more than one institution.
- eTranscript California will display and print a district-wide transcript as a single document.
- A district-wide transcript will be downloaded as a single document in XML, but as separate transcripts (one for each college for which an academic record is present) in EDI.

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When requesting a transcript, a college cannot specify whether it wishes to receive a standard or district-wide transcript; it is solely up to the transcript college what kind of transcript it will send.

District-Level Setup

Colleges can choose to associate an eTranscript California account with multiple colleges within a district as a means to enable a person or office to provide centralized transcript processing and send district-wide transcripts. The Xap Client Services Manager can configure an account for multiple colleges and assign permission for eTranscript California processing.

At log on to the Control Center, the user will see a list of the colleges for which they may process transcript requests. The enabled account can respond to transcript requests with data from one or multiple colleges; with each college's data presented separately in the electronic file (as a series of linked single-college transcripts).

In order to facilitate district-wide transcript processing, the eTranscript California Preferences (e.g., fees, fee waivers, request acceptance, etc.) must be defined, per member college. Refer to the "eTranscript California Advanced Training Guide, Section 2: System Preferences," for related information. The guide is available in the Control Center online Help for Transcripts.

College-Level Activity

College users with an account for eTranscript California can run transcript reports, view transcript data, and track the status for transcript requests; however, the user's account must have access rights for a specific function. All content in the transcript file is the responsibility of the individual transcript college.

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Transcript File Requirements

To ensure successful upload to eTranscript California, the electronic transcript file must meet California Community College standards for delimited ASCII or XML formats. For specific code and mapping requirements, refer to the “eTranscript California Data Dictionary” in the Control Center online Help for Transcripts.

The following file characteristics must be followed:

CCCASCII

- CCCASCII – Transcript file has a 3A District Identify segment with the district-wide transcript flag (03A40) set to “D” in addition to one or more 3B College Identity segments.

```
01A|O|2007031408350012330000834672BUJOLD|001233|004670|34673713457405|20070324|1242||OR|P|C
02A|BUJOLD|TRUDY|A.|||0834672|044528726||999999999|19600525|Graphic
Communication|123@xap.edu
03A|001231||34673713450000|LOS RIOS COMMUNITY COLLEGE DISTRICT|1919 Spanos
Court|Sacramento|CA|US|95825|Information Technology|||D|C
03B|001233|004670|34673713457405|SACRAMENTO CITY COLLEGE|3835 Freeport
Boulevard|Sacramento|CA|US|958221386|Admissions & Records|9165582054||S|C
03B|038713|004462|34673713451259|FOLSOM LAKE COLLEGE|10 College
Parkway|Folsom|CA|US|95630|Admissions & Records|9166086645||S|C
04A|001233|A|Excellent|4.00|25|Y|Y|Y|19010101|29990101
04A|001233|B|Good|3.00|25|Y|Y|Y|19010101|29990101
04A|001233|C|Satisfactory|2.00|25|Y|Y|Y|19010101|29990101
04A|001233|D|Passing, less than satisfactory|1.00|25|Y|Y|Y|19010101|29990101
04A|001233|D*|Passing, less than satisfactory|1.00|25|N|N|N|19010101|29990101
04A|001233|F|Failing|0.00|25|Y|N|Y|19010101|29990101
```

Sample ASCII-format Transcript

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XML

- XML – DistrictwideTranscriptIndicator (in the UDE for Transcript) set to 'Districtwide' and which includes an academic record block containing district contact information with AcademicRecord:School:SchoolOverrideCode set to 'Institutional' and one AcademicRecord block for the sending college in which SchoolOverrideCode is not set and which may include additional AcademicRecord blocks containing credit college data with AcademicRecord:School:SchoolOverrideCode set to 'Multicampus'.

```
AcRecBat:AcademicRecordBatch xmlns:AcRecBat="urn:org:pesc:message:AcademicRecordBatch:v1.0.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:org:pesc:message:AcademicRecordBatch:v1.0.0
http://control.xap.com/secure/Customer_Modules/eTranscript
California/AcademicRecordBatch.xsd">
  <ColTrn:CollegeTranscript xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
    xmlns:core="urn:org:pesc:core:CoreMain:v1.0.0"
    xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xmlns:CCC="http://www.xap.com/eTranscript California"
    xsi:schemaLocation="http://www.xap.com/eTranscript California
http://dev.control.xap.com/secure/Customer_Modules/eTranscript
California/TranscriptCCCUDE_v1.0.0.xsd">
    <TransmissionData>
      <DocumentID>2007031408350012330000834672BUJOLD</DocumentID>
      <CreatedDateTime>2009-02-24T15:00:00</CreatedDateTime>
      <DocumentTypeCode>InstitutionRequest</DocumentTypeCode>
      <TransmissionType>Original</TransmissionType>
    </TransmissionData>
    <Source>
      <Organization>
        <FICE>001233</FICE>
        <OrganizationName>SACRAMENTO CITY COLLEGE</OrganizationName>
        <AddressLine>3835 Freeport Boulevard</AddressLine>
        <City>Sacramento</City>
        <StateProvinceCode>CA</StateProvinceCode>
        <PostalCode>958221386</PostalCode>
        <AttentionLine>Admissions & Records</AttentionLine>
        <PhoneNumber>9165582054</PhoneNumber>
        <NoteMessage>CEEBACT ID = 004670</NoteMessage>
        <NoteMessage>CDS ID = 34673713457405</NoteMessage>
        <OrganizationName>LOS RIOS COMMUNITY COLLEGE DISTRICT</OrganizationName>
        <FICE>001231</FICE>
        <SchoolOverrideCode>Institutional</SchoolOverrideCode>
        <AddressLine>1919 Spanos Court</AddressLine>
        <City>Sacramento</City>
        <StateProvinceCode>CA</StateProvinceCode>
        <PostalCode>95825</PostalCode>
        <AttentionLine>Information Technology</AttentionLine>
        <NoteMessage>CDS ID = 34673713450000</NoteMessage>
      </Organization>
    </Source>
  </ColTrn:CollegeTranscript>
</AcRecBat:AcademicRecordBatch>
```

Sample XML-Format Transcript

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Note: eTranscript California does not accept TS130 as input, and TS130 does not support multi-college transcripts.

Transcript Request Processing

eTranscript California applies the same functions and workflow process for transcript fulfillment for district-level servicing. Setting eTranscript California Preferences for the member colleges will facilitate the fulfillment process.

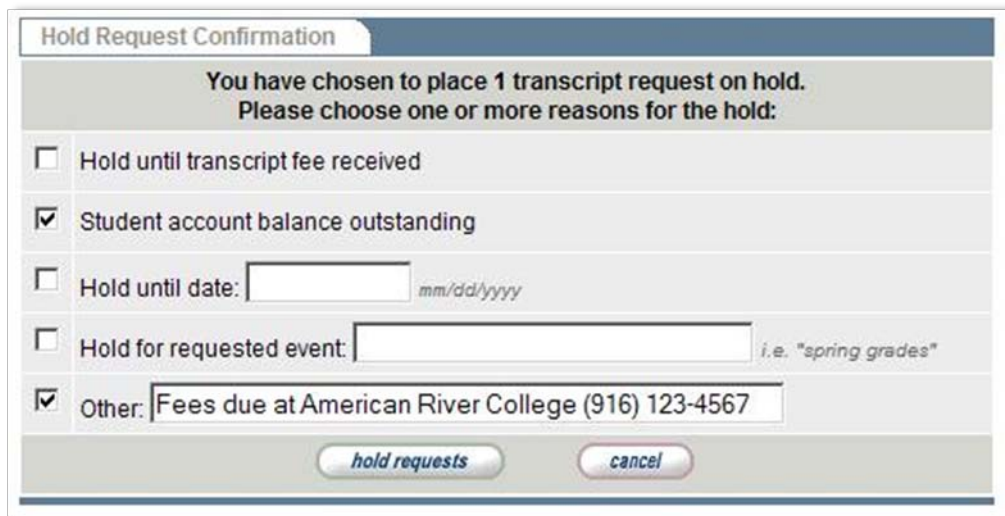
District-Wide Responses

A key component to transcript processing is the district response, in lieu of or in addition to fulfillment, to relate a hold or other response. All hold and response information is reflected in the Transcript Transaction History.

Hold Confirmation

When it is necessary to apply a “hold” condition, the Hold Request Confirmation allows you to choose one of five conditions and provide an explanation for the hold.

The example below identifies a hold condition with added information about to which institution fees are due.



The screenshot shows a web-based dialog box titled "Hold Request Confirmation". The main heading reads: "You have chosen to place 1 transcript request on hold. Please choose one or more reasons for the hold:". Below this, there are five options, each with a checkbox:

- Hold until transcript fee received
- Student account balance outstanding
- Hold until date: mm/dd/yyyy
- Hold for requested event: i.e. "spring grades"
- Other:

At the bottom of the dialog, there are two buttons: "hold requests" and "cancel".

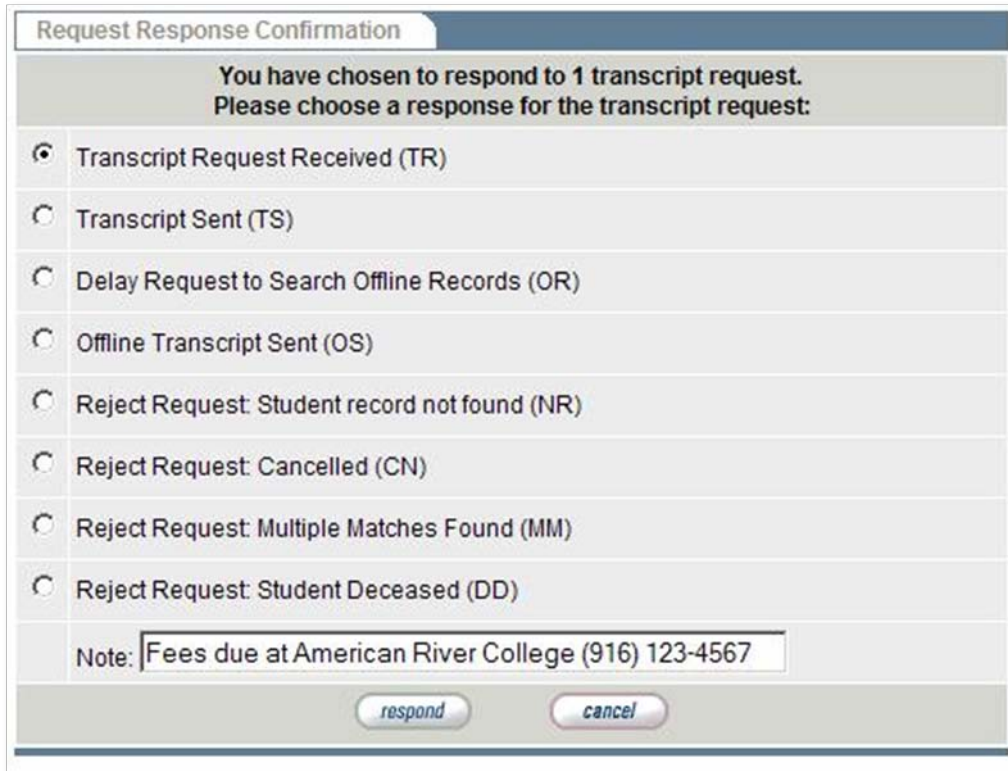
Hold Confirmation for transcript request (w/note for fees)

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Response Confirmation

The Request Response Confirmation allows you to apply other response conditions and add an explanation.

The example below shows that the transcript request was received, but has added information about fees that are due.



The screenshot shows a dialog box titled "Request Response Confirmation". The main heading reads: "You have chosen to respond to 1 transcript request. Please choose a response for the transcript request:". Below this heading is a list of radio button options:

- Transcript Request Received (TR)
- Transcript Sent (TS)
- Delay Request to Search Offline Records (OR)
- Offline Transcript Sent (OS)
- Reject Request: Student record not found (NR)
- Reject Request: Cancelled (CN)
- Reject Request: Multiple Matches Found (MM)
- Reject Request: Student Deceased (DD)

Below the list is a text field with the label "Note:" containing the text "Fees due at American River College (916) 123-4567". At the bottom of the dialog are two buttons: "respond" and "cancel".

Response Confirmation for received transcript request (w/note for fees)

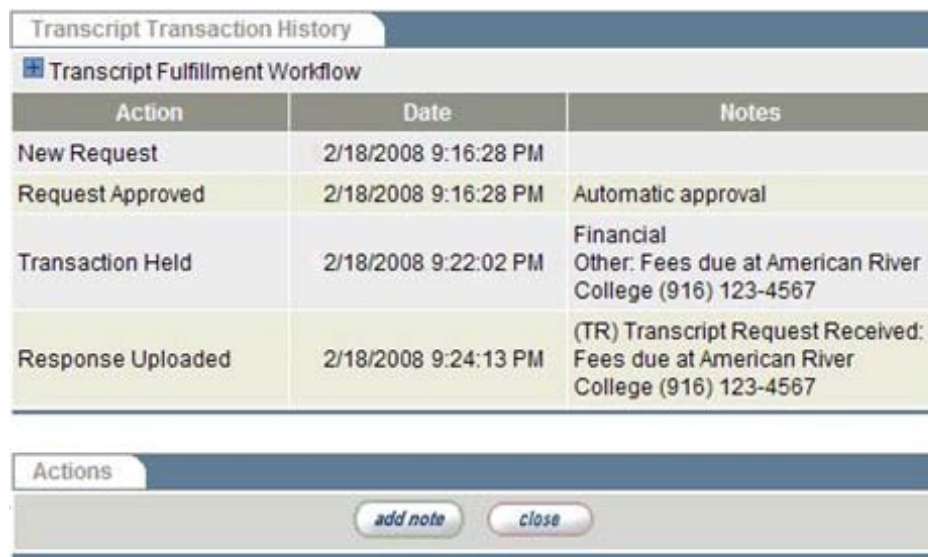
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Transcript Transaction History

The Transcript Transaction History tracks the fulfillment status for the submitted transcript request. It contains the student's basic information; contact information for the transcript and recipient institutions; transcript activity and dates; response notations; and the applicable action buttons for related tasks.

Online Response Notation

In the example below, the Transcript Transaction History shows the activity status and dates with response notation added online.



Action	Date	Notes
New Request	2/18/2008 9:16:28 PM	
Request Approved	2/18/2008 9:16:28 PM	Automatic approval
Transaction Held	2/18/2008 9:22:02 PM	Financial Other: Fees due at American River College (916) 123-4567
Response Uploaded	2/18/2008 9:24:13 PM	(TR) Transcript Request Received: Fees due at American River College (916) 123-4567

Actions

[add note](#) [close](#)

Transcript Transaction History with notation added online

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Uploaded Response Notation

In the example below, the Transcript Transaction History identifies activity status and dates, and uploaded responses with associated notations.

Transcript Transaction History		
+ Transcript Fulfillment Workflow		
Action	Date	Notes
New Request	11/12/2008 12:12:16 PM	
Request Approved	11/12/2008 12:12:17 PM	Automatic approval
Request Downloaded	11/12/2008 12:14:38 PM	
Response Uploaded	11/12/2008 12:25:47 PM	RSP16-Response Status Note Financial: FN Note: Fees due at American River College (916-123-4567) Other: OT Note: Fees due at American River College (916-123-4567)
Transaction Held	11/12/2008 12:25:47 PM	RSP16-Response Status Note Financial: FN Note: Fees due at American River College (916-123-4567) Other: OT Note: Fees due at American River College (916-123-4567)

Actions

[cancel request](#) [update/release hold](#) [add note](#) [close](#)

Transcript Transaction History with uploaded response notations

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Fulfillment

Upon fulfillment, the Transaction History indicates the district and identifies the institutions in the order they appear in the transcript file; multiple colleges are separated by a plus sign (+), as in the example below.

Student Information		
Student name:	ALVA, VERONICA	
Date of birth:	5/10/1990	
Social security number:	567891234	
Transcript institution:	Sacramento City College	Student ID:
Recipient institution:	CSU Sacramento	Student ID:
Student email:	123@xap.edu <small>* Note: this email address originated from Sacramento City College.</small>	
Current status:	Transcript Released	
Request conf. number:	1275282	

Transcript Transaction History		
Transcript Fulfillment Workflow Done		
Action	Date	Notes
New Request	6/21/2008 7:38:03 AM	
Request Approved	6/21/2008 7:38:03 AM	Automatic approval
Request Downloaded	6/21/2008 8:32:08 AM	
Transcript Fulfilled	6/21/2008 9:04:06 AM	District Transcript: Sacramento City College + American River College + Consumnes River College Unsolicited Transcript
Transcript Released	6/21/2008 9:04:06 AM	

Actions
issue new transcript request add note close

Transcript Transaction History w/ Notes for District-Wide Transcript Fulfillment

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District-Wide Transcript View

A district-wide transcript can be viewed and printed as a single transcript. The first segment of a Transcript View (brief, full, or general education) will identify "District-Wide Transcript," the issue date, and the applicable FICE or CEEB code. The Full View will also include contact information for the Sending Institution and the District.

When a district-wide transcript includes transcript data from more than one institution, it will present the information college-by-college in the Transcript View, starting with the student and the transcript college blocks. The sequence of colleges will be the same as in the transcript file.

Electronically submitted data provided from eTranscript California
District-Wide Transcript issued 11/12/2008 11:25 a.m. from FICE 654321.
Reference ID: 0293687812049587269872-34 Request ID: a1096487q984367-9184376-92376

STUDENT TRANSCRIPT FOR:

Browning, Dorothy

(White, Dorothy)

LOCAL SID: 12345678909

SSN: 531-12-3497

CSIS ID: 9876543210

SENDER SID: 9876543210

BIRTHDATE: 11/10/1988

MAJOR: Accounting

TRANSCRIPT INSTITUTION:

CalComm College

12345 Moody Road

Los Altos Hills, CA

95376 USA

CONTACT: Admissions and Records Office

PHONE: 650-456-7890

EMAIL: A&R@calcom.edu

INST FICE: 654321 **INST CEEB:** 123456

CDS: 65432110964781

SENDING INSTITUTION:

CalComm College

12345 Moody Road

Los Altos Hills, CA

95376 US

CONTACT: Admissions and Records Office

PHONE: 650-456-7890 **EXT:** 88888

EMAIL: A&R@calcom.edu

INST FICE: 654321 **INST CEEB:** 123456

INST CDS: 65432110964781

DISTRICT:

California Community College District

1234 Central Avenue

Centerville, CA

95432 US

CONTACT: Information Technology

PHONE: 650-568-3091 **EXT:** 12345

EMAIL: IT-Op@CalComCCD.edu

INST FICE: 654320

INST CDS: 65432110000000

Full View Transcript w/ Sending and District contact information