

eTrans California

NOCCCD – FULLERTON COLLEGE

April 19, 2011

INTRODUCTION

- **History/Background**

- Inception date - June 11, 2008

- **Fees**

- Institution request
- Student request
 - First 2 free, subsequent copies \$3.00/copy

- **Who can request transcripts?**

- Other College Institutions
- Students

ELECTRONIC REQUESTS - STUDENT RECORDS

MyGateway to NOCCCD (Cypress, Fullerton, SCE) - Windows Internet Explorer

http://mygateway.nocccd.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2F

MyGateway to NOCCCD (Cypress, Full... | Page | Safety | Tools | ? | >>

Back to Student Tab | mygateway to fullerton college | Calendar | Groups | Admin | Help | Logout

WebStar CYPRESS COLLEGE | FULLERTON COLLEGE | SCHOOL OF CONTINUING EDUCATION

Main Menu | Personal Information | Register for Classes | **Student Records** | Financial Aid | Employee Services | Finance Services

Search Go RETURN TO MENU SITE MAP HELP

Student Records

- View Holds
- Final Grades
- View Unofficial Web Transcript
- Request ****Electronic**/Official Transcript**
Same day electronic delivery of Cypress College and Fullerton College transcripts going to specific CSU campuses, including CSUF and CSULB.
- Request Printed/Official Transcript to be Mailed
- View Status of Transcript Requests
- Account Summary by Term
- View Student Information
- Schedule of Classes
- Print Schedule/Bill
- Cypress College Enrollment Verification via National Student Clearinghouse
- Fullerton College Enrollment Verification via National Student Clearinghouse
- IRS Form 1098-T: Tuition Payment Statement

[Privacy Policy]

RELEASE: 8.2

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Error on page. Internet | Protected Mode: Off 120%

ELECTRONIC REQUESTS – DELIVERY PAGE & LIST OF INSTITUTIONS

[Back to Student Tab](#)

[mygateway to fullerton college](#)

[Calendar](#) [Groups](#) [Admin](#) [Help](#) [Logo](#)

[Main Menu](#) [Personal Information](#) [Register for Classes](#) [Student Records](#) [Financial Aid](#) [Employee Services](#) [Finance Services](#)


Search [Go](#)

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#)

WebStar Official Transcript Request - Electronic Delivery

@ [REDACTED] Apr 13, 2011 08:22 am

IMPORTANT NOTE: Students who only completed classes prior to Fall 1983 cannot request transcripts online. See the college websites for information on how to request your transcript or in person.



Electronic transcript
usually within a few h

If your transcript inclu
taken prior to Fall 19

This new service is cu
be made available fo
transcripts.

Select the College/
CSU Fullerton
CSU Sacramento
CSU San Bernardino
Cal Poly Univ Pomona
CSU Bakersfield
Calif State Univ., Chico
CSU Long Beach
CSU Monterey Bay
CSU Northridge
Cerritos College
College Of The Sequoias
National University
Sacramento City College
CSU San Diego
CSU San Francisco
CSU San Jose
University of Phoenix
University Of Southern Califor

* - indicates require

Issue transcript to: *

[Continue](#)

are delivered electronically via the Internet and CCCTran. This should occur within 1 business day and

89, then that portion of your transcript can not be sent electronically. A paper transcript of courses
ss days of this request being submitted.

Cypress College student transcripts going only to specific CSU campuses. In the future, this service will
nd other Colleges/Universities. For other institutions, you may use WebStar to order printed

would like your transcript electronically delivered.

PARTIAL TRANSCRIPTS

(Microfilm/Hardcopy)

- How do we identify partial transcripts?
- How do we send partial transcripts?
- How long does it take to send partial transcripts?

PARTIAL TRANSCRIPTS – E-MAIL RESPONSE TO STAFF

From: CCC Transcripts [mailto:ccctranscripts@xap.com]
Sent: Wednesday, April 13, 2011 8:02 AM
To: TRANSCRIPT
Subject: CCCTran - Partial Offline Paper Transcript needed

Dear Fullerton A&R technician,

A partial CCCTran transcript has been sent for:

Banner ID : @00000001
Student Name: Fullerton, Fred
Student DOB : 05/05/55

To College : CSU Fullerton
: CSU Fullerton
Transaction ID: 8657852
Date Requested: 04/13/2011
Date Sent : 04/13/2011

The offline paper transcript for this student needs to be sent to the above college.

Attach a note indicating that the CCCTran electronic portion of the transcript has already been sent.

After sending the paper transcript, you should enter on the form SHARQTC the "Transcript Sent Date" for this transaction.

DISCREPANCIES

◉ Other Institution Blocked

- Student Hold
- “On Hold” discrepancy – Control Center (pending)

◉ Offline Search

- Search for hard copy/microfiche

◉ Discrepancy Response

- Via Control Center

"ON-HOLD" RECORDS PENDING

Xap Control Center - Fullfill Transcript Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://control.xap.com/secure/transcripts/fulfillment/fulfillment_manager/fulfillment_manager.asp Go Links

Transcript Fulfillment Manager

View Options

Transaction status: **On Hold**

Transcript Fulfillment Workflow

- Transcript Request Submitted
 - Approve Transcript Request Waiting
 - Download Transcript Request Waiting
 - Upload Transcript Response Waiting
 - Release Transcript to Recipient Institution
 - Transcript Delivered

Transactions On Hold Options

View using: **Default View**

From: **6/1/2008** to: **10/31/2008** Rule: **None** Results: **100**

Search for: leave empty for all records

Transactions On Hold

Select All/None	View Activity	Last Name	First Name	M.I.	Student ID	SSN	Transaction Hold Reason	Requested By
<input type="checkbox"/>		Hwang	In	J	90	60	(OR) Offline Record Search	San Francisco State University
<input type="checkbox"/>		Gibbs	David	W		62	(OR) Offline Record Search	CSU Northridge
<input type="checkbox"/>		Hwang	In	J	90	60	(OR) Offline Record Search	San Francisco State University
<input type="checkbox"/>		Khandaker	Shihab	S		62	(OR) Offline Record Search	San Jose State University
<input type="checkbox"/>		Hwang	In	J	90	60	(OR) Offline Record Search	San Francisco State University
<input type="checkbox"/>		Khandaker	Shihab	S		62	(OR) Offline Record Search	San Jose State University

Internet

DISCREPANCY RESPONSE (Example)



Xap Control Center :: Fulfill Transcript Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://control.xap.com/secure/Transcripts/Fulfillment/fulfillment_manager/respond.asp Go Links

xap THE CONTROL CENTER Rena Negrete :: Fullerton College [log-out](#)

My Control Center Especially for: Fullerton College 	Help I'm Ceene Randle, your Client Services Manager. Contact CSM 	My Quicklinks Download Manager Email Set up Print Wizard Rules	Edit QuickLinks Search for Student Term Controls Empty Empty
---	--	---	---

Home **Transcripts** Application Controls Application Processing Reports Outreach Preferences Help

Transcripts

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Request Response Confirmation

**You have chosen to respond to 1 transcript request.
Please choose a response for the transcript request:**

- ☐ 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)

Note:

[respond](#) [cancel](#)

Home : Transcripts : Fulfill Transcript Requests Time zone: PST

Done Internet

VIEW DISCREPANCY RESPONSE

Xap Control Center :: Reports - Windows Internet Explorer

https://control.xap.com/secure/transcripts/common/Transaction_Info.asp?transaction_id=862127

Search: Bing

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Transcripts

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Student Information

Student name:	Lee, Sun K.		
Date of birth:			
Social security number:			
Transcript institution:	Fullerton College	Student ID:	
Recipient institution:	CSU San Bernardino	Student ID:	
Student email:			
Current status:	Request Rejected		
Request conf. number:	8621277		

Transcript Transaction History

Transcript Fulfillment Workflow **Done**

Action	Date	Notes
New Request	3/24/2011 10:45:34 AM	No signature for request
Request Approved	3/24/2011 10:45:34 AM	Automatic approval
Request Downloaded	3/24/2011 10:50:03 AM	
Response Uploaded	3/24/2011 10:55:21 AM	(OR) Offline Records Search Required: No match with online records. Manual search may take 3-5 business days.
Transaction Held	3/24/2011 10:55:21 AM	(OR) Offline Records Search Required: No match with online records. Manual search may take 3-5 business days.
Response Uploaded	3/24/2011 1:32:02 PM	(NR) Student record not found: Name and SS# is not on file.
Request Rejected	3/24/2011 1:32:02 PM	(NR) Student record not found: Name and SS# is not on file.

Done


Internet | Protected Mode: Off

120%

RECEIVING OTHER COLLEGE eTrans

- XAP Communicator automated downloads
- Download e-OCT via Control Center
- Print & scan pdf copy

TRANSCRIPT REPORTS

**THE CONTROL CENTER** [Server: Live 2] Fullerton Coll Admissions :: Fullerton College [log-out](#)

My Control Center
Especially for:
Fullerton College



Help
I'm Ceene Randle, your
Client Services Manager.
[Contact CSM](#)



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▶2 Empty
▶3 Empty
▶4 Empty
▶5 Empty
▶6 Empty
▶7 Empty
▶8 Empty

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Data Ma
Undergraduate 9/1/2007
Graduate

Help
Control Center Tour

A guided tour listing the Control Center modules is available to help you get started. [Click here to take the guided Control Center tour.](#)

Getting Help

The Control Center has a built-in [Online Manual](#) which is available throughout the site. There is also a 'get help for this


My Control Center
Term Status

Term	Status	Notes
Fall 2004	CLOSED	
Fall 2005	CLOSED	
Fall 2006	CLOSED	
Fall 2007	CLOSED	
Fall 2008	CLOSED	
Fall 2009	CLOSED	
Fall 2010	CLOSED	
Fall 2011	OPEN	Except for: <ul style="list-style-type: none">Do Not Allow PO Box for Perm Add on AppEd Level 100
Spring 2004	CLOSED	
Spring 2005	CLOSED	

TRANSCRIPT REPORTS

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Transcripts







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Transcript Reports

[College Transcripts](#) [High School Transcripts](#)

Available Transcript Reports

Incoming transcripts from other institutions
 

Transcripts we've requested:	Summary	Detail
 Transcripts we've received:	Summary	Detail 
Transcripts we're waiting to receive:	Summary	Detail

Outgoing transcripts to other institutions
 

Transcripts Requested by all Institutions:	Summary	Detail
Transcripts we've sent:	Summary	Detail

Miscellaneous Reports


Student Email Addresses:	Student Email Addresses
--------------------------	---

[Home](#) : [Transcripts](#) : [Reports](#)

Time zone: PST

TRANSCRIPTS RECEIVED

Transcripts



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[? get help for this page](#)

[Detail](#) [Summary](#)

Transcripts We've Received Options

View using: Default View [create](#)

From: 4/1/2011 to: 4/30/2011 Rule: None [delete](#) Results: 100 [update](#)

Search for: leave empty for all records

Transcripts We've Received [\(Open in Excel\)](#)

View	View Activity	Status	Last Name	First Name	M. I.	Student ID	Date Requested	Received From
		Transcript Delivered	Kincheloe	Maggie	N		04/01/2011	Riverside City College
		Transcript Delivered	TORRES	CONNIE	C		04/08/2011	Cerritos College
		Transcript Delivered	Tabajonda	Joanna	M		04/12/2011	Bakersfield College

Results: 1-3

[Home](#) : [Transcripts](#) : [Reports](#)Time zone: PST

TRANSCRIPTS – CONTROL CENTER

Clipboard Image Tools Shapes Colors

Xap Control Center :: Home - Windows Internet Explorer provided by Fullerton College

https://control.xap.com/secure/main.asp

File Edit View Favorites Tools Help

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XAP THE CONTROL CENTER Fullerton Coll Admissions :: Fullerton College

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Especially for: Fullerton College

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Help

Control Center Tour

A guided tour listing the Control Center modules is available to help you get started. [Click here to take the guided Control Center tour.](#)

Getting Help

The Control Center has a built-in [Online Manual](#) which is available throughout the site. There is also a 'get help for this page' button in the upper right portion of most of the modules on the site.

If you need additional help or would like to receive training on the features and use of this site, please do not hesitate to contact your Client Services Manager, [Ceane Randle](#).

Terms Status

Terms	Status	Notes
Fall 2004	REQUESTED	
Fall 2005	REQUESTED	
Fall 2006	REQUESTED	
Fall 2007	REQUESTED	
Fall 2008	REQUESTED	
Fall 2009	REQUESTED	
Fall 2010	OPEN	Except for: <ul style="list-style-type: none">Ed Level 100Do Not Allow PD Box for Perm Add on App
Spring 2004	REQUESTED	
Spring 2005	REQUESTED	
Spring 2006	REQUESTED	
Spring 2007	REQUESTED	
Spring 2008	REQUESTED	
Spring 2009	REQUESTED	
Spring 2010	OPEN	Except for: <ul style="list-style-type: none">Do Not Allow PD Box for Perm Add on AppEd Level 100
Summer 2004	REQUESTED	
Summer 2005	REQUESTED	

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TRANSCRIPTS AVAILABLE - CLICK DOWNLOAD

Xap Control Center :: Download College Transcripts - Windows Internet Explorer

https://control.xap.com/secure/Transcripts/Download/transcript_download/webdownload.asp

Search Engines: Xap Control Center :: Download Colle...

XAP THE CONTROL CENTER [Server: Live 3] Fullerton Coll Admissions :: Fullerton College [Log out](#)

My Control Center
Especially for:
Fullerton College

Help
I'm Cheryl Randle, your
Client Services Manager
[Contact CSM](#)

My Quicklinks
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[X] Empty [X] Empty
[X] Empty [X] Empty
[X] Empty [X] Empty

Edit QuickLinks

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Transcripts

Transcript Batch Download

Slot 3 Student File Download Options

*** 1 new transcripts available:** [download](#)

Download in date range: from: [go](#)
to:
(mm/dd/yyyy hh:mm AM/PM, time optional)

Get single student information: [go](#)
SSN (see ss.aaaa)

Get single student information: [go](#)
Request confirmation number

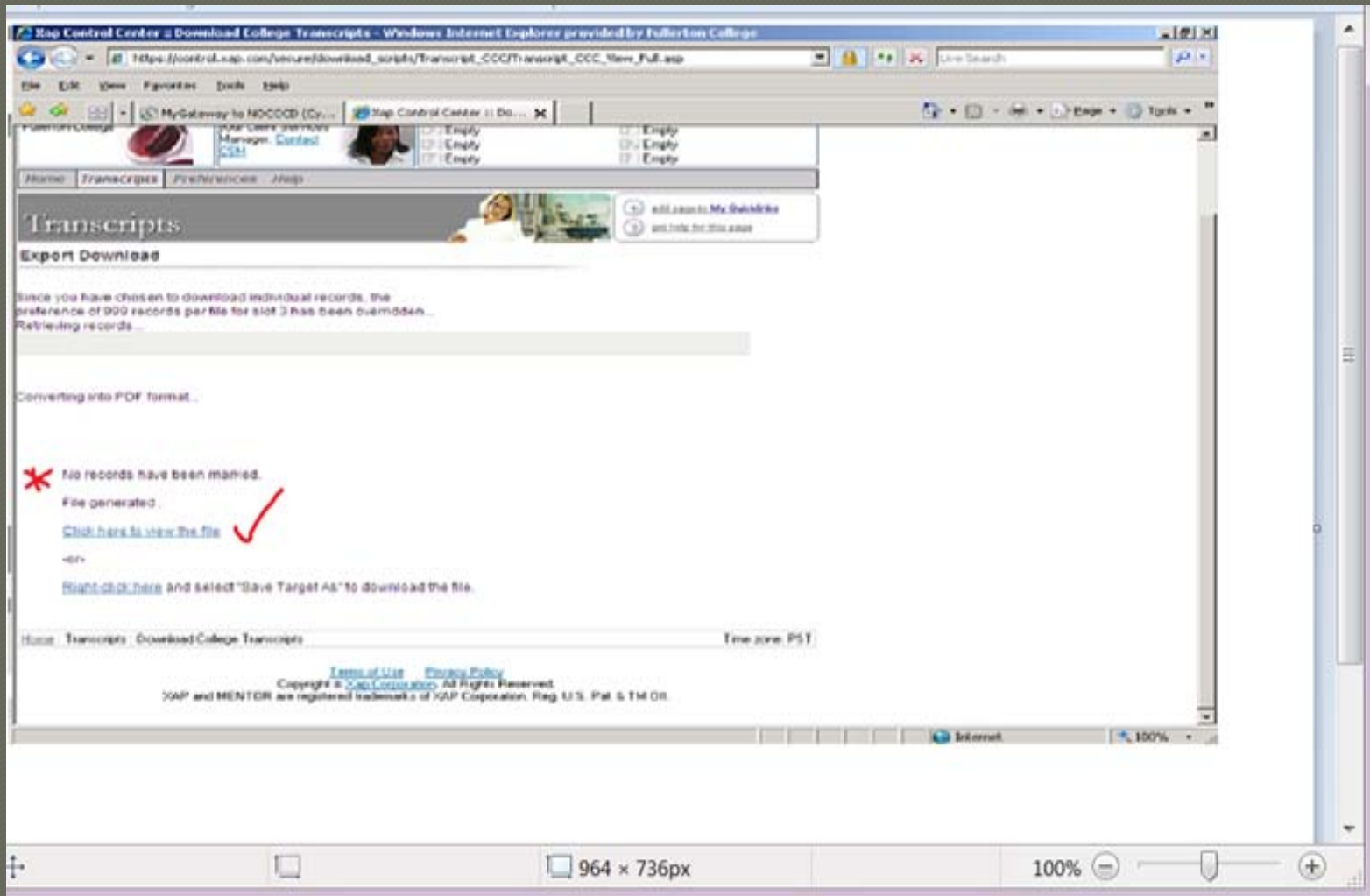
Download from list: [show list](#)

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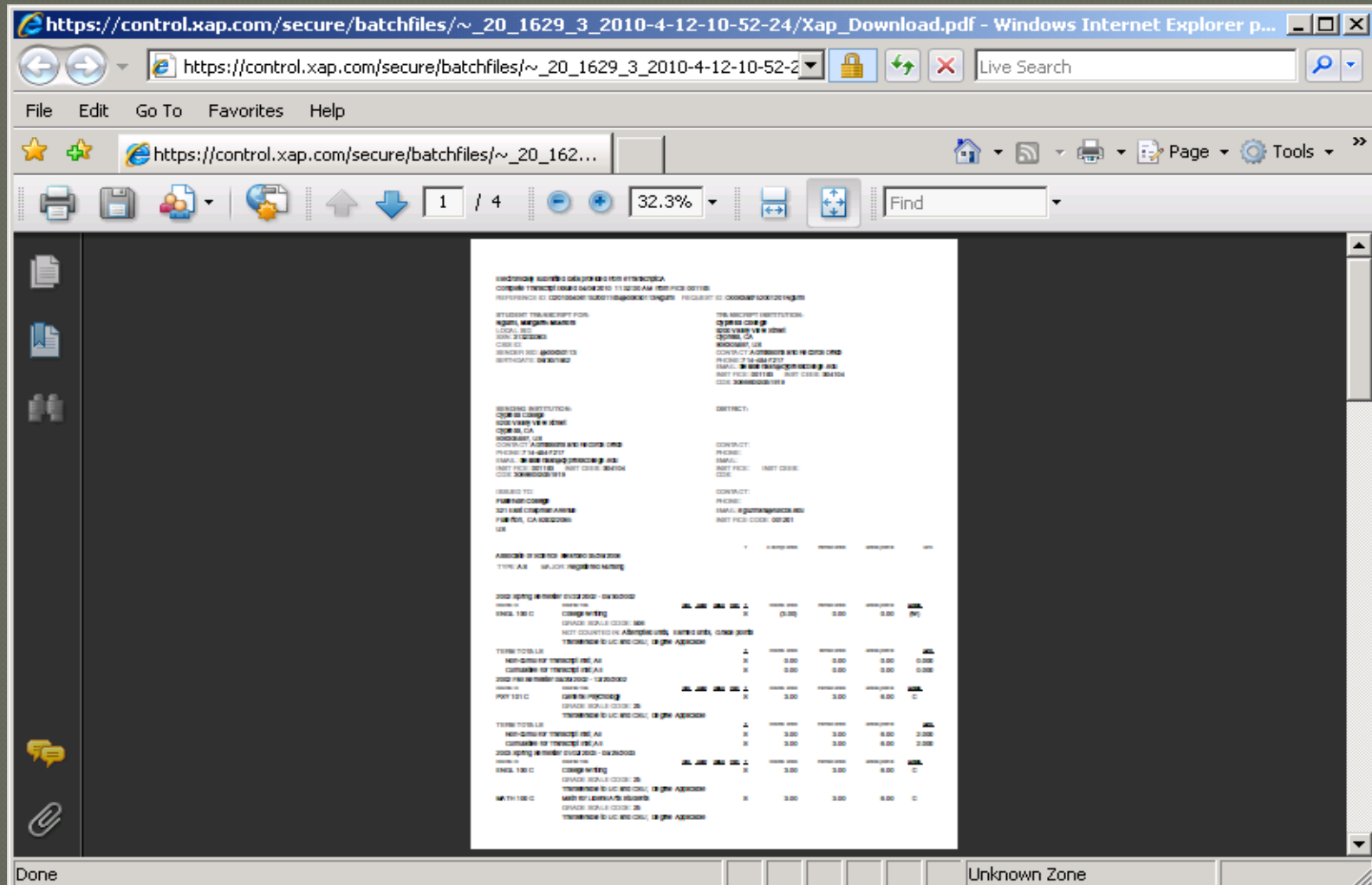
Time zone: PST

610,493px 964 x 736px 100%

EXPORT DOWNLOAD



PDF VERSION OF AN e-OCT



MANAGING OLD REQUESTS (AUTO DELETED)

- Student has a HOLD
 - Process is in place that automatically responds to requesting institution that there is a HOLD.
- Set up “recycle” rules in the Control Center
 - Auto process runs daily to see if hold is still on.
- If student still has a HOLD after 30 days
 - Response goes to the requesting institution that request has been canceled.

STUDENT INQUIRIES

Xap Control Center :: Reports - Windows Internet Explorer

https://control.xap.com/secure/transcripts/common/Transaction_Info.asp?transaction_id=8639758

Star Favorites Suggested Sites Web Slice Gallery

Xap Control Center :: Reports

XAP REACH FARTHER THE CONTROL CENTER [Server: Live 4] Elizabeth Guzman :: Fullerton College [log-out](#)

My Control Center Especially for: Fullerton College

Help I'm Deene Randle, your Client Services Manager. [Contact CSM](#)

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- Empty

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Transcripts

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Student Information

Student name:	Pulliam, Jacqueline P.		
Date of birth:	[REDACTED]		
Social security number:	[REDACTED]		
Transcript institution:	Fullerton College	Student ID:	
Recipient institution:	CSU Northridge	Student ID:	
Student email:			
Current status:	Transcript Delivered		
Request conf. number:	8639758		

Transcript Transaction History

Transcript Fulfillment Workflow **Done**

Action	Date	Notes
New Request	4/1/2011 5:02:34 PM	No signature for request
Request Approved	4/1/2011 5:02:34 PM	Automatic approval
Request Downloaded	4/1/2011 5:05:02 PM	
Transcript Fulfilled	4/1/2011 5:10:14 PM	
Transcript Released	4/1/2011 5:10:14 PM	
Transcript Delivered	4/5/2011 8:41:51 AM	

Actions

Done

Internet | Protected Mode: Off

120%

CONTACTS

- **Rena Negrete**

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- **Elizabeth “Bambi” Guzman**

- eguzman@fullcoll.edu