

# eTranscript California

Electronic Transcript Exchange

**Fullerton College Workshop**

**April 19th 2011**

# Today's Agenda

This session provides an demo of the eTranscriptCA workflow from Transcript Request through Delivery

- eTranscriptCA Demo
- Implementation
- Q&A

# Session Includes

## **Requesting Transcripts**

- Single (user interactive)
- Batch
- Bulk

## **Request Holds**

## **Fulfilling Transcripts**

- Download Requests
- Uploading Transcripts
- Messaging

## **Hold Processing**

## **Receiving Transcripts**

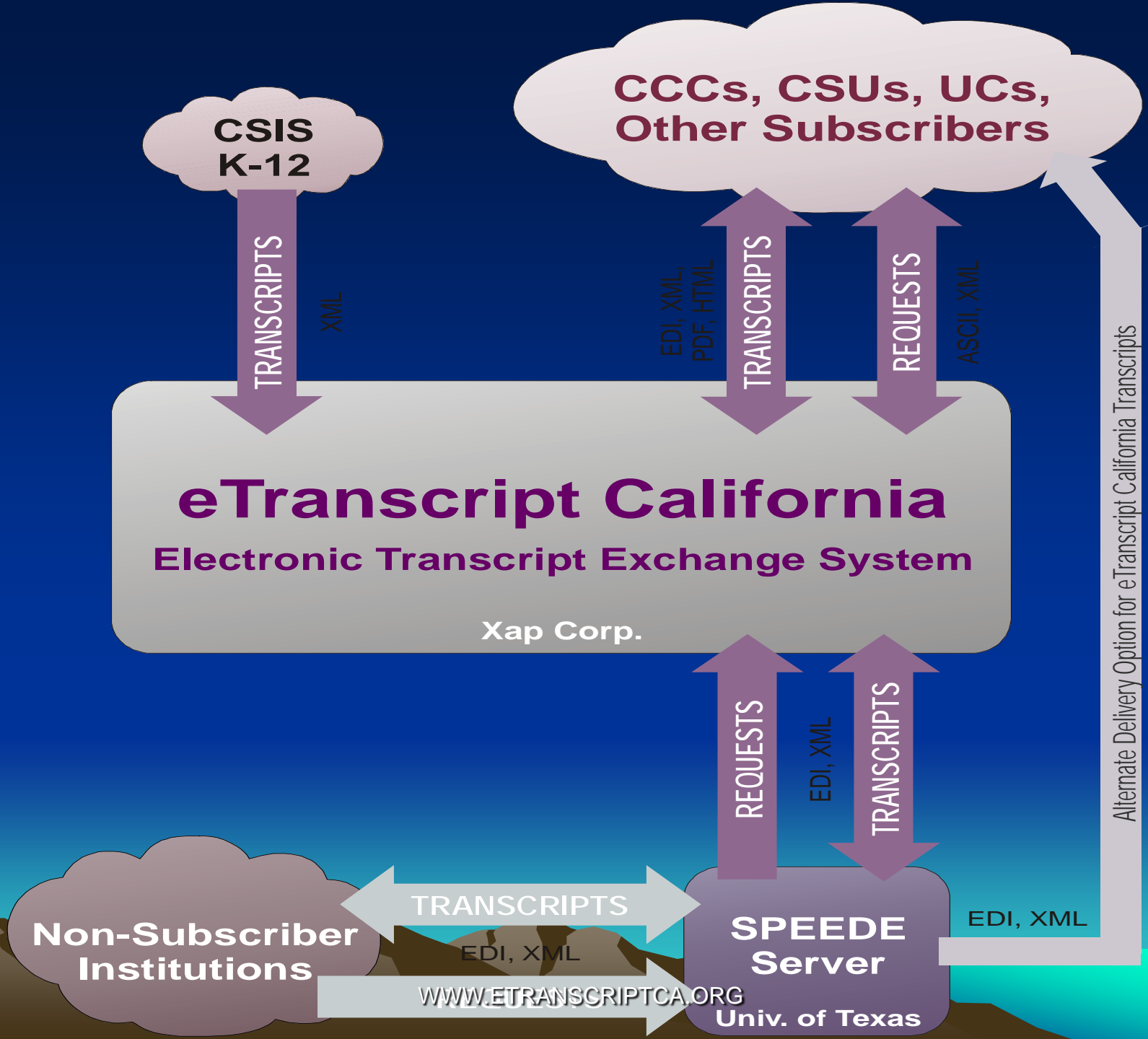
- Viewing, Printing
- Standard Views

- Downloading
- Standard Data Formats
- SPEEDE Server

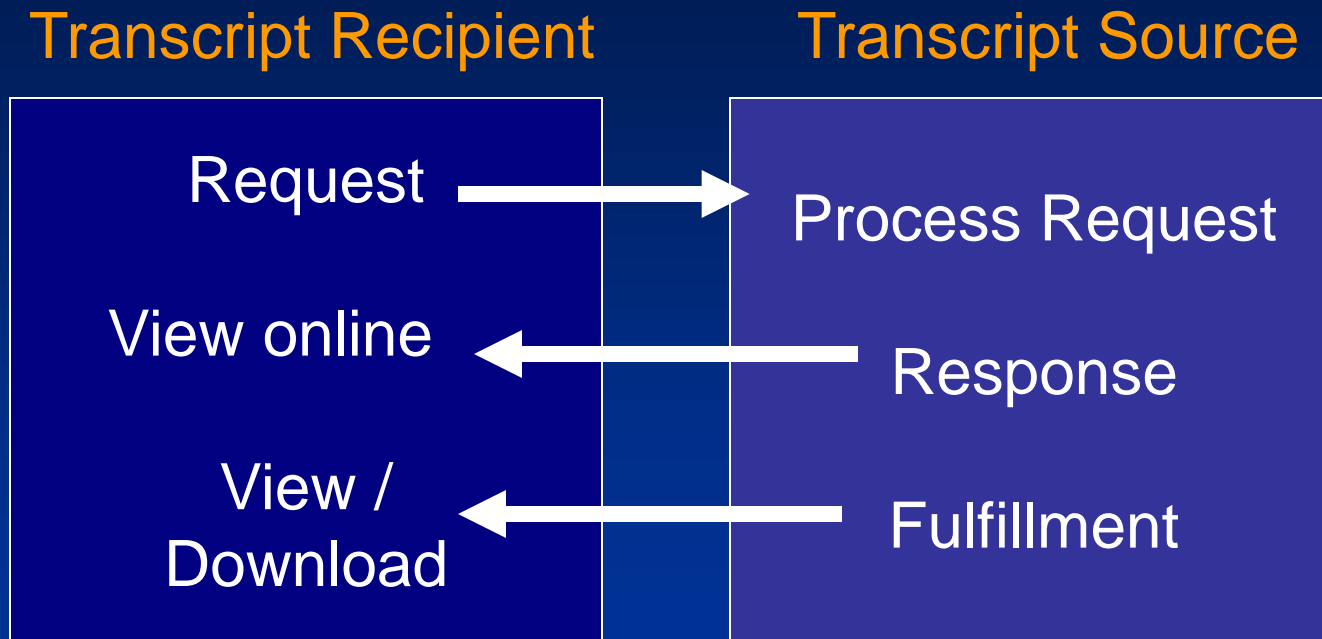
## **Administering Transcripts**

- Request & Submission Reports
- Transaction Event History
- Account Management
- Workflow Preferences
- Email Communication
- Fee & waiver rules
- Control & expiration
- Institution setup

# General Information

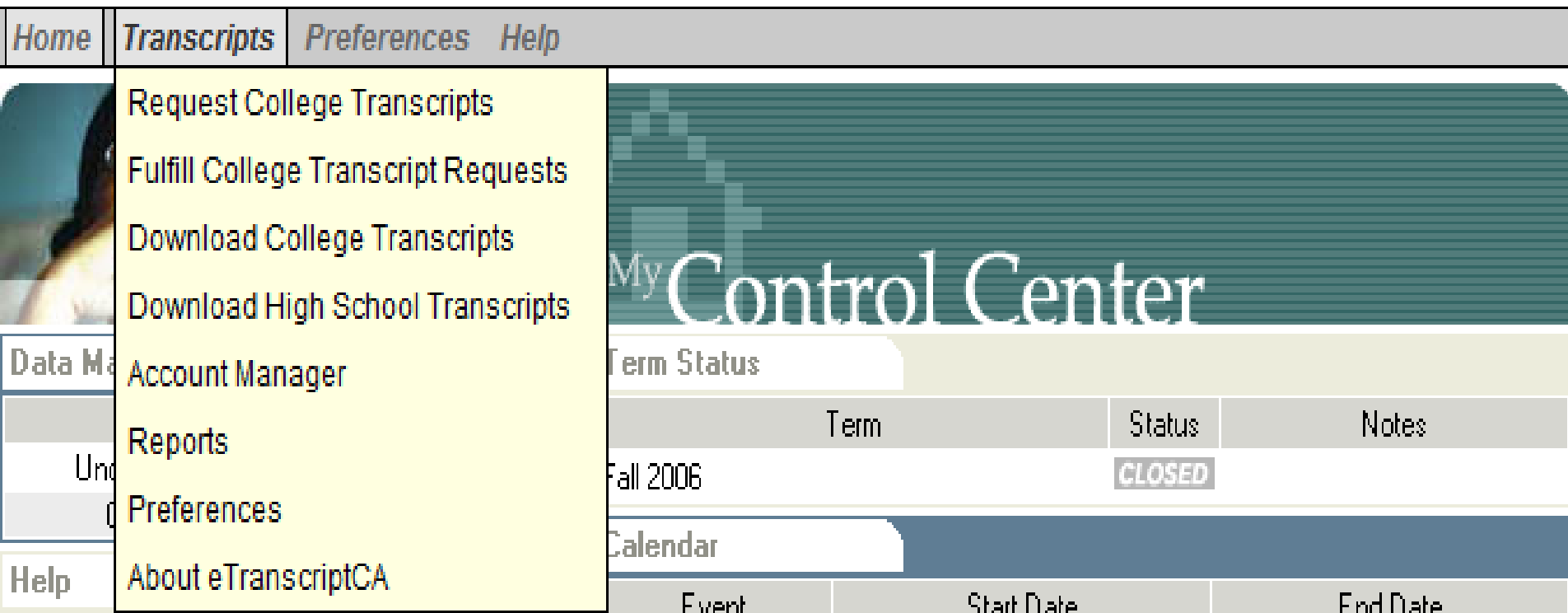


# Major Functionality



- Setup for either Manual or Automated processing
- Support for national standards – XML & EDI
- Common eTranscript California Data Dictionary (ASCII based)
- Automated email messaging (optional setup)
- Standardized transcript layout (online or printed)

# Transcript Options



The screenshot displays the eTranscriptCA website interface. At the top, a navigation bar includes links for Home, Transcripts, Preferences, and Help. The 'Transcripts' menu is expanded, showing options to request, fulfill, download, and manage transcripts, as well as account management, reports, preferences, and about information. The main content area, titled 'My Control Center', features a 'Term Status' section with a table showing the current term as 'Fall 2006' with a status of 'CLOSED'. Below this is a 'Calendar' section with a table for upcoming events.

| Term      | Status | Notes |
|-----------|--------|-------|
| Fall 2006 | CLOSED |       |

| Event | Start Date | End Date |
|-------|------------|----------|
|-------|------------|----------|

# Push Transcript from my college to another college - Demo

The screenshot shows a web browser window displaying the 'Transcripts' section of the CCC-TRAN system. The navigation bar includes links for Home, Transcripts, Application Controls, Application Processing, Reports, Outreach, Preferences, and Help. The main heading is 'Transcripts', and the current page is titled 'Transcript Request Wizard: Step 1'. A sidebar on the right contains links to 'add page to My Quicklinks' and 'get help for this page'. The main content area features a form titled 'What type of request are you making?' with the instruction 'Please select the type of request you are making:'. There are four radio button options: 'I am requesting a single transcript from another institution', 'I am requesting multiple transcripts (in a [bulk list](#)) from another institution', 'I am requesting transcripts from my institution to go to another institution' (which is selected), and 'I want to upload requests in a [batch](#)'. A 'next' button is located at the bottom of the form. The breadcrumb trail at the bottom of the page reads 'Home : Transcripts : Request College Transcripts', and the time zone is set to 'PST'. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft Out...', 'Presentations', 'Xap Control Center :...', and 'CCCTran Functional ...'.

Home Transcripts Application Controls Application Processing Reports Outreach Preferences Help

## Transcripts

add page to My Quicklinks  
get help for this page

### Transcript Request Wizard: Step 1

What type of request are you making?

Please select the type of request you are making:

- ☐ I am requesting a single transcript from another institution
- ☐ I am requesting multiple transcripts (in a [bulk list](#)) from another institution
- ☒ I am requesting transcripts from my institution to go to another institution
- ☐ I want to upload requests in a [batch](#)

next

Home : Transcripts : Request College Transcripts Time zone: PST

Done

start Inbox - Microsoft Out... Presentations Xap Control Center :... CCCTran Functional ...



# Demo – Request Transcript from my college to another

# Request Transcript from another College - Demo

What type of request are you making?

Please select the type of request you are making:

- ☒ I am requesting a single transcript from another institution
- ☐ I am requesting multiple transcripts (in a [bulk list](#)) from another institution
- ☐ I am requesting transcripts from my institution to go to another institution
- ☐ I want to upload requests in a [batch](#)

next

# Demo – Requesting from another college

# Workflow - Fulfilling Transcript Requests

- Downloading Online Requests
  - Xap Communicator or manually
- Fulfilling Request from SIS
  - IT program to match records & extract
- Hold Processing
  - IT program to furnish response code to eTranscript California and trigger Response to requestor
- Uploading Transcripts
  - Xap Communicator uploads from folder

# Download Requests Manually or Schedule Automated Process

**Transcript Fulfillment Manager**

View Options

Transaction status:

Transcript Fulfillment Workflow

All Transactions Options

View using:

From:  to:  Rule:  Results:

Search for:  leave empty for all records

All Transactions ([Open in Excel](#))

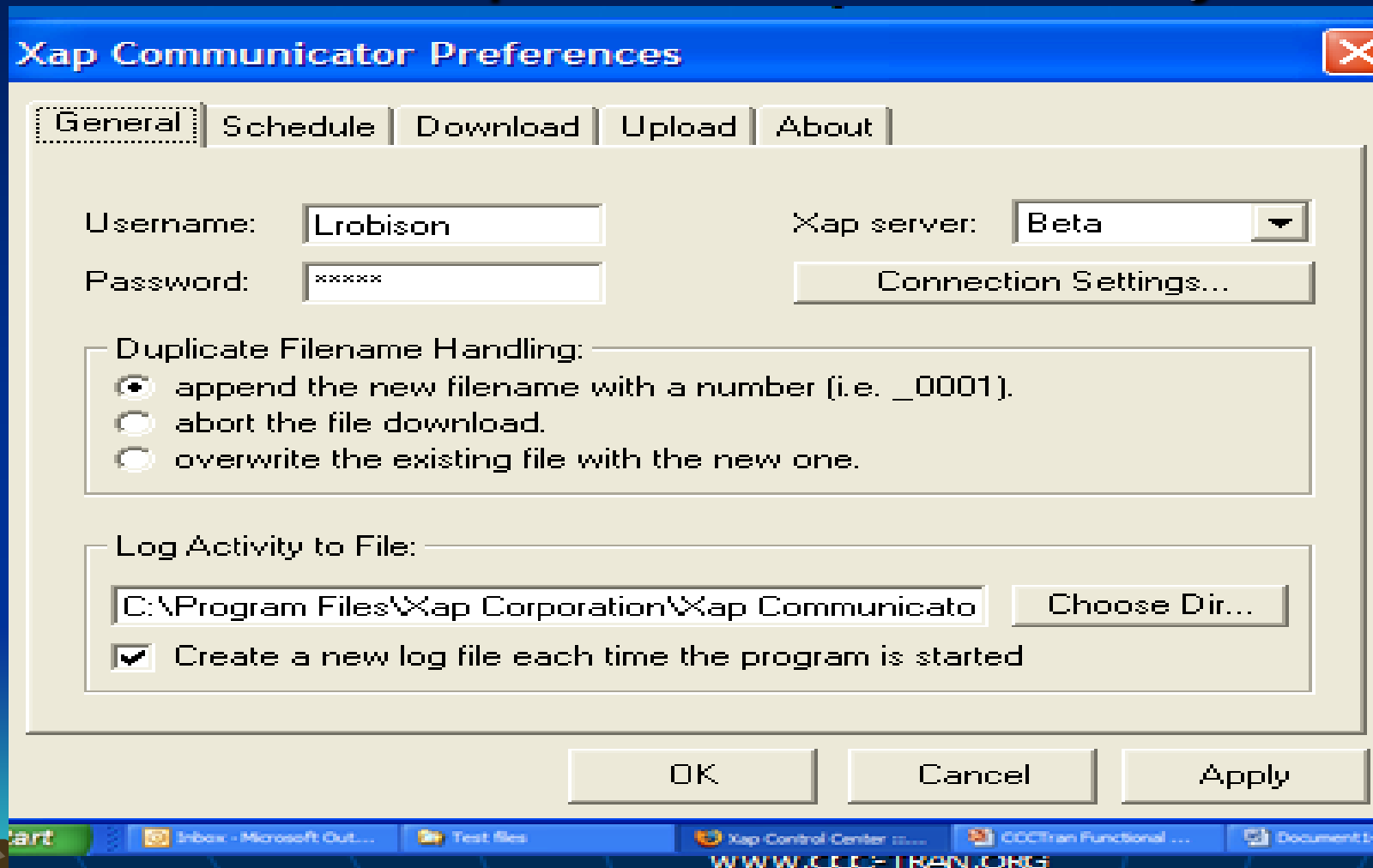
| View Activity | Status               | Response Status | Last Name | First Name | M. I. | Student ID | Date Requested | Requested By                        |
|---------------|----------------------|-----------------|-----------|------------|-------|------------|----------------|-------------------------------------|
|               | Transcript Delivered |                 | Graziadei | Linda      |       |            | 04/01/2009     | <a href="#">National University</a> |
|               | Transaction Held     | HO              | Marks     | Janelle    |       |            | 04/01/2009     | <a href="#">National University</a> |
|               | Transaction Held     | HO              | Ramahi    | Anna       |       |            | 04/01/2009     | <a href="#">National University</a> |
|               | Request Approved     |                 | Graziadei | Linda      |       |            | 04/06/2009     | <a href="#">National University</a> |

Results: 1-4

Done

start | Inbox - Microsoft Out... | Test files | Xap Control Center :... | CCCTran Functional ... | Document14 - Micros...

# Download Requests or Upload Transcripts - Automatically



The image shows a screenshot of the 'Xap Communicator Preferences' dialog box. The 'General' tab is selected. The dialog has a title bar with a close button. Below the title bar are five tabs: 'General', 'Schedule', 'Download', 'Upload', and 'About'. The 'General' tab contains the following fields and options:

- Username:** A text field containing 'Lrobison'.
- Password:** A text field containing 'xxxxxx'.
- Xap server:** A dropdown menu showing 'Beta'.
- Connection Settings...** A button.
- Duplicate Filename Handling:** A group box containing three radio buttons:
  - ☒ append the new filename with a number (i.e. \_0001).
  - ☐ abort the file download.
  - ☐ overwrite the existing file with the new one.
- Log Activity to File:** A group box containing:
  - A text field with the path 'C:\Program Files\Xap Corporation\Xap Communicato'.
  - A 'Choose Dir...' button.
  - A checked checkbox labeled 'Create a new log file each time the program is started'.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'. The taskbar at the bottom shows several open applications: 'Start', 'Inbox - Microsoft Out...', 'Test files', 'Xap Control Center', 'CCCTran Functional ...', and 'Document:'. The URL 'WWW.CCC-TRAN.ORG' is visible in the taskbar.

# Hold Processing

## Student Information

|                         |                                                                              |             |  |
|-------------------------|------------------------------------------------------------------------------|-------------|--|
| Student name:           | Robison, Lenny                                                               |             |  |
| Date of birth:          | 10/11/1980                                                                   |             |  |
| Social security number: | 566123456                                                                    |             |  |
| Transcript institution: | <a href="#">Sacramento City College</a>                                      | Student ID: |  |
| Recipient institution:  | <a href="#">CSU Sacramento</a>                                               | Student ID: |  |
| Student email:          | <a href="mailto:lenny.robison@sbcglobal.net">lenny.robison@sbcglobal.net</a> |             |  |
| Current status:         | Transaction On Hold                                                          |             |  |
| Request conf. number:   | 1372687                                                                      |             |  |

## Transcript Transaction History

### + Transcript Fulfillment Workflow

| Action            | Date                | Notes                                                              |
|-------------------|---------------------|--------------------------------------------------------------------|
| New Request       | 4/7/2009 5:04:22 PM |                                                                    |
| Request Approved  | 4/7/2009 5:04:23 PM | Automatic approval                                                 |
| Response Uploaded | 4/7/2009 5:08:29 PM | (OR) Offline Records Search<br>Required: Search for online records |
| Transaction Held  | 4/7/2009 5:08:29 PM | (OR) Offline Records Search<br>Required: Search for online records |











## Actions

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

# Workflow Email

## Fulfillment Workflow - Transcript Request Submitted

### Transcript Stage Change Action

| Current Tasks                                                        |                                             |        |      |            |                                                                                                                                                                         |
|----------------------------------------------------------------------|---------------------------------------------|--------|------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                      | Task                                        | Active | Rule | On Success | Order                                                                                                                                                                   |
| <input type="radio"/>                                                | Transcript Institution Notification E-Mail. | No     |      | Continue   |   |
| <input type="radio"/>                                                | Requesting Institution Notification E-Mail. | Yes    |      | Continue   |   |
| <input type="radio"/>                                                | Recipient Notification E-Mail.              | No     |      | Continue   |   |
| <input type="radio"/>                                                | Custom Notification E-Mail For Anybody.     | No     |      | Continue   |   |
| <input type="radio"/>                                                | Student Confirmation E-Mail.                | No     |      | Continue   |   |
| <div> <span>edit</span> <span>copy</span> <span>delete</span> </div> |                                             |        |      |            |                                                                                                                                                                         |

| Add New Task                  |                                             |                                                        |
|-------------------------------|---------------------------------------------|--------------------------------------------------------|
|                               | Task                                        | Task Description                                       |
| <input type="radio"/>         | Student Confirmation E-Mail.                | Send confirmation email to the student.                |
| <input type="radio"/>         | Transcript Institution Notification E-Mail. | Send confirmation email to the Transcript Institution. |
| <input type="radio"/>         | Requesting Institution Notification E-Mail. | Send confirmation email to the Requesting Institution. |
| <input type="radio"/>         | Recipient Notification E-Mail.              | Send confirmation email to the Recipient Institution.  |
| <input type="radio"/>         | Custom Notification E-Mail For Anybody.     | Send confirmation email to anybody you want.           |
| <div> <span>add</span> </div> |                                             |                                                        |



# Determine your approach to Receiving Transcripts

- Define your scope
  - Request/receive or both?
  - Interactive or automated processing?
  - View and/print in what format?
  - Download in what format and update SIS?

# Transcript Download Formats

Slot Allocation  
**Format Configuration**

### Edit Slot Download Settings

Slot 2 Download Settings

**Formats**

☒ Pre-generated ☐ College Transcript

**Available Projects**


|                       | Project Name                       | Date Created           | Date Last Modified |
|-----------------------|------------------------------------|------------------------|--------------------|
| <input type="radio"/> | College Transcript CCC XML         | 10/6/2005 5:24:00 PM   |                    |
| <input type="radio"/> | College Transcript TS130           | 10/24/2005 11:08:00 AM |                    |
| <input type="radio"/> | College Transcript View: Brief     | 10/14/2005 1:47:00 PM  |                    |
| <input type="radio"/> | College Transcript View: Full      | 2/24/2006 5:00:00 PM   |                    |
| <input type="radio"/> | College Transcript View: Gen Ed    | 2/7/2006 4:02:00 PM    |                    |
| <input type="radio"/> | Debugging Purposes Only - CCCASCII | 10/24/2005 11:06:00 AM |                    |

*cancel*

- Standard Transcript Download Formats - TS130; XML; HTML; PDF; CCCASCII for internal testing

# Reporting

## Transcripts





[+ add page to My Quicklinks](#)  
[? get help for this page](#)

### Transcript Reports

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Available Transcript Reports

#### Incoming transcripts from other institutions



|                                       |                         |                        |
|---------------------------------------|-------------------------|------------------------|
| Transcripts we've requested:          | <a href="#">Summary</a> | <a href="#">Detail</a> |
| Transcripts we've received:           | <a href="#">Summary</a> | <a href="#">Detail</a> |
| Transcripts we're waiting to receive: | <a href="#">Summary</a> | <a href="#">Detail</a> |

#### Outgoing transcripts to other institutions



|                                            |                         |                        |
|--------------------------------------------|-------------------------|------------------------|
| Transcripts Requested by all Institutions: | <a href="#">Summary</a> | <a href="#">Detail</a> |
| Transcripts we've sent:                    | <a href="#">Summary</a> | <a href="#">Detail</a> |

# Common Transcript Views

Test Original Complete transcript issued: 09/01/2007 11:03:00 AM

Local SID: 00000000  
Senior SID: 00000000  
Birthdate: 10/15/1989  
Major: Music

SACRAMENTO CITY COLLEGE  
3635 Prescott Boulevard  
Sacramento, CA 95821388, US  
Contact: Admissions & Records  
Phone: 916-455-1000  
Post Office: 001233

HIGH SCHOOL: South Tahoe High

Applied summary credit from archived records

| Term                                         | Course Title             | Units | Grade | Points | Grade |
|----------------------------------------------|--------------------------|-------|-------|--------|-------|
| 2000 Fall Semester 09/14/2000 - 12/15/2000   |                          |       |       |        |       |
| Course ID                                    | Course Title             | Units | Grade | Points | Grade |
| POLS 001                                     | Intro To Govt U.S.       | 3.00  | 3.00  | 12.00  | A     |
| PSYC 044                                     | Issues In Psychology     | 3.00  | 3.00  | 8.00   | A     |
| TA 200                                       | Cinema Genres            | 3.00  | 3.00  | 12.00  | A     |
| TERM TOTALS                                  |                          | 9.00  |       | 32.00  |       |
| Cumulative for Transcript Inst: CanyonCredit |                          | 9.00  |       | 32.00  | 4.000 |
| Cumulative for Combined Inst: All            |                          | 9.00  |       | 32.00  | 4.000 |
| Highest Honors                               |                          |       |       |        |       |
| Applied summary credit from archived records |                          | 9.00  |       | 32.00  | 4.000 |
| 2001 Spring Semester 01/18/2001 - 05/23/2001 |                          |       |       |        |       |
| Course ID                                    | Course Title             | Units | Grade | Points | Grade |
| ECOE 001A                                    | Principles Of Economics  | 3.00  | 3.00  | 12.00  | A     |
| HIST 016                                     | Hist Liv-Midwest Amer    | 3.00  | 3.00  | 9.00   | B     |
| MUSI 023A                                    | Voice Class Inter        | 1.00  | 1.00  | 4.00   | A     |
| PSYC 007                                     | Human Behavior           | 3.00  | 3.00  | 9.00   | B     |
| ANTH 012                                     | Magic/Witchcraft/Rel     | 3.00  | 3.00  | 9.00   | B     |
| TERM TOTALS                                  |                          | 13.00 |       | 43.00  |       |
| Cumulative for Transcript Inst: CanyonCredit |                          | 13.00 |       | 43.00  | 3.308 |
| Cumulative for Combined Inst: All            |                          | 13.00 |       | 43.00  | 3.308 |
| Highest Honors                               |                          |       |       |        |       |
| Applied summary credit from archived records |                          | 13.00 |       | 43.00  | 3.308 |
| 2001 Fall Semester 09/25/2001 - 12/14/2001   |                          |       |       |        |       |
| Course ID                                    | Course Title             | Units | Grade | Points | Grade |
| MUSI 013                                     | Intro American Pop Music | 3.00  | 3.00  | 12.00  | A     |
| PSYC 000                                     | Psych Death & Dying      | 3.00  | 3.00  | 12.00  | A     |
| SPCH 001                                     | Speech Communication     | 3.00  | 3.00  | 9.00   | B     |
| STAT 001                                     | Intro Prob & Stats       | 3.00  | 3.00  | 12.00  | B     |
| TERM TOTALS                                  |                          | 12.00 |       | 45.00  |       |
| Cumulative for Transcript Inst: CanyonCredit |                          | 12.00 |       | 45.00  | 2.452 |
| Cumulative for Combined Inst: All            |                          | 12.00 |       | 45.00  | 2.452 |
| Highest Honors                               |                          |       |       |        |       |
| Applied summary credit from archived records |                          | 12.00 |       | 45.00  | 2.452 |
| 2002 Spring Semester 01/22/2002 - 05/20/2002 |                          |       |       |        |       |
| Course ID                                    | Course Title             | Units | Grade | Points | Grade |
| MUSI 028                                     | Applied Music            | 1.00  | 0.00  | 0.00   | W     |
| BIOL 016                                     | Creative Writing         | 3.00  | 3.00  | 0.00   | B     |
| MUSI 023A                                    | Music Theory             | 4.00  | 4.00  | 16.00  | A     |
| PHOTO 040                                    | Elementary Photography   | 3.00  | 3.00  | 12.00  | A     |
| PSYC 003                                     | Personality              | 3.00  | 3.00  | 9.00   | B     |
| TERM TOTALS                                  |                          | 14.00 |       | 37.00  |       |

Test Original Complete transcript issued: 09/01/2007 11:03:00 AM

REFERENCE ID: 00007000110000220000049695 REQUEST ID: 0000501260001154

Student Name Here  
LOCAL SID: 0000000000  
SENIOR SID: 0000000000  
BIRTHDATE: 11/11/1989  
MAJOR: Music

SACRAMENTO CITY COLLEGE  
3635 Prescott Boulevard  
Sacramento, CA 95821388, US  
CONTACT: Admissions & Records  
PHONE: 916-455-1000  
POST OFFICE: 001233  
POST OFFICE: 004570  
EEO: 040719140740

ISSUED TO:  
San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 941321222  
US

HIGH SCHOOL: South Tahoe High

Applied summary credit from archived records

| Term                                         | Course Title         | Units | Grade | Points | Grade |
|----------------------------------------------|----------------------|-------|-------|--------|-------|
| 2000 Fall Semester 09/14/2000 - 12/15/2000   |                      |       |       |        |       |
| Course ID                                    | Course Title         | Units | Grade | Points | Grade |
| POLS 001                                     | Intro To Govt U.S.   | 3.00  | 3.00  | 12.00  | A     |
| PSYC 044                                     | Issues In Psychology | 3.00  | 2.00  | 8.00   | A     |
| TA 200                                       | Cinema Genres        | 3.00  | 3.00  | 12.00  | A     |
| TERM TOTALS                                  |                      | 9.00  |       | 32.00  |       |
| Cumulative for Transcript Inst: CanyonCredit |                      | 9.00  |       | 32.00  | 4.000 |
| Cumulative for Combined Inst: All            |                      | 9.00  |       | 32.00  | 4.000 |
| Highest Honors                               |                      |       |       |        |       |
| Applied summary credit from archived records |                      | 9.00  |       | 32.00  | 4.000 |

2001 Spring Semester 01/18/2001 - 05/23/2001

| Term                                         | Course Title            | Units | Grade | Points | Grade |
|----------------------------------------------|-------------------------|-------|-------|--------|-------|
| ECOE 001A                                    | Principles Of Economics | 3.00  | 3.00  | 12.00  | A     |
| HIST 016                                     | Hist Liv-Midwest Amer   | 3.00  | 3.00  | 9.00   | B     |
| MUSI 023A                                    | Voice Class Inter       | 1.00  | 1.00  | 4.00   | A     |
| PSYC 007                                     | Human Behavior          | 3.00  | 3.00  | 9.00   | B     |
| ANTH 012                                     | Magic/Witchcraft/Rel    | 3.00  | 3.00  | 9.00   | B     |
| TERM TOTALS                                  |                         | 13.00 |       | 43.00  |       |
| Cumulative for Transcript Inst: CanyonCredit |                         | 13.00 |       | 43.00  | 3.308 |
| Cumulative for Combined Inst: All            |                         | 13.00 |       | 43.00  | 3.308 |
| Highest Honors                               |                         |       |       |        |       |
| Applied summary credit from archived records |                         | 13.00 |       | 43.00  | 3.308 |

|                                              |                                                                                      |       |                 |              |              |       |
|----------------------------------------------|--------------------------------------------------------------------------------------|-------|-----------------|--------------|--------------|-------|
| Normal for Transcript Inst: All              |                                                                                      | S     | 12.00           | 12.00        | 32.00        | 2.000 |
| Cumulative for Transcript Inst: All          |                                                                                      | S     | 27.00           | 27.00        | 80.00        | 2.980 |
| 2003 Spring Semester 01/02/2003 - 05/26/2003 |                                                                                      |       |                 |              |              |       |
| Course ID                                    | Course Title                                                                         | Units | Attempted units | Earned units | Grade points | GPAA  |
| ACCT 101 C                                   | Financial Accounting<br>Transferable to UC and CSU: Degree Applicable                | S     | 4.00            | 4.00         | 12.00        | B     |
| ECOE 100 C                                   | Principles of Economics<br>Transferable to UC and CSU: Degree Applicable             | S     | 3.00            | 3.00         | 6.00         | C     |
| GEOL 131 C                                   | Intro to Oceanography Lab<br>Transferable to CSU: Degree Applicable                  | S     | 1.00            | 1.00         | 2.00         | C     |
| MATH 130 C                                   | Survey of Calculus<br>Transferable to UC and CSU: Degree Applicable                  | S     | 4.00            | 4.00         | 8.00         | C     |
| PE 152 C                                     | Ritness Training Lab-Hauidia<br>Transferable to UC and CSU: Degree Applicable        | S     | (0.50)          | 0.00         | 0.00         | (W)   |
| PSOC 100 C                                   | Generalization to UC and CSU: Degree Applicable                                      | S     | 3.00            | 3.00         | 3.00         | D     |
| TERM TOTALS                                  |                                                                                      | S     | 19.50           | 19.50        | 51.00        |       |
| Normal for Transcript Inst: All              |                                                                                      | S     | 19.50           | 19.50        | 51.00        | 2.000 |
| Cumulative for Transcript Inst: All          |                                                                                      | S     | 42.00           | 42.00        | 111.00       | 2.040 |
| 2003 Summer Semester 06/24/2003 - 08/19/2003 |                                                                                      |       |                 |              |              |       |
| Course ID                                    | Course Title                                                                         | Units | Attempted units | Earned units | Grade points | GPAA  |
| CS 111 C                                     | Ornger Lrrary Intro Into System<br>Transferable to CSU: Degree Applicable            | S     | 3.00            | 3.00         | 12.00        | A     |
| PE 129 C                                     | Step Aerobics<br>Transferable to UC and CSU: Degree Applicable                       | S     | 1.00            | 1.00         | 4.00         | A     |
| TERM TOTALS                                  |                                                                                      | S     | 4.00            | 4.00         | 16.00        |       |
| Normal for Transcript Inst: All              |                                                                                      | S     | 4.00            | 4.00         | 16.00        | 4.000 |
| Cumulative for Transcript Inst: All          |                                                                                      | S     | 46.00           | 46.00        | 127.00       | 2.700 |
| 2003 Fall Semester 09/18/2003 - 12/19/2003   |                                                                                      |       |                 |              |              |       |
| Course ID                                    | Course Title                                                                         | Units | Attempted units | Earned units | Grade points | GPAA  |
| ACCT 102 C                                   | Managerial Accounting<br>Transferable to UC and CSU: Degree Applicable               | S     | 4.00            | 4.00         | 12.00        | B     |
| DANC 101 C                                   | Multicultural Dance in the US<br>Transferable to UC and CSU: Degree Applicable       | S     | 3.00            | 3.00         | 9.00         | B     |
| ECOE 105 C                                   | Principles of Economics<br>Transferable to UC and CSU: Degree Applicable             | S     | 3.00            | 3.00         | 6.00         | C     |
| ENGL 104 C                                   | Critical Analysis & Literature<br>Transferable to CSU: Degree Applicable             | S     | (4.00)          | 0.00         | 0.00         | (W)   |
| PSOC 100 C                                   | Generalization to the United States<br>Transferable to UC and CSU: Degree Applicable | S     | 3.00            | 3.00         | 9.00         | B     |
| TERM TOTALS                                  |                                                                                      | S     | 17.00           | 17.00        | 36.00        |       |
| Normal for Transcript Inst: All              |                                                                                      | S     | 17.00           | 17.00        | 36.00        | 2.100 |
| Cumulative for Transcript Inst: All          |                                                                                      | S     | 59.00           | 59.00        | 163.00       | 2.700 |
| 2004 Spring Semester 01/02/2004 - 05/26/2004 |                                                                                      |       |                 |              |              |       |
| Course ID                                    | Course Title                                                                         | Units | Attempted units | Earned units | Grade points | GPAA  |
| BIOL 111 C                                   | Principles of Biology 1<br>Transferable to UC and CSU: Degree Applicable             | S     | (3.00)          | 0.00         | 0.00         | (W)   |
| BIOL 112 C                                   | Principles of Biology 1 Lab<br>Transferable to UC and CSU: Degree Applicable         | S     | (2.00)          | 0.00         | 0.00         | (W)   |
| DANC 105 C                                   | Transferable to CSU: Degree Applicable                                               | S     | (1.50)          | 0.00         | 0.00         | (W)   |
| TERM TOTALS                                  |                                                                                      | S     | 6.50            | 6.50         | 19.00        |       |
| Normal for Transcript Inst: All              |                                                                                      | S     | 6.50            | 6.50         | 19.00        | 0.000 |
| Cumulative for Transcript Inst: All          |                                                                                      | S     | 59.00           | 59.00        | 163.00       | 2.700 |
| END OF COLLEGE ACADEMIC RECORD               |                                                                                      | S     | 59.00           | 59.00        | 163.00       | 2.700 |
| END OF COLLEGE ACADEMIC RECORD               |                                                                                      | S     | 59.00           | 59.00        | 163.00       | 2.700 |
| INSTITUTION TOTALS:                          |                                                                                      | S     | 16.50           | 16.50        | 42.00        | 2.040 |

# Gen-Ed Additions

## GE Certification Table on Transcript View

| GENERAL EDUCATION CERTIFICATION                                                                           |   |            |           |  |  |          |   |            |
|-----------------------------------------------------------------------------------------------------------|---|------------|-----------|--|--|----------|---|------------|
| CSU GE Completed 05/30/2005                                                                               |   |            | CSU IGETC |  |  | UC IGETC |   |            |
| Area A                                                                                                    | Y | 05/30/2005 |           |  |  | Area 1   | N |            |
| Area B                                                                                                    | Y | 05/30/2005 |           |  |  | Area 2   | N |            |
| Area C                                                                                                    | P | 03/10/2005 |           |  |  | Area 3   | Y | 05/30/2005 |
| Area D                                                                                                    | Y | 05/30/2005 |           |  |  | Area 4   | N |            |
| Area E                                                                                                    | Y | 12/15/2004 |           |  |  | Area 5   | P | 03/15/2005 |
| Amer. Hist/Inst                                                                                           | Y | 07/10/2004 |           |  |  | Area L   | N |            |
| Y = Certified completed; N = Not completed; P = Completed with pass-along credit from another institution |   |            |           |  |  |          |   |            |

# Gen-Ed Additions

## Course details – GE & IGETC information

| 2004 Spring Semester 01/15/2004 – 03/30/2004                                                                                                                          |                            |            |             |             |            |                   |               |              |                     |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|-------------|-------------|------------|-------------------|---------------|--------------|---------------------|--------------|
| Course ID                                                                                                                                                             | Course Title               | <u>Rpt</u> | <u>Actn</u> | <u>Cred</u> | <u>Hon</u> | <u>T</u>          | Course units  | Earned units | Grade points        | <u>Grade</u> |
| <u>Hist 1101A</u>                                                                                                                                                     | <b>American history</b>    |            |             |             |            | <b>H S</b>        | <b>3.00</b>   | <b>3.00</b>  | <b>10.50</b>        | <b>B+</b>    |
| GRADE SCALE CODE: 55<br>LOCATION: North trade-tech campus<br>ALTERNATE COURSE ID: 001-233-15789<br>STATE ARTIC ID: 1234567890; CSU ARTIC ID: 0987654321               |                            |            |             |             |            |                   |               |              |                     |              |
| Transferable to UC/CSU; Degree Applicable<br>CSU GE Eligible A10, B1 Certified A10<br>CSU <u>AMER.HIST</u> Met;<br>CSU IGETC Eligible 1A, 2A<br>UC IGETC Certified 3B |                            |            |             |             |            |                   |               |              |                     |              |
| <u>Engl 12A</u>                                                                                                                                                       | <b>English composition</b> |            |             |             |            |                   | <b>3.00</b>   | <b>3.00</b>  | <b>12.00</b>        | <b>A</b>     |
| Transferable to CSU only; Degree Applicable                                                                                                                           |                            |            |             |             |            |                   |               |              |                     |              |
| <u>PE 1500</u>                                                                                                                                                        | <b>Aerobics</b>            |            |             |             |            | <b>R ARCE O S</b> | <b>0.00</b>   | <b>0.00</b>  | <b>0.00</b>         | <b>F</b>     |
| Not transferable; not degree applicable                                                                                                                               |                            |            |             |             |            |                   |               |              |                     |              |
| TERM TOTALS                                                                                                                                                           |                            |            |             |             |            | <u>T</u>          | Attempt units | Earned units | Grade points        | <u>GPA</u>   |
| Non-cumul for Transcript Inst; All                                                                                                                                    |                            |            |             |             |            | <u>S</u>          | 6.00          | 6.00         | 22.50               | 2.555        |
| Cumulative for Transcript Inst; All                                                                                                                                   |                            |            |             |             |            |                   | 11.00         | 11.00        | 42.50 <sup>22</sup> | 3.555        |

# Basic Steps for Implementation

- Xap will provide phone training
- Review Implementation guide
- Develop a process to build requests to Trading Partners
- Mapping your transcript data to eTranscriptCA files
- Programming SIS extraction
- Contact trading partner to get test transcripts for uploading into SIS
- Build processes to receive files
- Test receiving transcripts with trading partners
- Test sending transcripts with trading partners
- Confirm transcripts are complete and accurate
- Document internal business processes
- Test all processes before going live

# Questions?



# Further Information

Website: <http://WWW.ETRANSCRIPTCA.ORG>

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# FERPA

“ ...FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;...”