

District-Wide Transcripts: Proposed CCCTran Changes V4.2 – March 3, 2008

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1) Definition and business process assumptions:

In 2003, at least nine districts of the 72 in the California Community College system were found to be producing "district-wide transcripts" for their students. When a request for a student transcript is received for any one of the colleges in these districts, the central data services facility provides transcripts from all the colleges in that district. Inquiry into the legality of this kind of district-wide transcript process in 2007 found no objections from CCCCO legal counsel, given that the district performs its advisory and consent responsibilities to the student.

For the purposes of the CCCTran automated transcript processing system, the following responsibilities are assumed to be managed by the college district and outside the scope of this functional specification:

- The district handles any advisory or consent requirements from the student,
- The district makes it clear to students that it is their practice to provide district-wide transcripts
- If the student is given the right to decline and have only transcripts from one college sent then the district handles that request when extracting data from their SIS and will upload the transcript for only the college requested.

Another fundamental assumption is that requests are still directed to specific colleges regardless of whether they process transcripts in a district-wide facility or manner. As districts are not accredited educational institutions that can award credit and degrees, they are not addressed by either students or other institutions to provide student transcripts.

With this enhancement for District-wide transcripts (abbreviated herein as "DwT"), CCCTran includes not only the functional requirements of the sending districts, but also those of the much higher number of trading partners who may receive district-wide transcripts from these institutions, and requestors (who may be different from recipients in some cases).

2) Characteristics of District-wide Transcripts

- a) A district-wide transcript is
 - i) In CCCASCII - a transcript having a 3A District Identity segment with the district-wide transcript flag (03A40) set to "D" in addition to one or more 3B College Identity segments.
 - ii) In XML - a transcript having
 - 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'.

Note: In both CCCASCII and XML it is possible to represent a district-wide transcript that includes an academic record for only one college.

Note: Currently, if an XML transcript is uploaded into CCCTran without an AcademicRecord block for the transcript college then CCCTran creates an AcademicRecord block and populates it based on the source institution. Subsequent academic record blocks labeled 'transfer' are properly presented.

- iii) In TS130 – CCCTran is not designed to accept TS130 as input from the CCCs. TS130 does not support multi-college transcripts.
- b) Although in the original design concept CCCTran was intended to be able to represent colleges within districts, Xap's core institutional structure is limited to only one organization level. It is not feasible at this time to revamp this architecture. Therefore, due to this limitation:
 - i) Districts are not represented as institutions in CCCTran.
 - ii) CCCTran colleges are not associated within a CCCTran district.
 - iii) There are no district-level services in CCCTran.
- c) In CCCTran user accounts can be given access to multiple institutions. For example a user can be given access to all colleges within the user's district. Xap must handle the initial configuration for a user account with multi-college access.
 - i) User access levels may be different for each college. For example, the registrar at one college can do everything at her own college but only view transaction history and run reports for the other colleges in the district.
- d) In CCCTran the processing of district-wide transcripts is predicated on central request and fulfillment processing.
 - i) A district may choose to respond to CCCTran requests to any of its colleges with data from one or multiple colleges in one district-wide transcript.
- e) In CCCTran only the member college targeted by the request can respond to the request because transcript requests are directed to colleges and because CCCTran

accounts are limited to single-level institutions because of Xap's core institutional structure.

- i) This includes approval, all types of responses (rejection, holds, offline records search) and transcript uploads.
 - ii) CCCTran does not create individual transactions for each institution represented in a district-wide transcript.
 - iii) The transmission segment can only reference the transcript college, not the district. *Per 2a, Districts are not CCCTran institutions.*
 - iv) User accounts for other institutions represented in a district-wide transcript do not have access to the transaction in CCCTran.
 - v) CCCTran does not enforce college and district policies and procedures for processing a request.
- f) Workshops with CSU resulted in the identification of the following CCCTran standard for the presentation of district-wide transcripts:
- Coursework from multiple credit colleges is presented as a sequence of complete transcripts for each credit college. Coursework from multiple credit colleges is not merged within sessions. (See "CSUSummary20051103.doc")
- g) All content is a college responsibility. CCCTran does not police the college data. For example CCCTran does not validate that two 3B segments are institutionally related.

3) Changes to CCCASCII Transcript

- a) Change CCCASCII element 3A40 (currently 'Term Basis' and annotated for deprecation) to 'District-wide Transcript Indicator' with the valid values
N, null = not a district-wide transcript (default)
D = a district-wide transcript

Note: Data Dictionary Rev1J states that the 3A segment is "required for multi-college transcript."

- b) For segments below 3B the institutional id must refer to a 3B (college) segment and may no longer refer to a 3A (district) segment.
- c) Change the CCCASCII upload parser to
 - i) validate for these new values
 - ii) require a "D" if there are multiple 3B segments included in the transcript
- d) A 3B segment for the sending college is required even if there is no academic information for the sending college. E.g the sending college received the request but all coursework occurred at a sister college in the same district.

Note: Academic data for the sending college is not required. If a CCCASCII 3B record is uploaded but the transcript contains no academic data for that college CCCTran does accept the upload.

4) Response Notation Usage

Integral to district-wide transcript processing are district-wide Responses in lieu of or in addition to district-wide transcripts to relate holds and other interventions in servicing requests for transcripts. It is even possible that the college receiving a request has no hold conditions itself, but must convey the hold condition of a sister college in the district.

A district-wide response sent by the transcript institution may include hold information pertinent to its sister college. Depending on the policies within a district it may be important for the transcript institution's response notations to identify the institution to which the hold applies. This can be accomplished in a response upload by tailoring the text included in RSP16-Response Status Note and/or RSP23- Delay Conditions: Hold Reason Note. Both of these fields are 80 Characters.

Note: For response notations the functionality for online response is not fully equivalent to that of the response uploads. Response upload allows you to notate both elements RSP15/16 (e.g. Response Status = HO (hold) and include a related response status note) and up to five delay conditions (RSP22) each with a corresponding note (RSP23). Online responses provide for the five delay conditions but only "Other" allows for a descriptive note. Also, the Response options panel does not include the Hold options since that is covered by the "hold" panel. The equivalent of RSP23 is only available by selecting the one of the non-hold options. This causes the status of the transaction to change to 'uploaded' and with this status the hold options are no longer available online.

In contrast, Figure 4 is the result of an uploaded response with RSP 15 set to "HO", a note in RSP16, two instances of RSP22 (FN and OT) each with associated notes.

Figure 1: Online Hold Options Panel

Hold Request Confirmation

You have chosen to place 1 transcript request on hold.
Please choose one or more reasons for the hold:

Hold until transcript fee received

Student account balance outstanding

Hold until date: mm/dd/yyyy

Hold for requested event: i.e. "spring grades"

Other:

Figure 2: Online Response Options Panel

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: Fees due at American River College (916) 123-4567

respond
cancel

Figure 3: Resulting Transaction History Panel

Transcript Transaction History

+ Transcript Fulfillment Workflow

Action	Date	Notes
New Request	12/18/2007 9:16:28 PM	
Request Approved	12/18/2007 9:16:28 PM	Automatic approval
Transaction Held	12/18/2007 9:22:02 PM	Financial Other: Fees due at American River College (916) 123-4567
Response Uploaded	12/18/2007 9:24:13 PM	(TR) Transcript Request Received: Fees due at American River College (916) 123-4567
Response Uploaded	12/18/2007 9:24:13 PM	(TR) Transcript Request Received: Fees due at American River College (916) 123-4567

Actions

add note
close

Figure 4 Activity view showing response notations

Student Information			
Student name:	Alvarez, Veronica		
Date of birth:	5/10/1976		
Social security number:			
Transcript institution:	Sacramento City College	Student ID:	0787949
Recipient institution:	Crofton Hills College	Student ID:	
Student email:			
Current status:	Transaction On Hold		
Request conf. number:	1288706		

Transcript Transaction History		
+ Transcript Fulfillment Workflow		
Action	Date	Notes
New Request	11/12/2007 12:12:16 PM	
Request Approved	11/12/2007 12:12:17 PM	Automatic approval
Request Downloaded	11/12/2007 12:14:38 PM	
Response Uploaded	11/12/2007 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	11/12/2007 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

5) Changes to Transaction Lists

There will be no changes to transaction lists at this time. See prior document version (v3.8) for section details removed in order to comply with scope as conveyed by Xap.

6) Changes to Reports

There will be no changes to reports at this time. See prior document version (v3.8) for section details removed in order to comply with scope as conveyed by Xap.

7) Changes to Activity Views

- a) Add names of included colleges (3B04) in notes for the 'Transcript Fulfilled' status as indicated in Figure 5.
 - i) Precede the names of the colleges with the label, "District Transcript: "
 - ii) The names of the transcript institutions should appear in the same sequence as in the transcript upload file
 - iii) Separate multiple colleges by a plus sign (+)
 - iv) Any additional notes for the "Transcript Fulfilled" action should follow the District Transcript list.

Orange-border indicates data added to activity view for each college transcript within a district-wide transcript

Figure 5 Activity View

Student Information		
Student name:	ALVAREZ, VERONICA	
Date of birth:	5/10/19xx	
Social security number:	567891234	
Transcript institution:	Sacramento City College	Student ID:
Recipient institution:	CSU Sacramento	Student ID:
Student email:	123@xap.edu <i>* Note: this email address originated from Sacramento City College.</i>	
Current status:	Transcript Released	
Request conf. number:	1275282	

Transcript Transaction History		
Transcript Fulfillment Workflow Done		
Action	Date	Notes
New Request	6/21/2007 7:38:03 AM	
Request Approved	6/21/2007 7:38:03 AM	Automatic approval
Request Downloaded	6/21/2007 8:32:08 AM	
Transcript Fulfilled	6/21/2007 9:04:06 AM	District Transcript: Sacramento City College + American River College + Consumnes River College Unsolicited Transcript
Transcript Released	6/21/2007 9:04:06 AM	

Actions
issue new transcript request add note close

Note: the current CCCTran Activity View notes syntax is

- 1) a colon+space after a label and before the corresponding data
- 2) a new line (and no other separator) for each note

Note: CCCTran obtains the "Transcript Institution" name in the Activity View by using REQ02 FICE or 01A04 FICE from the request or transcript file to lookup the college name in corresponding CCCTran college profile.

8) Changes to Transcript Views

A district-wide transcript will be viewable and printable as one entity, just like a single-college transcript. Minimal modifications to the Transcript Views specification are necessary to enable the display of the data contained in a district-wide transcript.

- a) For all three views (whether district-wide or not), modify the transaction data line (the second line of the Transcript Views) as follows:
 - i) Add a field that indicates "District-Wide" before "Transcript" if the District-Wide Transcript Indicator field (3A40) is "D".
 - ii) Add the FICE or CEEB code from 1A04 or 1A05 (Transmission Data: Institutional ID Code-FICE or Institutional ID Code-CEEB) and corresponding label at the end of the line.

Note: The Data Dictionary states that 'either 1A04 or 1A05 is required' If both are present, then use FICE.

The specification for the changes above is:

Test ^{1A12,d,g when "T"}	Replacement ^{1A11,d,g when "RP"}	Partial/Complete ^{1A13,d}	Unofficial ^{1A02,d,g when "U"}
	District-Wide ^{3A40,d,g when "D"}	Transcript Issued ^g	mm/dd/yyyy ^{1A08}
hh:mm ^{1A09}	from FICE ^{g if 1A04 is present}	CEEB ^{g if 1A04 is null}	xxxxxx ^{1A04 unless null; then 1A05; t,c,w}

These changes are illustrated in *Figure 6*.

- b) For all Full Views (whether district-wide or not), include a 'Sending Institution' block below the student identification block that includes identification and contact information as indicated in *Figure 6*. As with other information blocks at this level, the labels are constants and appear whether or not there are any associated values.
- c) For all Full Views (whether district-wide or not), add any 'District' contact information (3A) below the transcript institution (3B) block as indicated in *Figure 6*. As with other information blocks at this level, the labels are constants and appear whether or not there are any associated values.

Note: District info, if present, does not currently appear in any Views. This violates the responsibility of CCCTran to present all data provided by the transcript institution in the electronic transcript file.

- d) When a District-Wide Transcript includes transcript data from more than one college, present it college-by-college in the View, starting with the student and transcript college blocks. Include the Sending Institution and District blocks only with the first college's transcript data (these blocks should not appear more than once). Include three blank lines between the end of the data from one college and the beginning of the data from the next college. Maintain the same sequence of colleges as in the transcript file.

Figure 6 Full View

Electronically submitted data provided from CCCTran
District-Wide Transcript issued 11/12/2005 10:25 a.m. from FICE 654321.
Reference ID: 0293687812049587269872-34 Request ID: a1096487q984367-9184376-92376

STUDENT TRANSCRIPT FOR:

Brown, Dorothy
(White, Dorothy)
LOCAL SID: 12345678909
SSN: 531-22-3498
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@calcomm.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@calcomm.edu
INST FICE: 654321 **INST CEEB:** 123456
INST CDS: 65432110964781

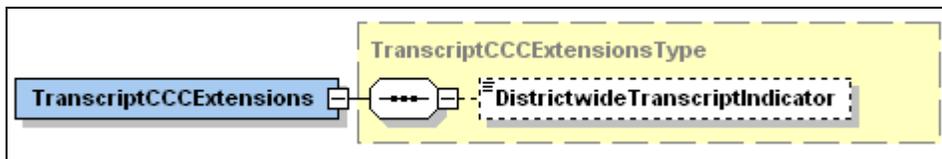
DISTRICT:

California Community College District
1234 Central Avenue
Centerville, CA
95432 US
CONTACT: Information Technology
PHONE: 650-568-3091 **EXT:** 12345
EMAIL: IT-Op@CalCommCCD.edu
INST FICE: 654320
INST CDS: 65432110000000

9) Changes to XML Structure

- a) A new element called "DistrictwideTranscriptIndicator" is added to the Transcript UDE that is comparable to 3A40 in identifying whether this is a district-wide transcript. The element is optional and contains two possible enumerated values: 'Districtwide' and 'NotDistrictwide'. Only 'Districtwide' will typically be used since if the transcript is not a district-wide transcript this optional element will not be included.

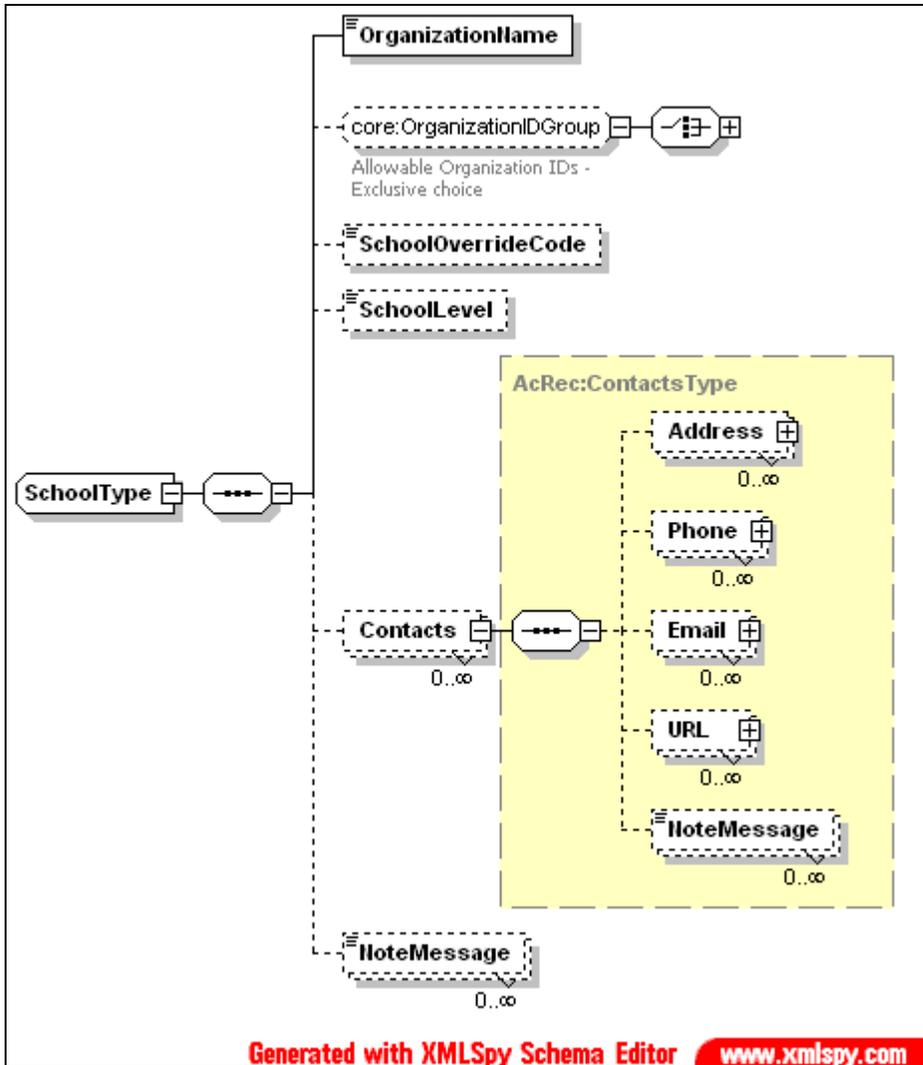
Figure 7 DistrictwideTranscriptIndicator in UDE



- b) The district contact information and each awarding and transfer college have its own AcademicRecord structure.
- c) In the "School" branch of the AcademicRecord the SchoolOverrideCode is set differently for each:
 - i) The district contact information is contained in the first AcademicRecord block and its SchoolOverrideCode is set to "Institutional".
 - ii) The transcript (sending college) does not have a SchoolOverrideCode

- iii) Each of the district's other (awarding) colleges has SchoolOverrideCode set to "Multicampus" and
- iv) Each transfer (credit award) college has SchoolOverrideCode set to "Transfer"

Figure 8 XML School Structure showing SchoolOverrideCode



SchoolOverrideCode-the source of the academic credit if not awarded by the home or parent institution

Enumerations

Institutional - Institutional Agreement

Multicampus - Multiple Campus Course Offering

Transfer - Transfer Credit

StudyAbroad - Study Abroad

Coop - Cooperative Program

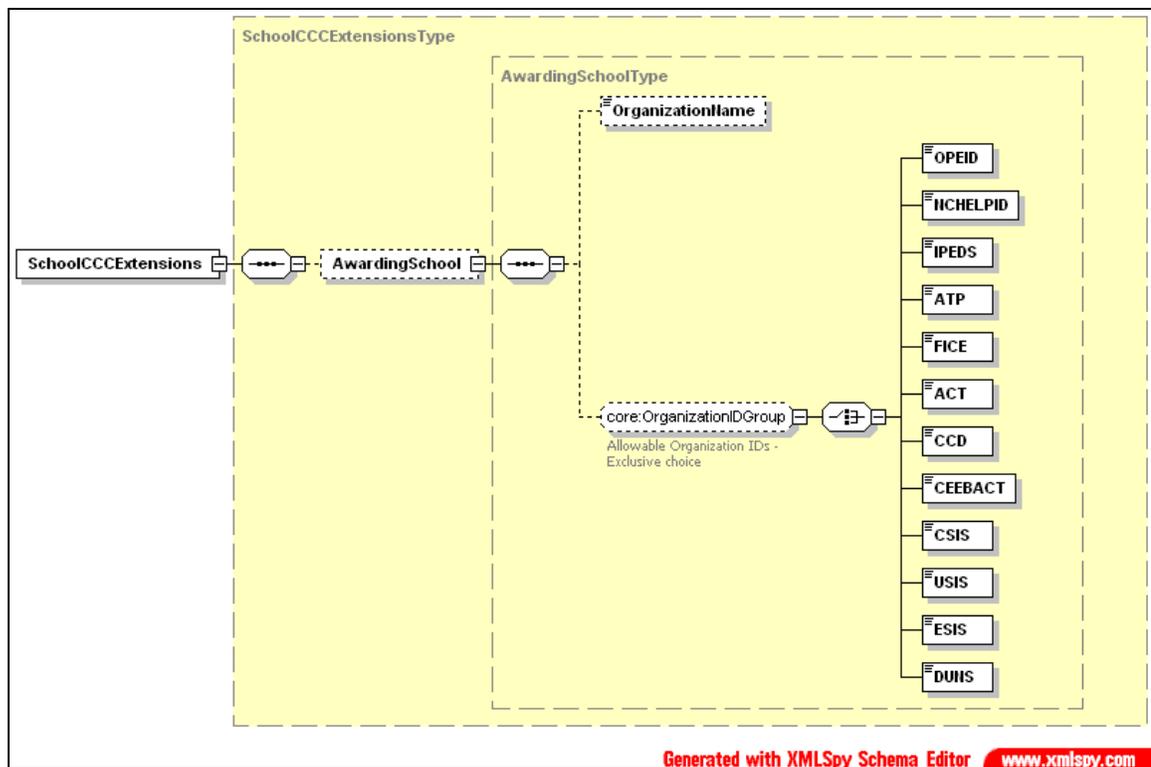
Reciprocal - Reciprocal Exchange

Internship - Internship

From Postsecondary Transcript Implementation Guide v1.1.0

- d) A new element called "AwardingSchoolOrgID" is added to the AcademicRecord UDE. This element is modeled on the group "core:OrganizationIDGroup".
- i) For transfer institutions
 - o "AwardingSchool:OrganizationIDGroup" is populated with the OrgID type (FICE/CEEB/etc.) and value used as the OrgID in the AcademicRecord:School:OrganizationIDGroup for the college that awarded the transfer credit.
 - o "AwardingSchool:OrganizationName" is populated with the value used as AcademicRecord:School:OrganizationName for the college that awarded the transfer credit.
- ii) For district (awarding) colleges this field has no value.

Figure 9 CCUDE School Extension Diagram



- e) Any interpretive software must note "transfer" in AcademicRecord:School:SchoolOverrideCode and so look in AcademicRecord:UDE:AwardingSchoolOrgID to link all data in a transfer school's AcademicRecord to the awarding school.
- f) For CCC XML transcript uploads
 - i) 3A district identity data will be included as a first AcademicRecord block containing only the data provided by the CCC data dictionary 03A segment. The SchoolOverrideCode for this district block is set to "Institutional". This block may occur whether or not the transcript is district-wide.

- ii) If the transcript is a district-wide transcript then the optional DistrictTranscriptIndicator in the UDE for Transcript is set to 'Districtwide'.

Note: District data cannot be represented in the TransmissionData structure because districts are not CCCTran institutions and therefore cannot send data via CCCTran.

- g) For CCC XML transcript downloads that include 3A district identity data add a School:NoteMessage for this AcademicRecord block in XML that says

"This institutional data provided solely for district-level contact information"

Note: The second AcademicRecord block contains the first 3B segment and its related coursework, summaries, etc.

Note: institutions receiving an XML transcript that includes a district AcademicRecord block will have to interpret this block differently than other AcademicRecord blocks.

Table 1 The structure and reference values for a multi-college district-wide transcript

Entity	Schema Location	OrgIDGroup	School: SchoolOverrideCode	AcademicRecordUDE: AwardingSchoolOrgIDGroup
Sending College	TransmissionData	College-A OrgID	n/a	
District	AcademicRecord-1	District OrgID	"Institutional"	n/a
College-A	AcademicRecord-2	College-A OrgID	"Multicampus"	n/a
Transfer College-A1	AcademicRecord-3	Transfer College-A1 OrgID	"Transfer"	College-A OrgID
Transfer College-A2	AcademicRecord-4	Transfer College-A2 OrgID	"Transfer"	College-A OrgID
Transfer College-A3	AcademicRecord-5	Transfer College-A3 OrgID	"Transfer"	College-A OrgID
College-B	AcademicRecord-6	College-B OrgID	"Multicampus"	n/a
Transfer College-B1	AcademicRecord-7	Transfer College-B1 OrgID	"Transfer"	College-B OrgID
Transfer College-B2	AcademicRecord-8	Transfer College-B2 OrgID	"Transfer"	College-B OrgID
Transfer College-B3	AcademicRecord-9	Transfer College-B3 OrgID	"Transfer"	College-B OrgID
College-C	AcademicRecord-10	College-C OrgID	"Multicampus"	n/a
Transfer College-C1	AcademicRecord-11	Transfer College-C1 OrgID	"Transfer"	College-C OrgID
Transfer College-C2	AcademicRecord-12	Transfer College-C2 OrgID	"Transfer"	College-C OrgID
Transfer College-C3	AcademicRecord-13	Transfer College-C3 OrgID	"Transfer"	College-C OrgID

**Assuming the College-A received the transcript request.*

Table 2 District-wide Transcript Requirements

Requirement from Jan 10 2006 proposal to SPEEDE	Proposal Satisfies?	Mapping
1. Unit totals per college?	Yes	AcademicRecord:AcademicSummary
2. Unit totals per college per term?	Yes	AcademicRecord:AcademicSession:AcademicSummary

3. Gen-ed data for each college?	Yes	AcademicRecord:UDC: <CCC Gen Ed fields>
4. Degree units for each college?	Yes	AcademicRecord:AcademicAward
5. Transfer institution detail credit for each college?	Yes	Transfer institution's AcademicRecord:Course
6. Transfer institution summary credit for each college?	Yes	Transfer institution's AcademicRecord:AcademicSummary
7. Commonality of mapping treatment for single and multi-college transcripts?	Yes	
8. Units totals per transfer institution per awarding college?	Yes	Awarding college's AcademicRecord:Summary (<i>Equivalent to the individual summary provided by item 6</i>)
9. Units totals per transfer institution per term per awarding college?	Yes	Awarding college's AcademicRecord:AcademicSession:AcademicSummary (<i>Equivalent to the individual session summaries that could be provided in the transfer school's academic record session summaries</i>)

10) Changes to TS130

- a) When a multi-college district-wide transcript is downloaded in TS130 format it will result in multiple TS130s.

Note: Each of the resulting XML transcript or pdf view will have the same Transcript Reference ID (01A02) and Request Reference ID (01A10) because there is only one district-wide transcript in response to one request transaction. Transcript Reference ID (01A02) and Request Reference ID (01A10) are not currently mapped into the TS130. The only suitable location would be a 1-080 NTE segment.

For Tech Review: consider this mapping change for TS130.

- b) Each of the resulting TS130s will include a first 1-080 NTE in which NTE02 contains the phrase

“District Transcript sent by <3B04>”

where <3B04> is the sending college name, from the 3B segment for the college identified in <1A04/1A05>. This field has a maximum of 48 char and should be truncated if necessary to fit within the 80 character limit for NTE02.

Note: Map XML transcript uploads to TS130 to match the CCCASCII mapping.

11) Changes to Data Dictionary Document

- a) CCCCCO staff will incorporate "Changes to CCCASCII":
 - i) For element 03A40.
 - ii) For 3B segment, advising that the preferred practice is for the first 3B segment to be the sending college.
 - iii) Requiring that for segments below 3B, the institutional id must refer to a 3B (college) segment and may not refer to a 3A (district) segment.
- b) Incorporate XML mapping changes described in "Changes to XML"
 - i) When 3A40 is "D"
 - 1) 3A segment –
 - set DistrictwideTranscriptIndicator to "Districtwide"
 - set SchoolOverrideCode to "Institutional"
 - add a School:NoteMessage "This institutional data provided solely for district-level contact information"
 - 2) 3B segment for the sending college (same as transmission data institution)
 - do not set any value for SchoolOverrideCode
 - A 3B segment for the sending college is required even if there is no academic information for the sending college. E.g the sending college received the request but all coursework occurred at a sister college in the same district.
 - 3) Other 3B segments - set SchoolOverrideCode to "Multicampus"
 - 4) 7A segment
 - set AwardingSchool:OrganizationName to 3B04 (College Name)
 - set AwardingSchool:OrganizationIDGroup to either 3B01 (FICE) or 3B02 (CEEB) depending on which of these is used as AcademicRecord:School:OrganizationIDGroup for the awarding college.
 - ii) When 3A40 is null (not a district-wide transcript) but 3A data is present
 - 1) set SchoolOverrideCode to "Institutional"
 - 2) do not include DistrictwideTranscriptIndicator
- c) Incorporate "Changes to TS130"
 - i) When 3A40 is "D" (or XML equivalent), add a 1-080 NTE where NTE02 = "From District Transcript sent by <3B04>"
- d) Globally replace 'multi-college' with 'district-wide'.

12) Changes to View Specifications Document

- a) CCCCCO staff will incorporate the modifications described in "Changes to Views".