



## Scholarships

# How to create and upload personal (Unofficial) transcripts from MyAVC into the AVC Foundation NextGen web site

First, open [www.avc.edu](http://www.avc.edu) in any Windows browser(Chrome, Internet Explorer, Firefox, etc.)

The screenshot shows the Antelope Valley College website. At the top, there is a navigation menu with links: about AVC, academics, administration, admissions, athletics, community, foundation, hr & employment, and student services. Below the navigation is the college logo and name, "ANTELOPE VALLEY COLLEGE". The date "Tuesday, October 14, 2014" and a search bar are also visible. A main banner features the college logo and the text "ANTELOPE VALLEY COLLEGE" and "AVC.EDU/CAREERS". To the right of the banner is a "CAMPUS NEWS" section with several news items. At the bottom, there are three main sections: "myAVC LOGIN", "CLASSES & ENROLLMENT", and "UPCOMING EVENTS". The "myAVC LOGIN" section includes fields for "User Name:" and "Password:". A red arrow points to the "myAVC LOGIN" section.

Enter your MyAVC Username and Password @ myAVC Login

Click on: “Register & Access Student Records”

The screenshot shows the myAVC login page. The main navigation bar includes: Home, Campus Life, My Stuff, Student Success, My Courses, College Services, Academics, Tutorial. The date is October 14, 2014. The user is logged in as Collin Xavier Mallery. The page is divided into several sections:

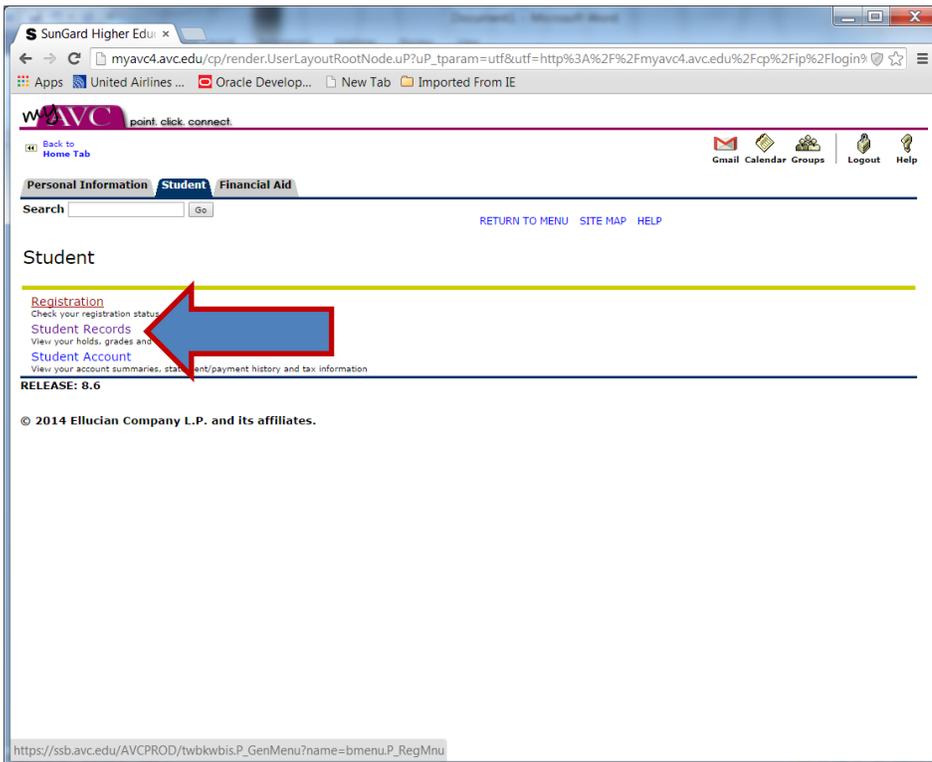
- Personal Announcements:** Great California ShakeOut earthquake drill - This Thursday. Want to be the first to know in case of emergency at AVC? DONT FORGET!!! Register to Vote.
- Campus Announcements:** There are no announcements.
- Time & Temperature:** Lancaster, CA. 57°F Sunny. Forecast for 10 days.
- Registration & Student Records:** **Fall 2014 Drop for Non-payment Dates**. Registration fees are due immediately at the time of registration. If you do not pay your fees you will be dropped from your classes. Starting Wednesday, May 14th drop for non-payment will occur every Wednesday throughout the registration period. If you are unable to pay your fees when you register you will need to set up a payment plan so that your classes are not dropped. More information regarding drop dates for fall 2014 is available here: <http://www.avc.edu/studentServices/adminrec/regdatesupcoming.html>. Your fall/spring BOG waiver also includes summer semester. You will need to reapply for financial aid and the BOG waiver for fall semester. Useful links: Fill out a FAFSA online: <https://fafsa.ed.gov/> Online BOG application: <https://secure.cccappi.com/BOG/Waiver/>.
  - Register & Access Student Records
  - Pay My Fees
  - Setup a Payment Plan
  - Registration Appointment - Summer/Fall 2014
  - Check Financial Aid Status
  - Degree Works
  - Verify/Update Mailing Address
  - Registration Dates
  - Look up Classes/Schedule of Classes
  - College Catalog
- Campus Alerts:** Rave MOBILE SAFETY. Antelope Valley College has partnered with Rave Mobile Safety, to deliver emergency messaging to the college community. The Rave Alert service will be used to deliver text, email, and voice messages to you should there be an emergency on campus that poses a safety concern for the community. Log into Rave Alert to update your notification preferences. Update notification preferences. Rave Alert FAQ.
- Campus Events:** Link to public AVC web site ([www.avc.edu](http://www.avc.edu))
- News & Headlines:** CNN. 7.4 quake rocks El Salvador. Advisers try to show Obama at work. Babu survives 3 days under dead dad.

Click on: “Student”

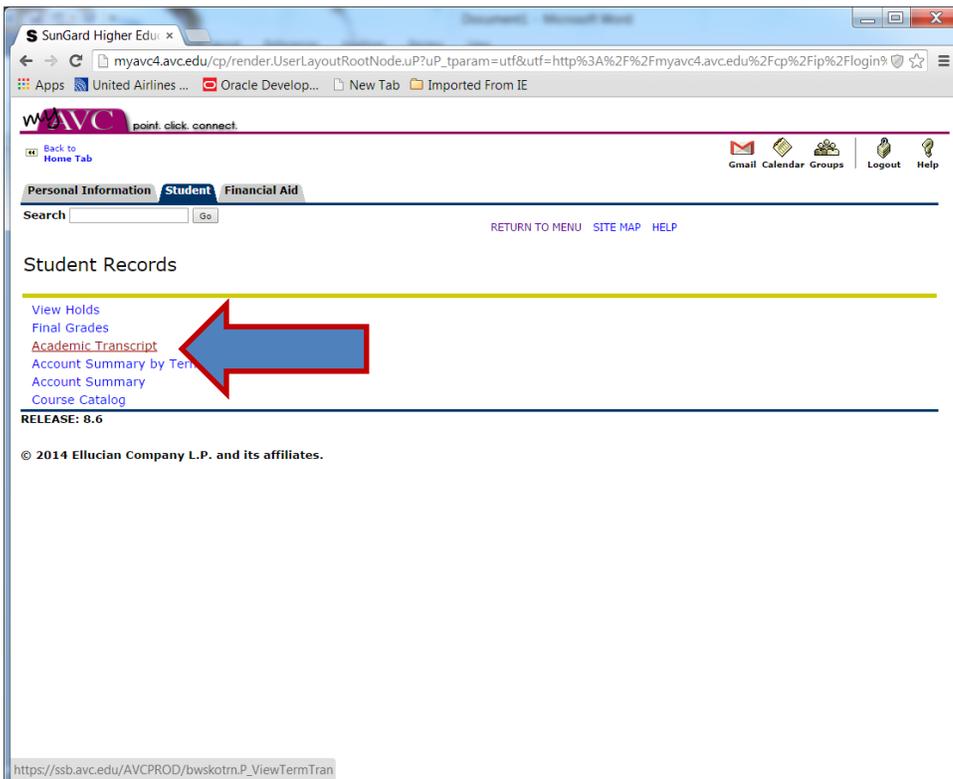
The screenshot shows the myAVC main menu. The navigation bar includes: Personal Information, Student, Financial Aid. The user is logged in as Collin Xavier Mallery. The page is divided into several sections:

- Search:** Search [ ] [Go]
- Personal Information:** Back to Home Tab. Gmail Calendar Groups Logout Help.
- Main Menu:** **Student** (highlighted with a red arrow). Register. Pay your fees. Financial Aid. View your financial aid status and award information, accept offered aid, review document requirements/holds and see your financial aid history. Personal Information. View or update your address(es), phone number(s), e-mail address. Get Your Student/Employee ID Number Here. Online Voting & Surveys. Click here to view available online ASO Elections and Surveys.
- RELEASE: 8.5.2**
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Click on: “Student Records”

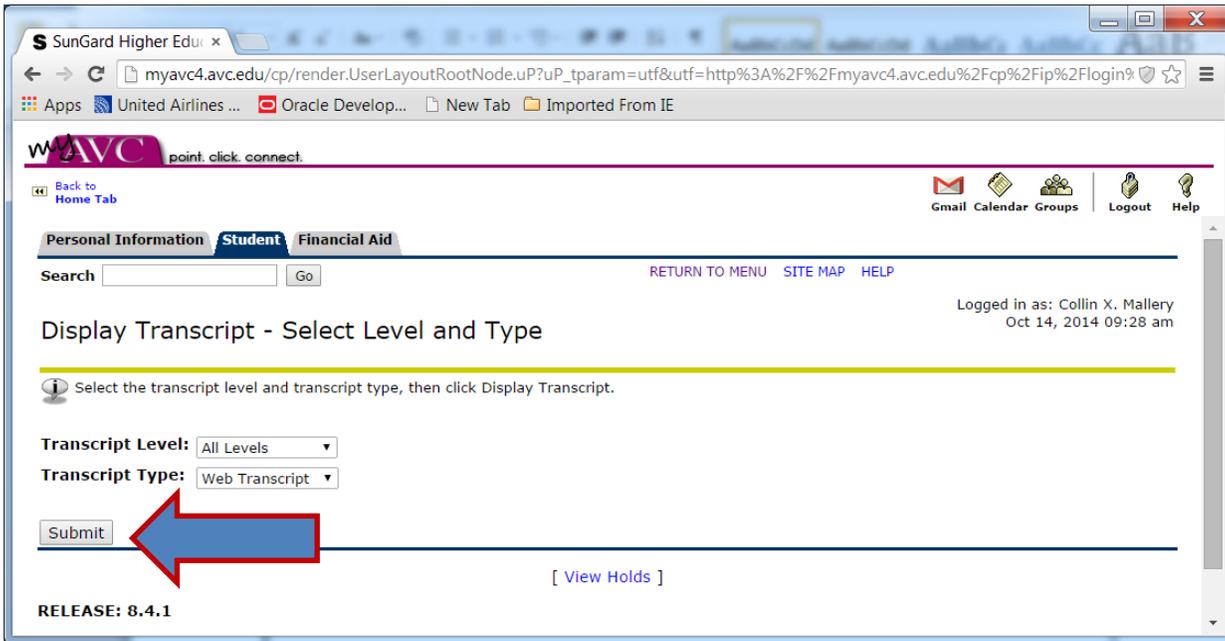


Click on: “Academic Transcript”

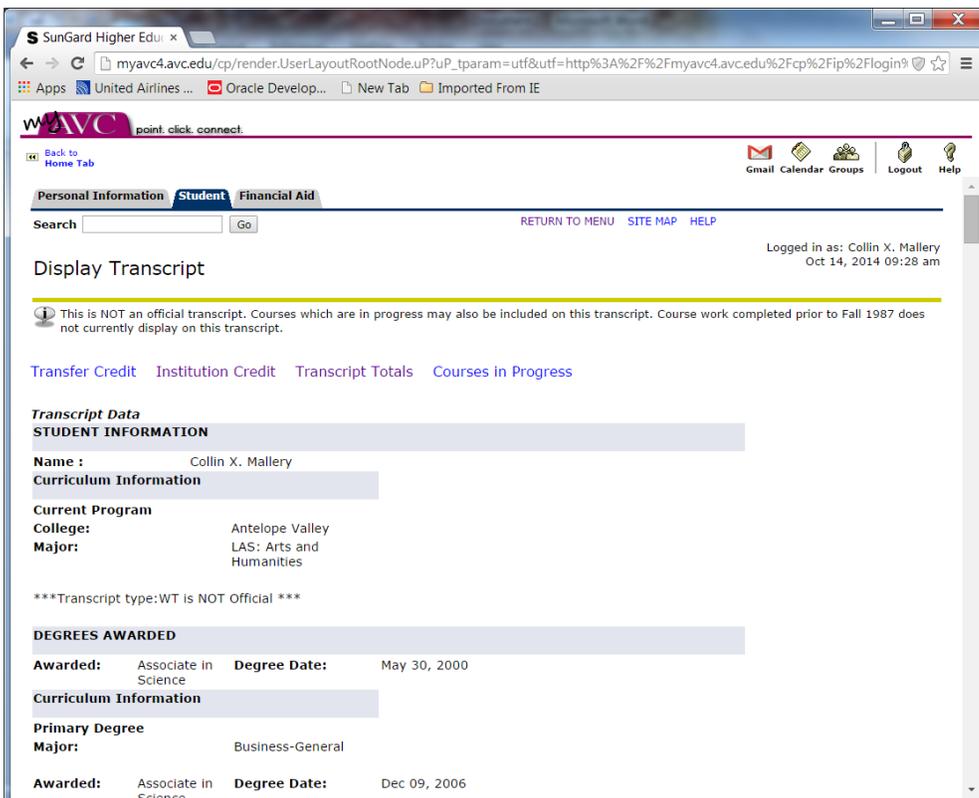


Select: Transcript Level and Transcript Type from the drop downs.

Click the: Submit button



Transcript first page:



Scroll down to view your entire Transcript record.

Science  
Curriculum Information  
Primary Degree  
Major: A&A Aircraft Powerplant

**TRANSFER CREDIT ACCEPTED BY INSTITUTION** -Top-

American Baptist Seminary West

| Subject              | Course | Title                | Grade               | Credit Hours        | Quality Points   | R                     |            |
|----------------------|--------|----------------------|---------------------|---------------------|------------------|-----------------------|------------|
| ENGL                 | 099    | English              | CR                  | 3.000               |                  | 0.00                  |            |
| ENGL                 | 101    | Freshman Composition | CR                  | 3.000               |                  | 0.00                  |            |
| <b>Current Term:</b> |        | <b>Attempt Hours</b> | <b>Passed Hours</b> | <b>Earned Hours</b> | <b>GPA Hours</b> | <b>Quality Points</b> | <b>GPA</b> |
|                      |        | 6.000                | 6.000               | 6.000               | 0.000            | 0.00                  | 0.00       |

Unofficial Transcript

201330: Advanced Placement

| Subject              | Course | Title                          | Grade               | Credit Hours        | Quality Points   | R                     |            |
|----------------------|--------|--------------------------------|---------------------|---------------------|------------------|-----------------------|------------|
| ENGL                 | 102    | Critical Thinking & Literature | P                   | 3.000               |                  | 0.00                  |            |
| <b>Current Term:</b> |        | <b>Attempt Hours</b>           | <b>Passed Hours</b> | <b>Earned Hours</b> | <b>GPA Hours</b> | <b>Quality Points</b> | <b>GPA</b> |
|                      |        | 3.000                          | 3.000               | 3.000               | 0.000            | 0.00                  | 0.00       |

Unofficial Transcript

Advanced Placement

| Subject | Course | Title               | Grade | Credit Hours | Quality Points | R    |
|---------|--------|---------------------|-------|--------------|----------------|------|
| CIS     | 111    | Intro to Pascal Pro | CR    | 3.000        |                | 0.00 |
| FREN    | 101    | Elementary French   | CR    | 5.000        |                | 0.00 |
| FREN    | 102    | Elementary French   | CR    | 5.000        |                | 0.00 |

Once you have scrolled all the way down, follow the directions for saving the content as a Word document or as a .PDF file.

The below pages will explain how to use either of these methods.

### To save your Transcript as a Word document:

1. To copy and move the contents of your AVC Transcript to a Word document, from the page you viewed your transcripts:
2. While on the transcript page, hold down the “Control button” (CTRL), and press the letter: **a** (CTRL+a) on the keyboard. This should “highlight” the entire page.
3. Next, press and hold CTRL and press the letter: **c**. (CTRL+c)
4. Open Word on your computer and click anywhere on your blank document.

5. Press and hold CTRL and press the letter: **v**. (CTRL+v) This should copy your Transcript into a readable format in Word.
6. Save the document to your desktop (we recommend saving your document using your 900 number student ID) as the file name.

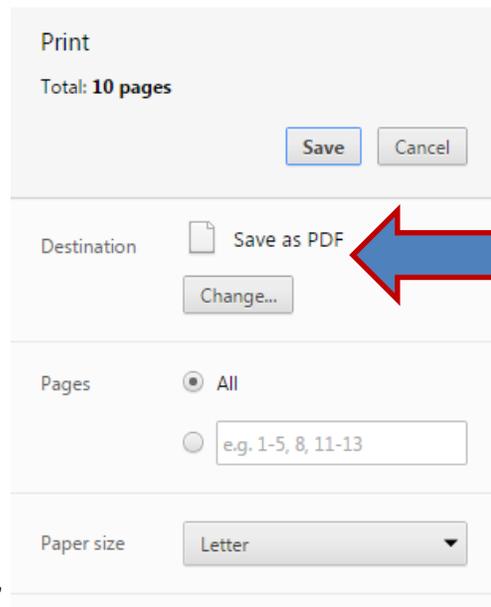
## OR

**To save your Transcript as a PDF file:** (you can only do this from Google Chrome)

1. Hold down the “Control button” (CTRL), and press the letter: **a** (CTRL+a) on the keyboard while the Transcript is displayed.
2. “right-click” somewhere on the highlighted area of your Transcript.



3. Select: “PRINT” from the option window:
4. From the PRINT OPTIONS window, change the destination of your document



to “Save as PDF.”

5. *Click: SAVE* and save the file to your desktop using your 900 number Student ID as the file name.
6. You can also print the file at this time.

## Uploading the file to the AVC Foundation Scholarship Web Site

**\*\* Please note, in order to upload your transcripts, you WILL be required to fill out a Scholarship Application.**

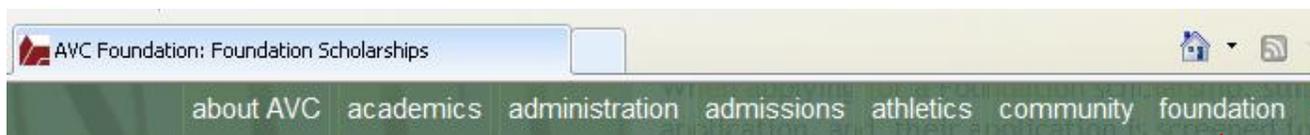
Follow the instructions on the next few pages to fill out your Application.

Copy (or CTRL/click on) the below URL:

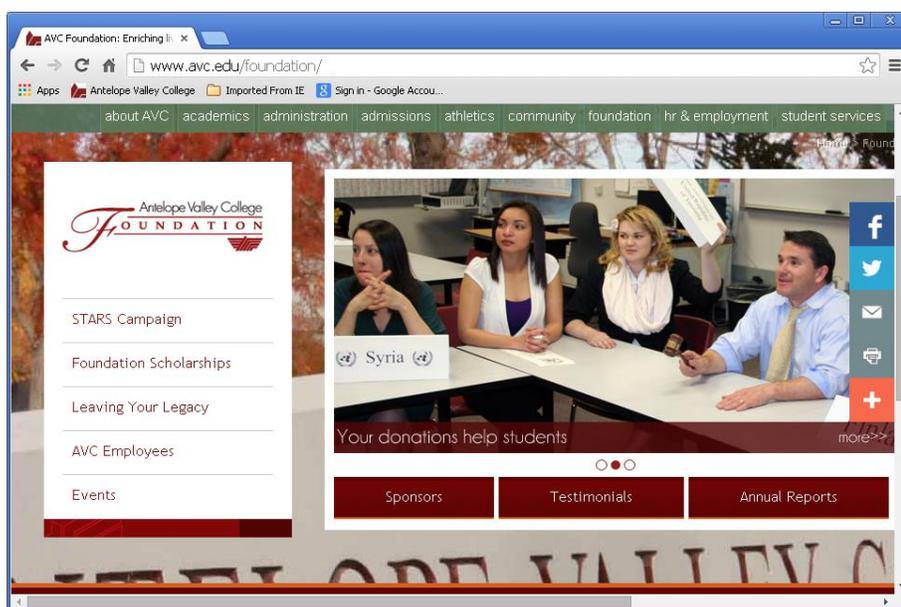
[https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=avcLDAP&TargetResource=https://avcfoundation.scholarships.ngwebsolutions.com/scholarx\\_studentportal.aspx](https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=avcLDAP&TargetResource=https://avcfoundation.scholarships.ngwebsolutions.com/scholarx_studentportal.aspx)

..or

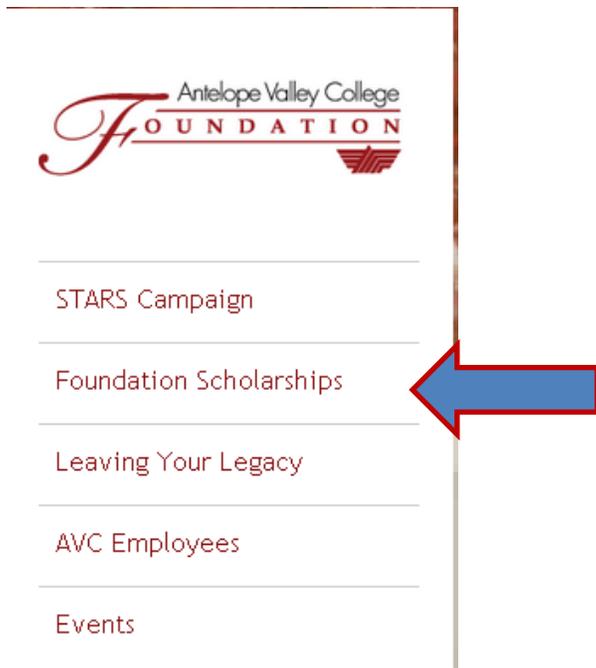
Go the Foundation tab on the avc.edu public web site:



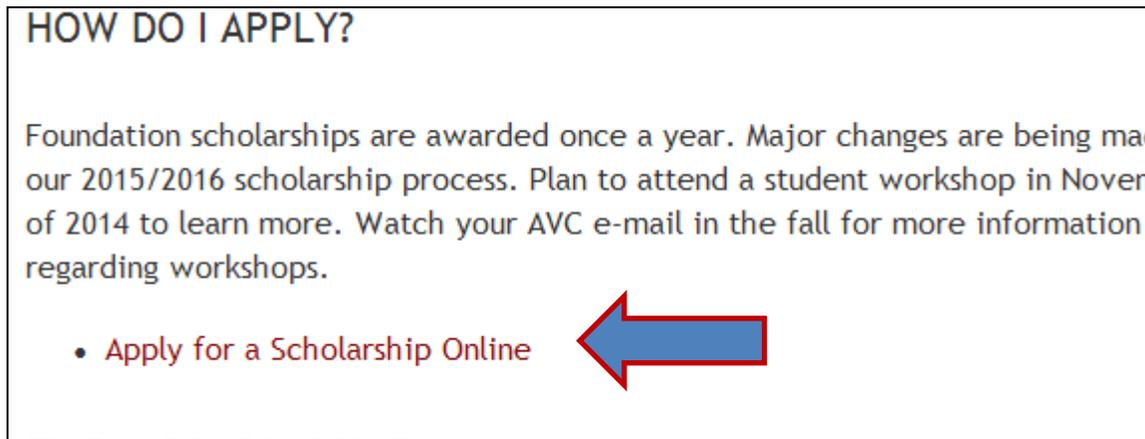
The Foundations web page should open.



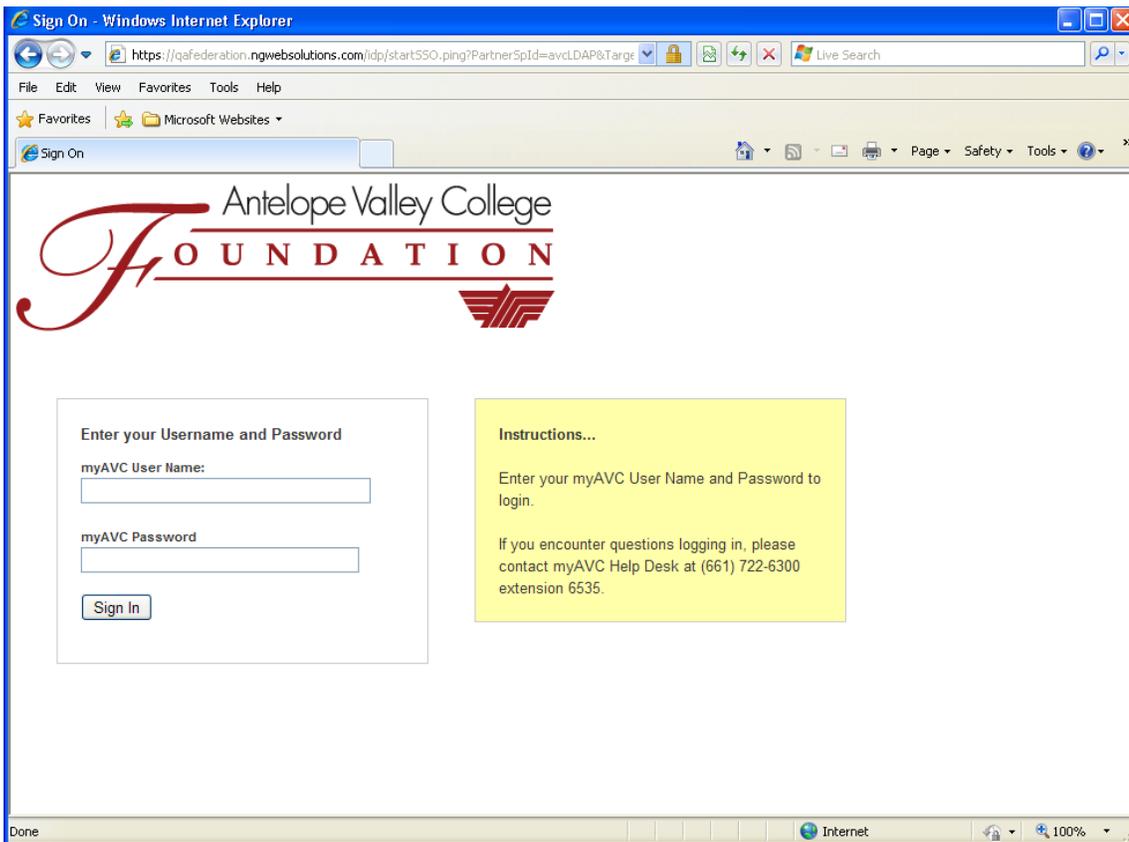
Click on the “Foundation Scholarships” link.



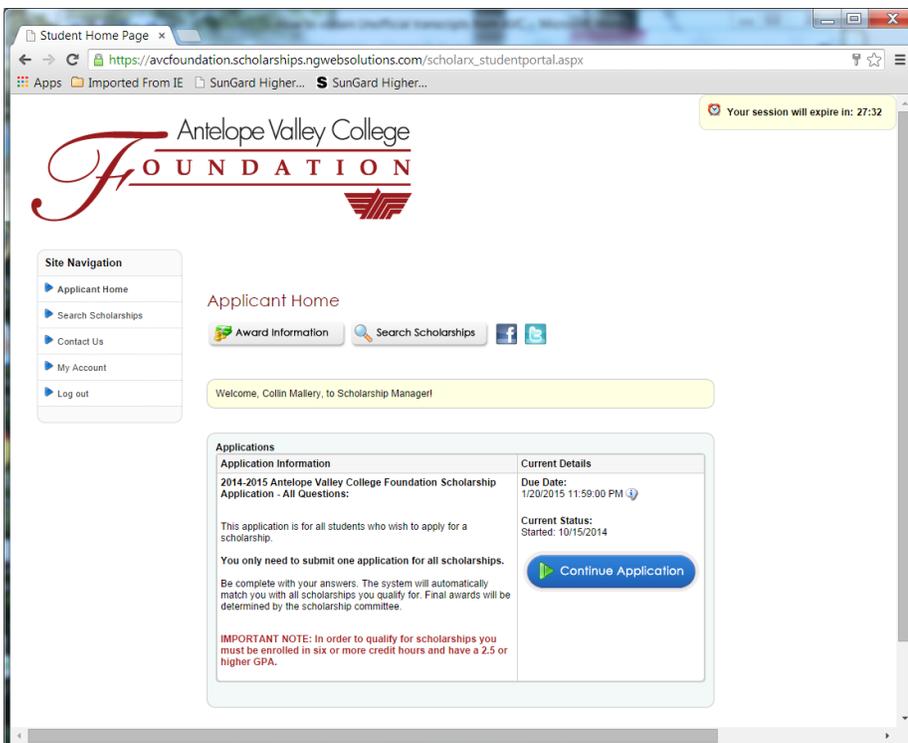
In the middle of the page you will find the “Apply for a Scholarship Online” link. Click the link.



Use your myAVC credentials to login to the Foundation Scholarship web site:



The Foundations Scholarship web page should open:

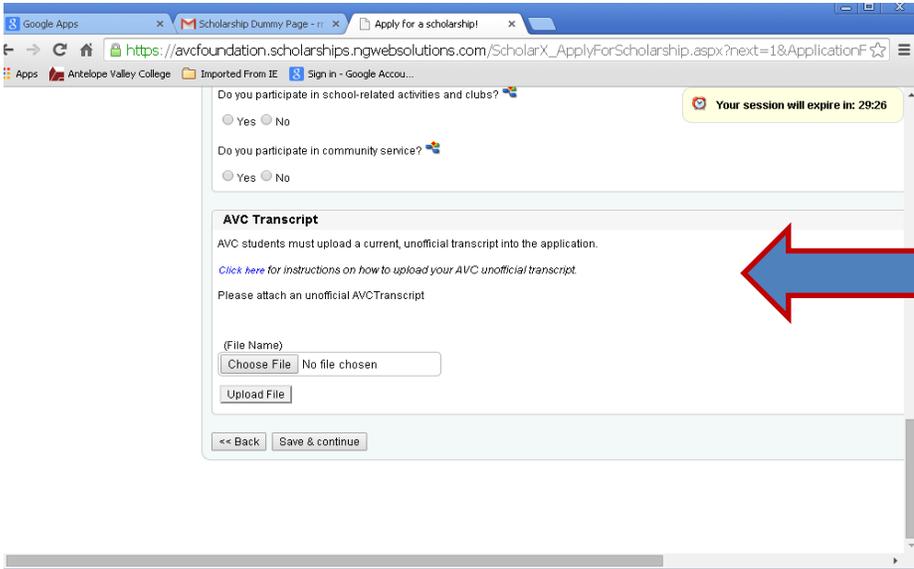


Press: Continue/Start Application BLUE button.

Go thru each of the pages as they come up and fill in the required fields.

There are 18 pages of questions and answers you must respond to.

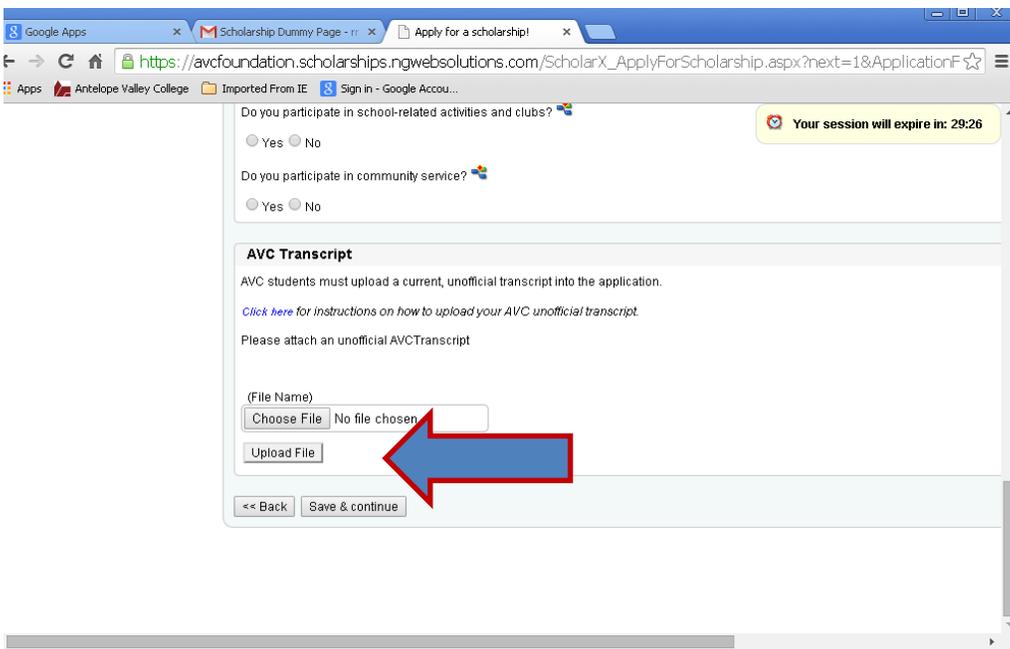
At the bottom of Page 5, there is a place to upload your transcripts:



The screenshot shows a web browser window with the URL [https://avcfoundation.scholarships.ngwebsolutions.com/ScholarX\\_ApplyForScholarship.aspx?next=1&ApplicationF](https://avcfoundation.scholarships.ngwebsolutions.com/ScholarX_ApplyForScholarship.aspx?next=1&ApplicationF). The page contains several questions with radio button options for 'Yes' and 'No'. A yellow notification box at the top right states 'Your session will expire in: 29:26'. The 'AVC Transcript' section includes instructions: 'AVC students must upload a current, unofficial transcript into the application.' and a link for instructions. Below this, there is a file upload interface with a text box showing '(File Name) Choose File No file chosen', an 'Upload File' button, and navigation buttons '<< Back' and 'Save & continue'. A large red arrow points to the 'Choose File' button.

Click: “Choose File” and find your file on the Desktop or wherever you originally saved it.

Click: “Upload File”



This screenshot is identical to the one above, showing the same scholarship application page. However, the red arrow now points to the 'Upload File' button in the file upload section.