



Scholarships

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

First, open 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, student services. Below this is the college logo and name, along with the date "Tuesday, October 14, 2014" and a search bar. A secondary navigation bar includes: prospective students, current students, faculty & staff, alumni & friends. The main content area features a large banner for "AVC.EDU/CAREERS" with the text "Careers are out there. AVC can help you get one." 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" with fields for "User Name:" and "Password:", "CLASSES & ENROLLMENT" with a sub-link "Apply Online", and "UPCOMING EVENTS". 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 links for Home, Campus Life, My Stuff, Student Success, My Courses, College Services, Academics, and Tutorial. The date is October 14, 2014. The page is divided into several sections:

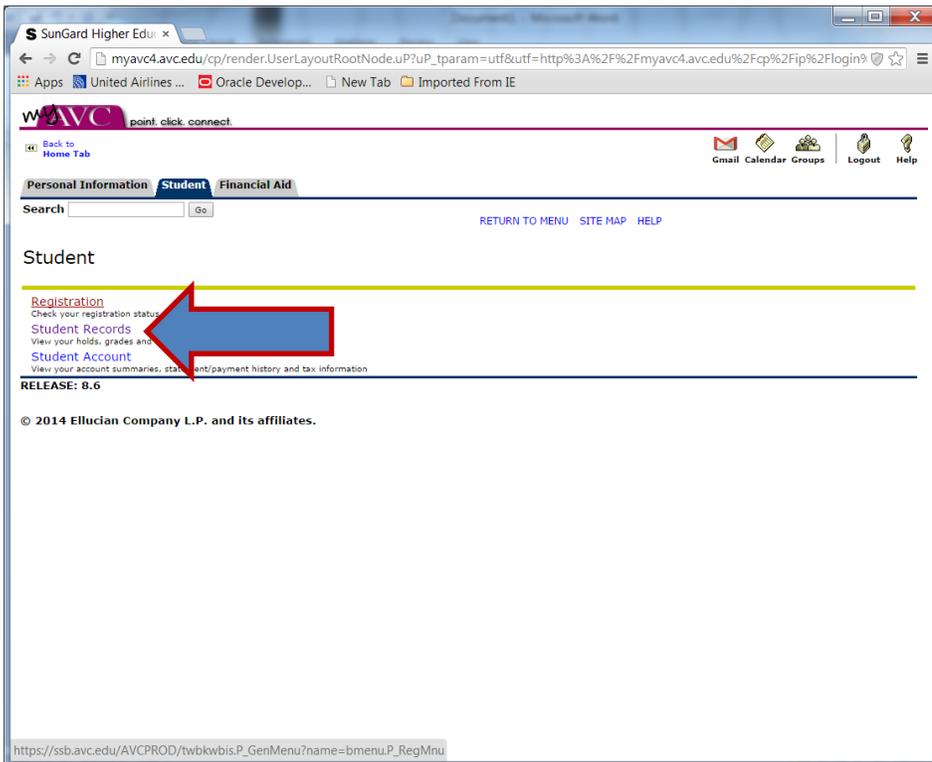
- Personal Announcements:** Great California ShakeOut earthquake drill - This Thursday. Want to be the first to know in case of emergency at AVC? DONT FORGET!!! Register to Vote.
- Campus Announcements:** There are no announcements.
- Time & Temperature:** Lancaster, CA. 57°F Sunny. Get the 10 day forecast.
- 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)
- 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”

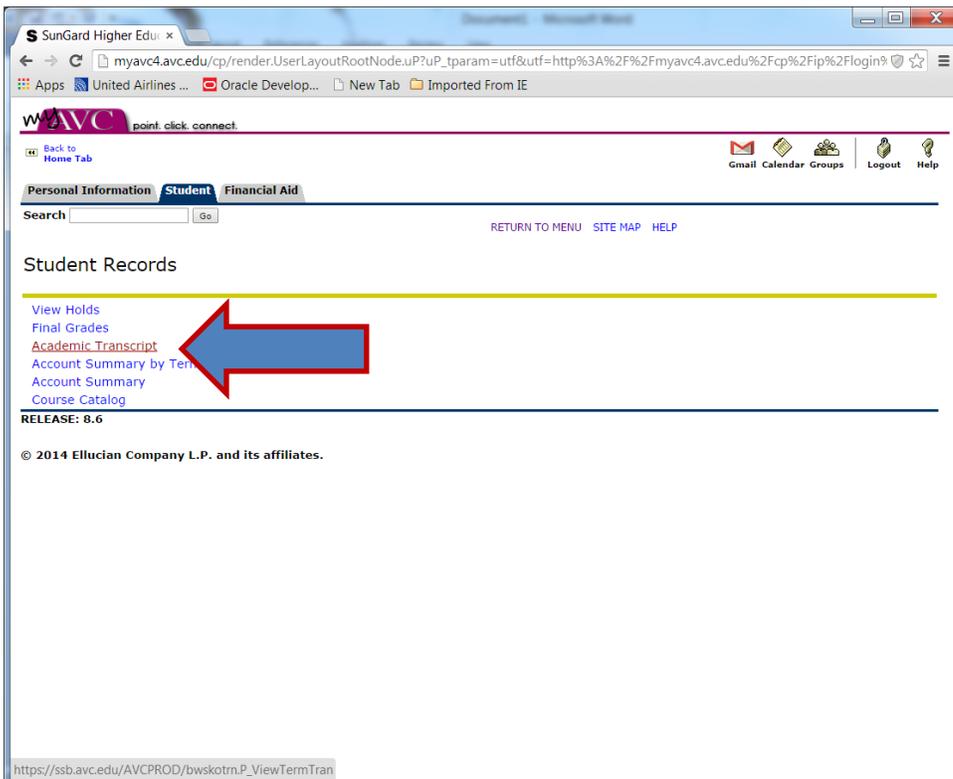
The screenshot shows the myAVC 'Student' menu page. The main navigation bar includes links for Personal Information, Student, and Financial Aid. The date is October 14, 2014. The page is divided into several sections:

- Personal Information:** 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**
- © 2014 Ellucian Company L.P. and its affiliates.**

Click on: “Student Records”

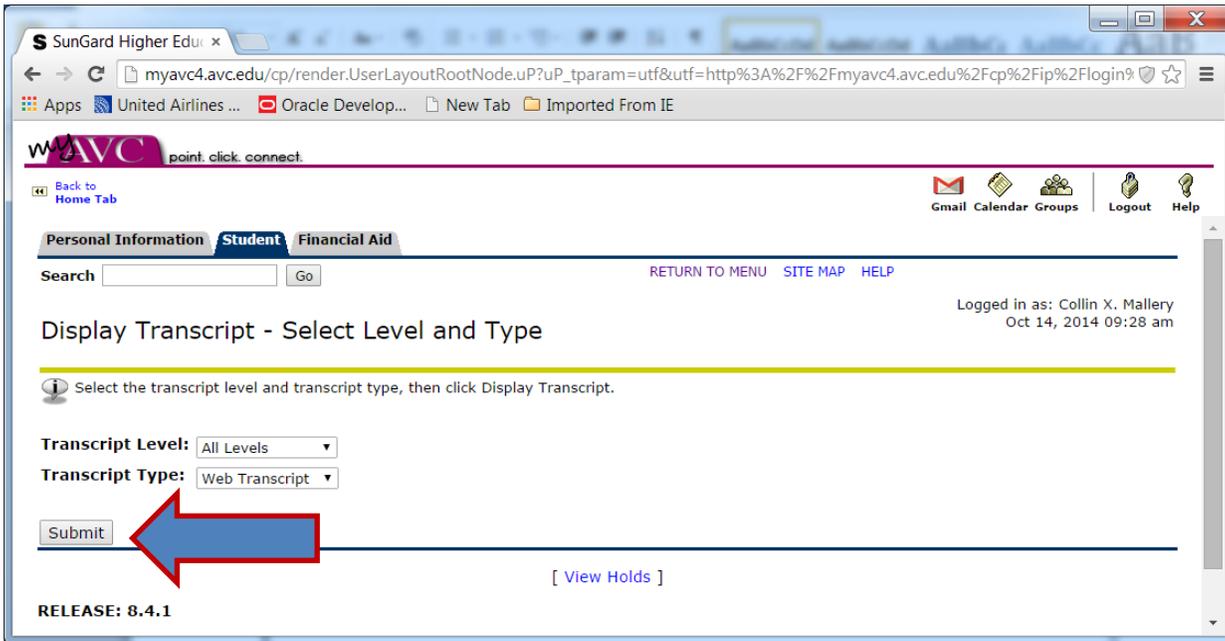


Click on: “Academic Transcript”

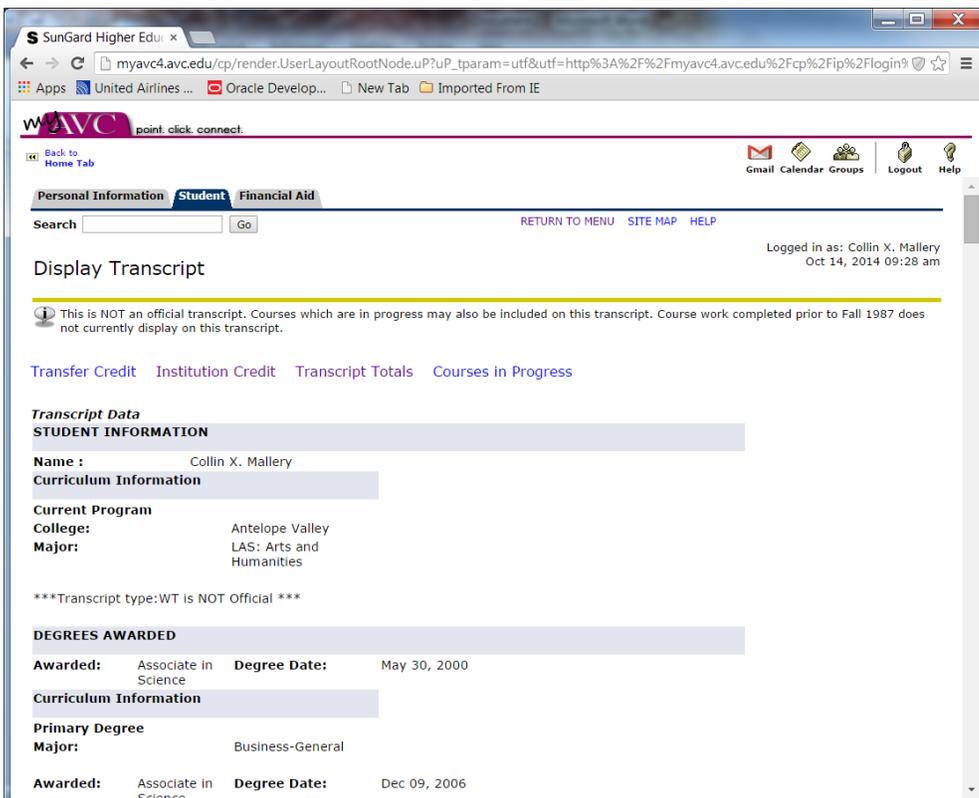


Select: Transcript Level and Transcript Type from the drop downs.

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	
Current Term:		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		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	
Current Term:		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		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:

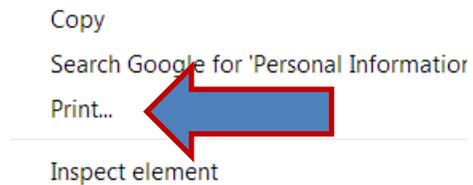
1. To copy and move the contents of your AVC Transcript to a Word document, from the page you viewed your transcripts:
2. While on the transcript page, hold down the “Control button” (CTRL), and press the letter: **a** (CTRL+a) on the keyboard. This should “highlight” the entire page.
3. Next, press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

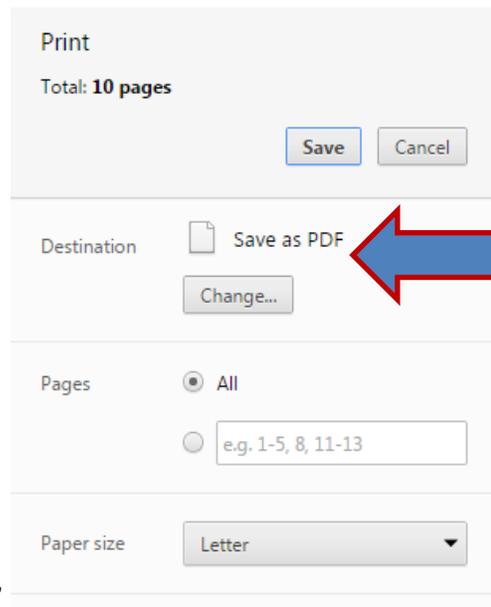
OR

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.**

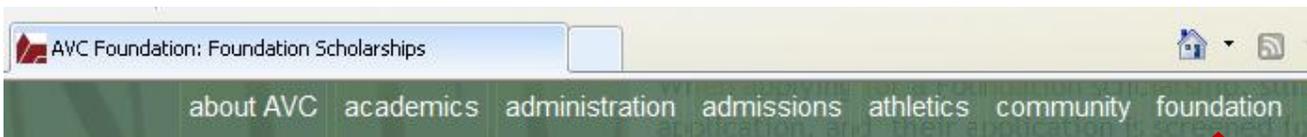
Follow the instructions on the next few pages to fill out your Application.

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

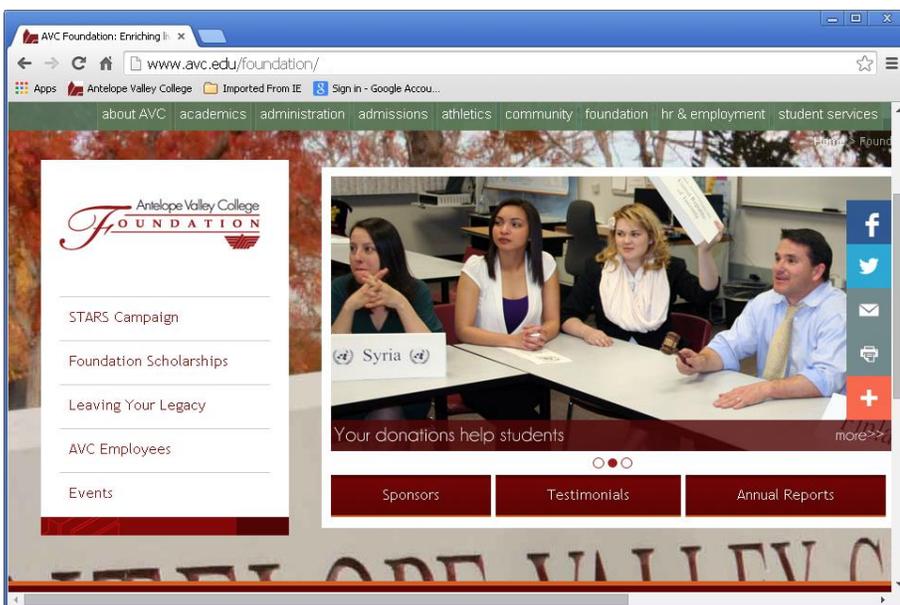
https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=avcLDAP&TargetResource=https://avcfoundation.scholarships.ngwebsolutions.com/scholarx_studentportal.aspx

..or

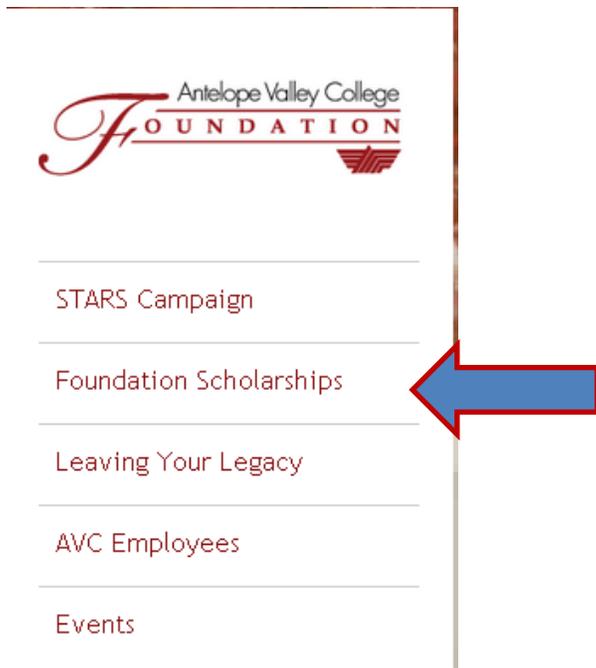
Go the Foundation tab on the avc.edu public web site:



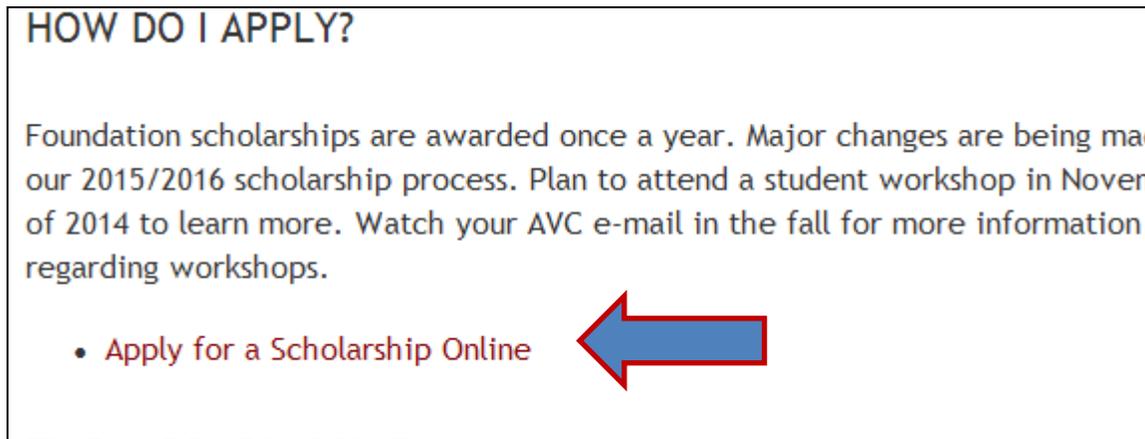
The Foundations web page should open.



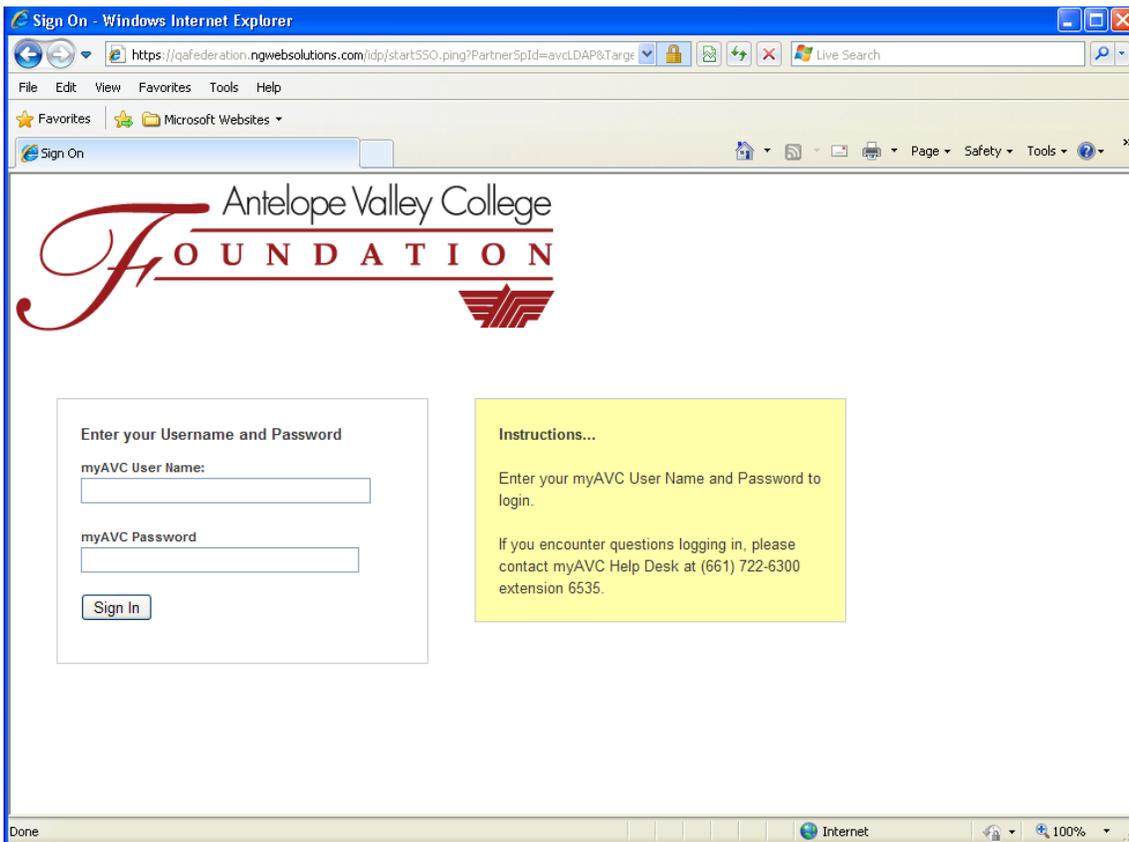
Click on the “Foundation Scholarships” link.



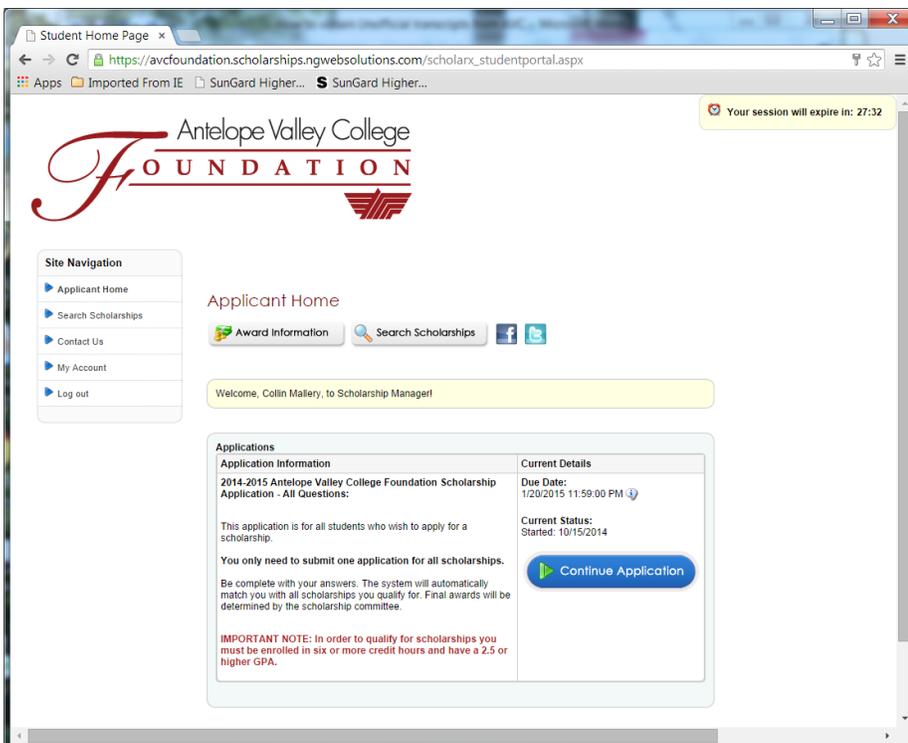
In the middle of the page you will find the “Apply for a Scholarship Online” link. Click the link.



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



The Foundations Scholarship web page should open:

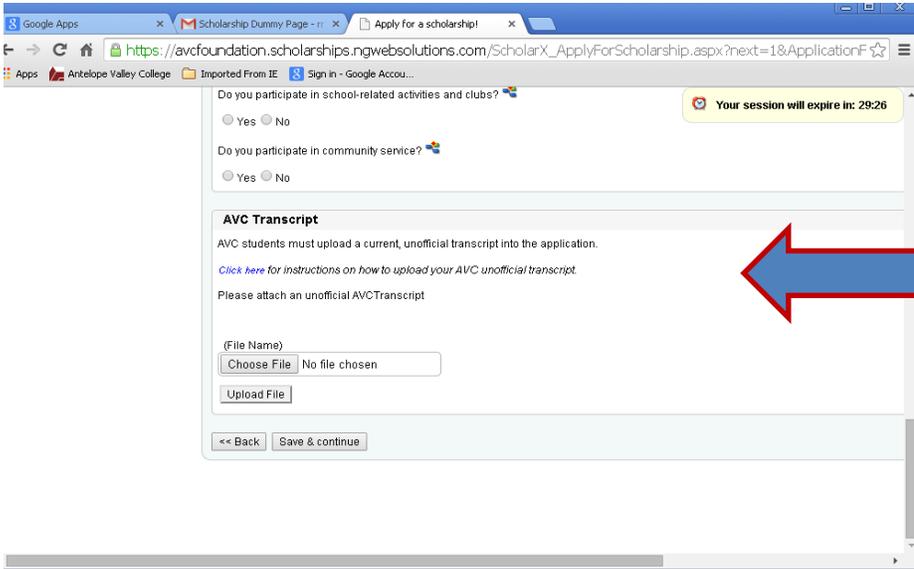


Press: Continue/Start Application BLUE button.

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.

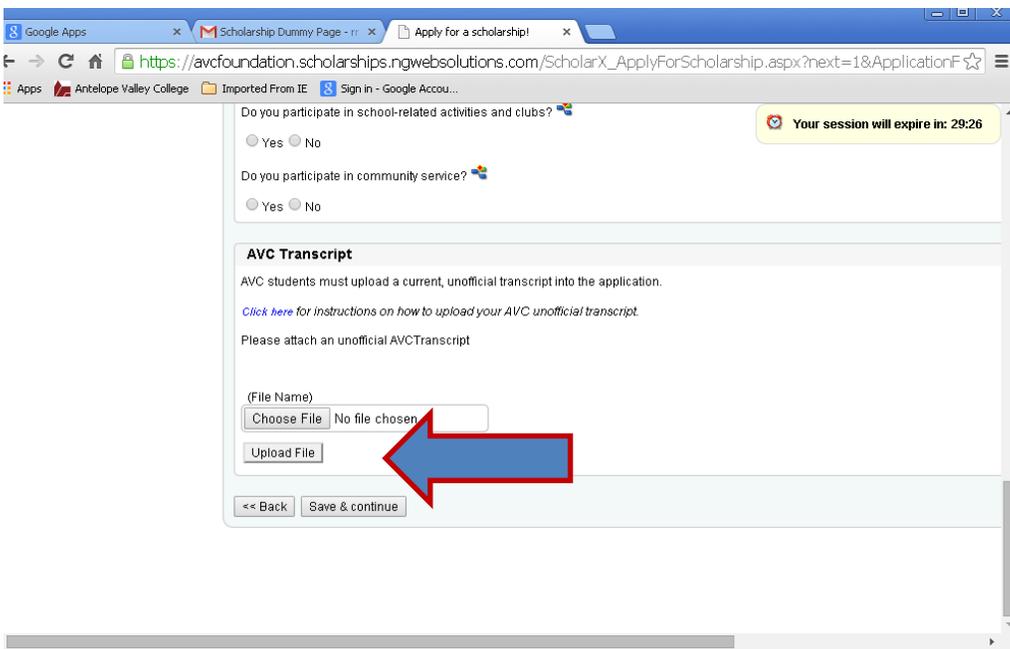
At the bottom of Page 5, there is a place to upload your transcripts:



The screenshot shows a web browser window with the URL https://avcfoundation.scholarships.ngwebsolutions.com/ScholarX_ApplyForScholarship.aspx?next=1&ApplicationF. 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 'Choose File' button, an 'Upload File' button, and a 'No file chosen' status. 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 web browser window and form fields. However, a large red arrow now points to the 'Upload File' button in the file upload section.