CCCApply Administrator 2.0 User Guide

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What's New in CCCApply Administrator 2.0?

The new CCCApply Administrator 2.0's new look and feel provides separate and centralized user management. New users can be configured to use and access the administration tools of not only CCCApply but also of Canvas (the Canvas-SIS Integration), the Data Warehouse, and other Tech Center applications.

Note: All existing CCCApply Administrator 1.0 users will be migrated to the new system, maintaining all existing users' access and authorizations to administration.

The CCCApply Administrator 2.0 also has a new navigation system that defaults to your college or district. CCCApply configuration is organized into modules, which are the familiar majors, terms, etc. of CCCApply Administrator 1.0. See the table below for a summary of new features.

New Feature	What's New?
Centralized User Administration	User access administration is now centralized in CCC Administrator for all configurable web applications, such as CCCApply, Canvas (the Canvas-SIS Integration), and the Data Warehouse. ● Previous Administrator 1.0 accounts for CCCApply, International, and CC Promise Grant users have been carried over so you don't have to recreate them.
Updated Majors Module	● Major category filter ● Ed goal alignment filter ● Archive icon (archives the major, which is then inaccessible (essentially a delete), but is saved in the database; full archiving functionality will be made available in a future release)
Utilities Menu	● The new Utilities menu (drop-down list) is where you'll find the Reset Downloads module and a new Spam Filter module
Spam Filter	● The new Spam Filter module uses machine learning to flag CCCApply applications as potentially fraudulent and allows colleges to review and mark each of them to confirm it as spam or as a valid application. See the Spam Filter section for more details.

CCCApply Administrator Basics

When you first log into the CCC Administrator, a landing page displays along with an

Applications drop-down list.
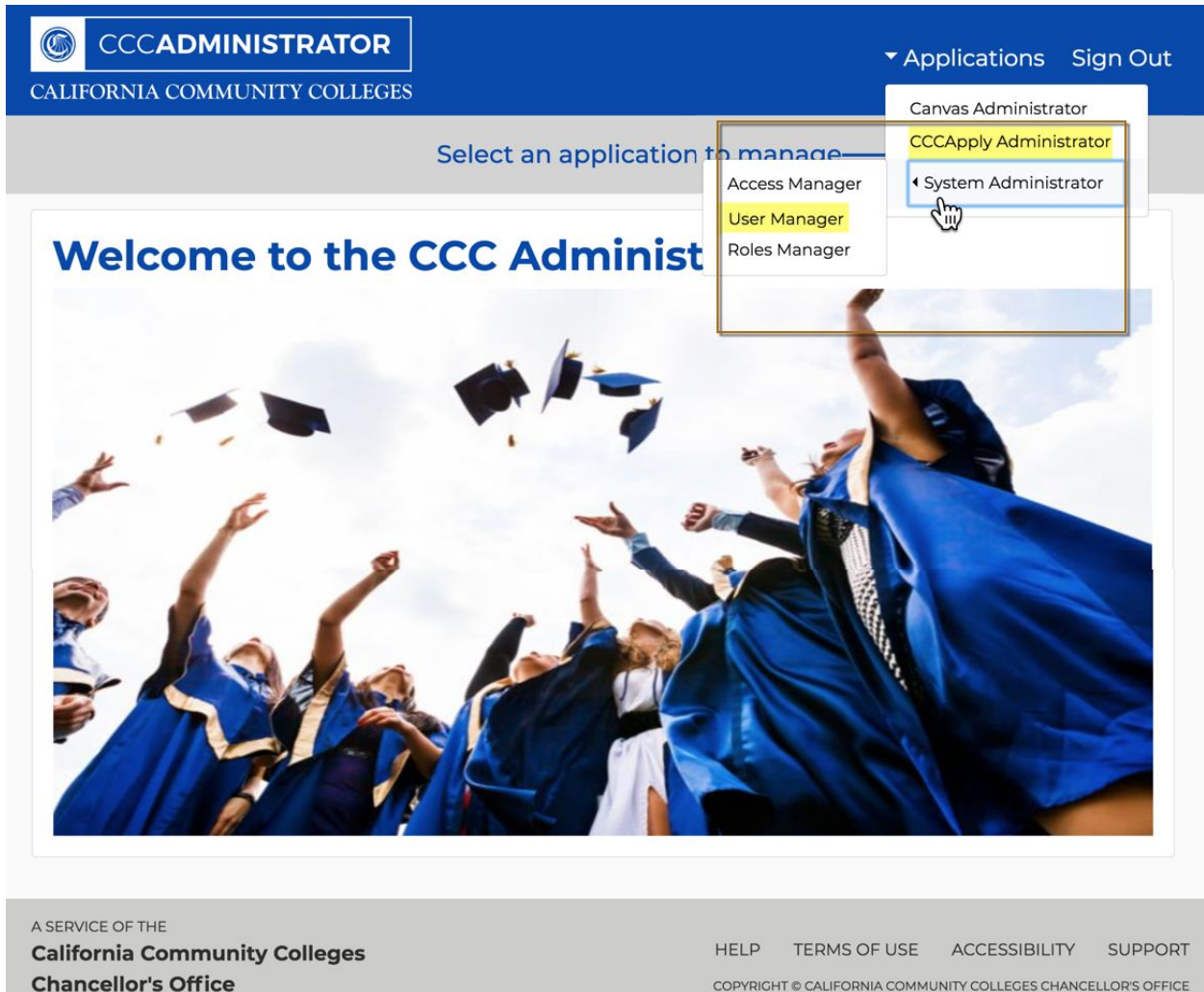
There are two main areas of configuration, both of which are subject to your permissions:

CCC Administrator User Manager

(Applications->System Administrator->User Role Manager)

The System Administrator section provides the ability to create new users and manage roles and permissions for your college or district.

CCCApply Administrator

(Applications->CCCApply Administrator)

If your credentials include permission to configure the CCCApply Standard application, CCCApply International application, and/or CC Promise Grant (BOG Application) for your college or district, you can access those via the *CCCApply Administrator*.

You'll select *CCCApply Administrator* from the *Applications* drop-down list to access the

CCCApply Administrator page with the following modules that you can manage:

- **Terms**, **majors**, and **college- and district-level information**
- Custom **supplemental questions** for the CCCApply Standard and CCCApply International applications
- Details of the **English proficiency** section in the CCCApply International application
- Automate **rules** and **messages** you configure for emails and error messages that display for application submissions
- **Reset downloads of** student applications
- **Spam filtering**

    Note: The CCCApply Standard application and the CCCApply International application will be referred to as CCCApply and International, respectively, throughout.

Environment Use and Support

The OpenCCCApply Pilot environment is meant to be a carbon copy of the Production environment, allowing colleges to stage changes in their configurations and test implementations prior to an application update or roll-out. The Pilot environment is not actively monitored for errors and issues in the same way as the Production environment. There is no support team in place to respond to Pilot environment issues.

We recommend college staff personnel use the [CCCTechnology.info](#) support site to communicate issues, questions, and request assistance. CCCTC support staff review incoming posts and endeavor to respond within 48 hours to Pilot environment issues. Depending on the issue's nature resolution time may vary. The intent is to provide progress updates every 24 hours.

Accessing the CCCApply Administrator

The CCCApply Administrator is available to you in both Pilot and Production environments. You will only be able to access administration tasks for your college or district colleges.

Use the following steps to access the CCCApply Administrator.

1. Log into the CCC Administrator:

    Note: You must first be logged into your college or district IdP in order to be authenticated by the CCC Administrator application.

    - PILOT: **http://<college OR district domain>.pilot.openccc.net/admin**
    - PROD: **http://<college OR district domain>.openccc.net/admin**

    Note: Your college/district-specific domain for the URLs above will be communicated to you during one-on-one kick-off meetings with CCC Tech Center Tech Support and are also accessible here: https://cccnext.jira.com/wiki/spaces/PD/pages/727154726

2. From the landing page, select *Applications -> CCCApply* to display the CCCApply Administrator landing page in a new browser tab.
3. If you are a multi-college district user you can select one of your district's colleges from the *Select a college* drop-down list. Otherwise your college name displays by default.
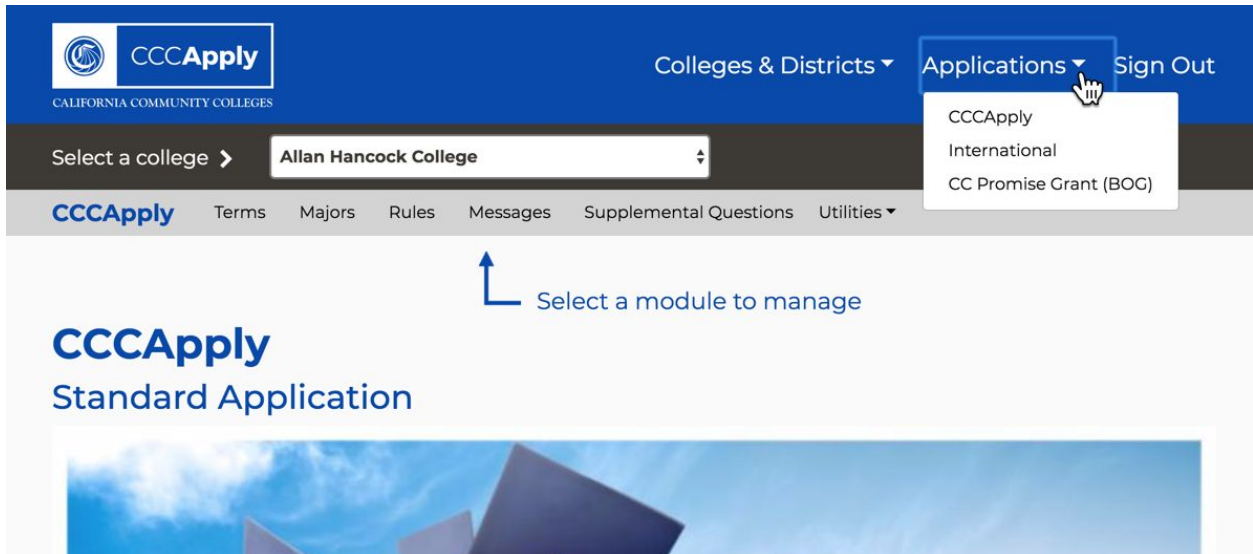

CCCApply Landing Page

4. You can then select which application you want to configure from the *Applications* drop-down list:
    ○ CCCApply
    ○ International
    ○ CC Promise Grant (BOG)

CCCApply Administrator Navigation

The CCCApply Administrator's two top header bars includes global links that always display no matter which application you are managing or which part of the application is in focus.
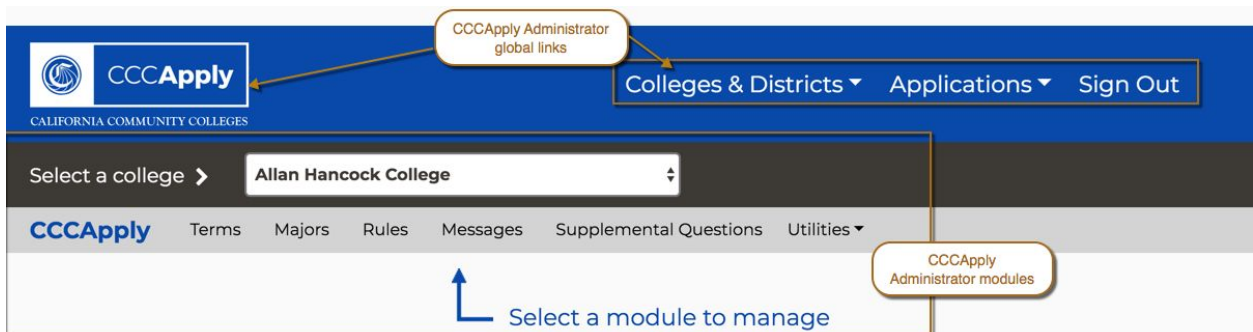
The table below provides a summary of the CCCApply Administrator's global links' functionality.

CCCApply Administrator Global Link/Drop-Down List	Function
CCCApply link (upper left corner)	Returns focus to the CCCApply Administrator landing page
Colleges & Districts drop-down list	Displays editable college or district contact information that displays on the CCCApply application **Note:** After you navigate to the College Information and/or District Information pages you will need to reselect your CCCApply/International/CC Promise Grant application from the *Applications* drop-down list to navigate back to it for any continued administration.
Applications drop-down list	Displays the three different applications available for configuration: ● CCCApply ● International ● CC Promise Grant (BOG)
Sign Out link	Logs you out of your CCCApply Administrator session and displays the successful log out screen **Note:** The CCC Administrator tab session remains open and active unless you close it. You will also remain logged into your college or district IdP session.
Select a College drop-down list	Displays the colleges available for configuration based on your credentials. The value displayed here defaults to only your college unless you are a multi-college district, in which case all of your district colleges display here for selection.

CCCApply Administrator Application-Specific Link/Drop-Down List	Function
CCCApply link *International* link *CC Promise Grant* link	The link text toggles to display for the application you've selected from the *Applications* drop-down list and returns focus to the application's home page.
Terms link	Displays all of the configured terms for the selected college and application. You can import, export, add, edit, and archive terms.

	Note: It is strongly advised you do not edit terms in production environments, past or present. **Available for:** CCCApply and International applications
Majors link	Displays all of the configured majors for the selected college and application. You can import, export, add, edit, and archive majors. **Note:** It is strongly advised you do not edit majors in production environments, past or present. **Available for:** CCCApply and International applications
English Proficiency	Displays the configurable English Proficiency options for your International application. **Available for:** International applications only
Rules link	Displays all of the configured rules for the selected college and application. You can add, edit, and delete rules. **Available for:** CCCApply, International, and CC Promise Grant applications
Messages link	Displays all of the configured messages for the selected college and application. You can add and edit messages. **Available for:** CCCApply, International, and CC Promise Grant applications
Supplemental Questions link	Displays all of the configured supplemental questions for the selected college and application. You can import, edit, and download supplemental question XML content. **Available for:** CCCApply and International applications
Utilities drop-down list	Displays the following configurable options: *Reset Downloads* link (for resetting incorrectly downloaded applications) **Available for:** CCCApply, International, and CC Promise Grant applications *Spam Filter* link (for configuring **Available for:** CCCApply applications only

Date Fields & Best Practices

We recommend you use the Calendar widget when entering dates in date fields instead of free-form text entry. This will ensure correctly-entered date data format for your CCCApply applications.

Other best practices are documented within the module in which they apply, i.e.:
- [Adding a Major](#)

Sorting Columns

Throughout the CCCApply Administrator you can sort table data display by clicking any column header. Clicking a column a second time will toggle it back to its default display (i.e. from descending back to ascending sort order).

Note: When adding a new application to either the Reset Downloads or Spam Filter modules, it is recommended you do one of the following to steps to display the new application correctly upon sorting (i.e. for the newly added application to display in the first row of the table):
- Sort the table columns prior to adding a new application, OR
- Refresh the page before adding applications

Exporting Data from the CCCApply Administrator

You can export data in three modules in the CCCApply Administrator 2.0:

- Terms
- Majors
- Supplemental Questions

The Terms and Majors modules both have Export buttons that download a .csv file of all your terms or majors when clicked.

The Supplemental Questions module includes a Download icon that effectively downloads/exports a .csv file of an individual specific supplemental question set.


Managing User Accounts

Configuring Your District and/or College Information in the CCCApply Applications

Use the following steps to edit your college/district information as it displays on the CCCApply, International, and CC Promise Grant application.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure college information from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Click the *Colleges & Districts* drop-down list and select either *College Information* or *District Information* to display the *College Information* edit screen or *District Information* edit screen.
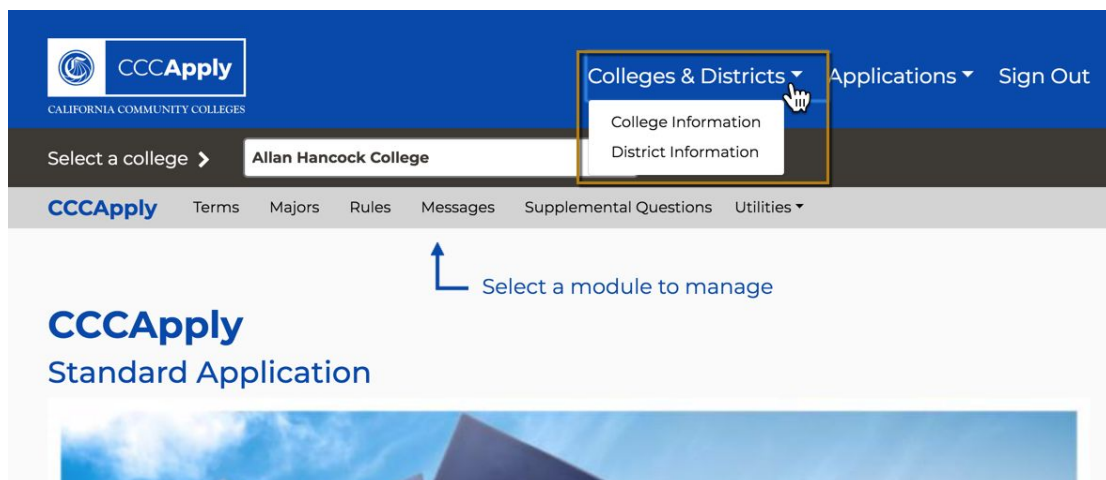
4. Click **Edit** to display the *Edit College Information* dialog box (or the *Edit District Information* dialog box).

Edit College Information

* denotes required field

College Name *
Allan Hancock College

College MIS *
611

Street Address 1
800 S College Dr

Street Address 2

City *
Santa Maria

Postal Code *
93454-6399

College URL *
http://www.hancockcollege.edu/

Admissions Office Contact

Admissions Office Email
admissions_help@hancockcollege.edu

Admissions Office Phone
8059226966

Admissions Out-of-State Phone
8059226966 rgrgergegegeg

Admissions Office Fax
8059223477

Academic (BOG) Year *
Summer through Spring

Cancel   Save

5. Make edits in the fields provided and click **Save**. The updated information displays on the CCCApply, International, and CC Promise Grant (BOG) applications when the student completes the application.

- CHECK YOUR EMAIL (including your spam folder) for important information from Allan Hancock College regarding your admission a

- Remember to complete any additional admission requirements as specified in the Introduction of this application. Supporting mate

Allan Hancock College
Admission:
800 S College Dr
Santa Maria, CA 93454-6399
In-state telephone: (805) 922-6900
Out-of-state telephone: 800-800-8000
Fax: (805) 922-3477
Website: http://www.hancockcollege.edu/

You may return to this Confirmation Page at any time via the Submitted Applications section of My Applications.

Configuring Terms

The *Terms* module is where you can add, edit, archive (functions as a delete in the CCCApply Administrator 2.0), import, and export terms. This module is available only for the CCCApply and International applications. Terms have a required start and end date that determines which terms display in the *Term Applying For* drop-down list the CCCApply and International applications.

> **Note:** The "term start date" is used to determine the residency determination date (RDD), which is the day before the first day of the term, for each term configured by the college. The RDD is used extensively across the CCCApply application to identify data fields/questions that are used in the residency algorithm to determine the "preliminary residency status" for the student upon submission of their application. See the *CCCApply Standard Application Data Dictionary*, "Appendix A: Submission Calculation Logic & Residency Algorithm" for details.

Adding a Term

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure terms from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select either *CCCApply* or *International* from the *Applications* drop-down list.
4. Click the *Terms* link to display the Terms Summary table.

5. Click **Add Term** to display the *Add Term for <Your College>* dialog box where you can define the term.

6. Enter values in the fields provided to define the term. Use the table below as a guide to configuring your values.
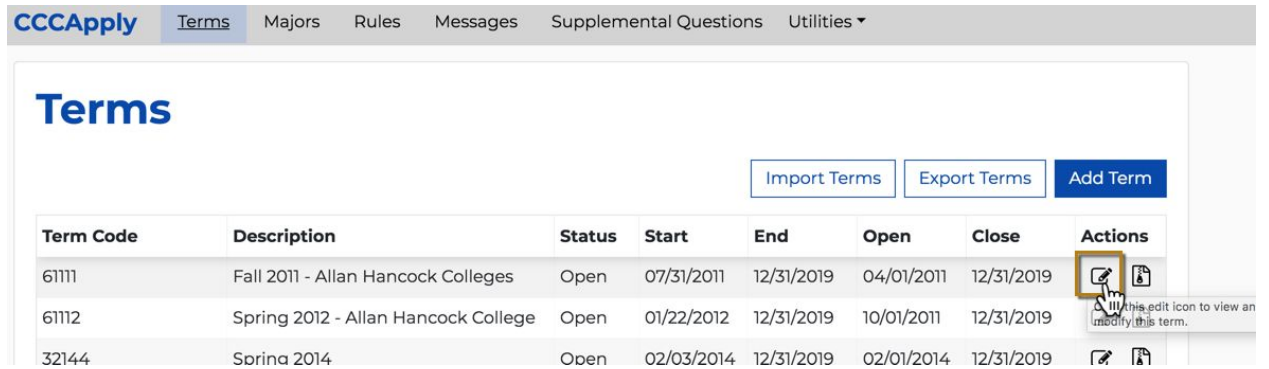
Field	Meaning/Usage
Term Code	The 15-character code that identifies your college's term. The Term Code should not be edited or deleted once it is made available to students. Term table.
Term Start Date	The date on which the college-defined term starts (i.e., first day of classes). Used to determine RDD (Residency Determination Date), which by state law is one day before term start date.
Term End Date	The date on which the college-defined term ends.
Open Date	The date when a student can begin an application for this term. For a term to appear in the *Term Applying For* drop-down list on the *Enrollment Information* tab in the CCCApply application, the current date must be between the *Open Date* and the *Close Date* (inclusive).
Close Date	The last date a student can begin or submit an application for this term. When the current date is past the *Close Date* value, the college-defined term no longer appears in the *Term Applying For* drop-down list on the *Enrollment Information* tab in the CCCApply application.
Description	The description value identifies the Term being applied to and is what displays in the *Term Applied For* drop-down list on the *Enrollment Information* tab in the CCCApply application for active terms (those in which the current date is between their open and close date).

7. Click **Save** to save the term, close the *Add Term* dialog box, and return focus to the Terms Summary table with your new term displayed.

Editing a Term

Use the following steps to edit a term.

1. Select the Edit icon on the row for the term that you want to edit.

This opens the *Edit Term* dialog box.

Edit Term for Allan Hancock College

* denotes required field

Term Code *

61111

Term Start Date *

07/31/2011

Term End Date *

12/31/2019

Open Date *

04/01/2011 12:00 AM

Close Date *

12/31/2019 4:00 PM

Description *

Fall 2011 - Allan Hancock Colleges

Cancel   Save

2. Make your edits and click **Save** to close the *Edit Term* dialog box and return focus to the Terms Summary table with the edited term displayed.

Archiving a Term

Archiving terms in CCCApply Administrator 2.0 renders them inaccessible and should be thought of as the **same as deleting them**. Archive functionality will be extended to be fully functional in a future release.

Use the following steps to archive a Term.
1. Select the Archive icon on the row for the term that you want to edit.

This displays the *Archive Term* dialog box.

2. Click **Confirm** to archive the term. The *Archive Term* confirmation dialog box closes and focus returns to the Terms Summary table where the archived term no longer displays. **Note:** Remember that archiving terms in CCCApply Administrator 2.0 renders them inaccessible and should be thought of as **the same as deleting them**.

Exporting Terms

Use the following steps to export all terms to a .csv file.

1. Choose either *CCCApply* or *International* from the *Applications* drop-down list and then click *Terms* to display the Terms module.

Terms

| | | | Import Terms | Export Terms | Add Term |

Term Code	Description	Status	Start	End	Open	Close	Actions
61111	Fall 2011 - Allan Hancock Colleges	Closed	07/31/2011	12/31/2019	04/01/2011	12/31/2019	✎ 🗎
61112	Spring 2012 - Allan Hancock College	Open	01/22/2012	12/31/2019	10/01/2011	12/31/2019	✎ 🗎
32144	Spring 2014	Open	02/03/2014	12/31/2019	02/01/2014	12/31/2019	✎ 🗎
543321	Summer 2014	Open	02/20/2014	12/31/2019	02/01/2014	12/31/2019	✎ 🗎

2. Click **Export Terms** to display the Export Terms dialog box:

Export Terms for Allan Hancock College

You are about to export a list of these terms to a .csv file. Continue?

Cancel   Confirm
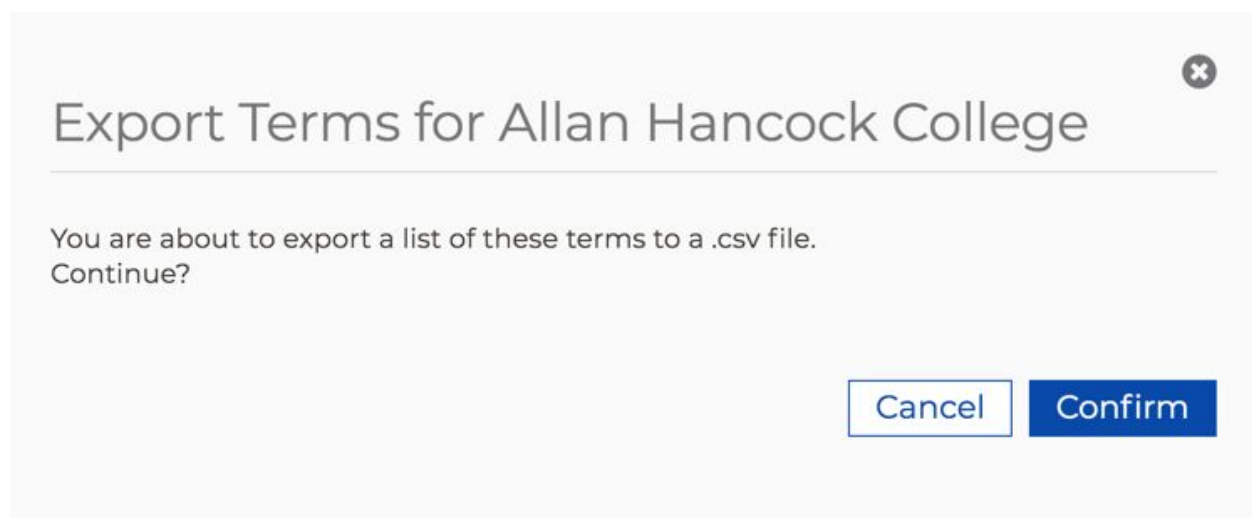
3. Click Confirm to immediately download an export of all of your terms to a .csv file on your computer's default download location (i.e. the Downloads folder on a Mac).

Editing the Exported Terms CSV File

The export function produces a .csv file describing the terms, and the import function requires a .csv file in exactly the same format. Unless you have experience with text editors and CSV files, the best way to edit your .csv file may be with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. However, these applications may have default date settings that may apply to dates you enter, so you may have to apply the correct date format (i.e. mm/dd/yyyy) to any new dates and/or times. Remember to save the file in CSV format when you are finished editing it.

1. Open the downloaded terms .csv file on your computer using the application of your choice (Excel or another spreadsheet program is recommended).

	A	B	C	D	E	F	G	H	I
1	code	description	start	end	open	openTime	close	closeTime	
2	61111	Fall 2011 - Allan Hancock Colleges	08/01/2011	01/01/2020	04/01/2011	7:00 AM	01/01/2020	12:00 AM	
3	61112	Spring 2012 - Spring 2012 - Allan Hancock College	01/23/2012	01/01/2020	10/01/2011	7:00 AM	01/01/2020	12:00 AM	
4	32144	Spring 2014	02/04/2014	01/01/2020	02/01/2014	8:00 AM	01/01/2020	12:00 AM	
5	😋	Meow	04/11/2018	04/12/2018	04/16/2018	7:00 AM	04/17/2018	7:00 AM	
6	987654	Fall 2018 Term	08/06/2018	12/21/2018	04/02/2018	7:00 AM	08/20/2018	7:00 AM	
7	543321	Summer 2014	02/21/2014	01/01/2020	02/01/2014	8:00 AM	01/01/2020	12:00 AM	
8	432677	New Spring 2013	02/05/2014	01/01/2020	02/01/2014	8:00 AM	01/01/2020	12:00 AM	
9	U89098	New new spring 2014	02/01/2014	01/01/2020	02/01/2014	8:00 AM	01/01/2020	12:00 AM	
10	uu8883	Terry Spring 2014	02/01/2014	01/01/2020	02/01/2014	8:00 AM	01/01/2020	12:00 AM	
11	777888	Fall 2018 at Allan Hancock College	08/05/2018	12/20/2018	05/01/2018	7:00 AM	09/15/2018	7:00 AM	
12	8888	Test Fall 2018 Term	08/20/2018	12/21/2018	05/01/2018	7:00 AM	10/22/2018	7:00 AM	
13	778888	Test Term Fall 2018 Alan Hancock	08/13/2018	12/17/2018	05/01/2018	7:00 AM	10/08/2018	7:00 AM	Correct
14	Scott15052018.﹥	Test	05/15/2018	05/17/2018	05/23/2018	7:00 AM	05/26/2018	7:00 AM	
15	SuperTest	Test Spring 2019	01/15/2019	05/15/2019	11/15/2018	7:00 AM	02/15/2019	7:00 AM	
16	994433	Fall 2019	09/01/19	12/15/19	05/30/19	07:00:00 AM	09/30/19	07:00:00 AM	Incorrect
17									
18									

2. Edit the terms data as needed. It is assumed your intention is to add new terms and/or edit the terms displayed in order to import them for new values for either your CCCApply or International application. Use the table below as a guide.

   Note: You cannot mix CCCApply and nternational application terms in one .csv file at this time.

Terms CSV File Element	Purpose
Header row (i.e. row 1 that reads left to right: code, description, start, etc.)	The header row is required in order for your .csv file to import correctly and the values to be stored properly by the CCCApply Administrator.
Date format	Must by in mm/dd/yyyy format. You may need to apply non-default formatting to date fields you enter in an Excel application to ensure it matches the required format. Simple text editors will likely not apply a default date format to the .csv file, but the display may not be as organized.
Time format	The time format must be in x:xx AM (or x:xx PM) format. I.e. 7:00 AM or 10:00 PM.

3. Once you are done adding/editing terms, save the .csv file using your software's *Save As* option.
4. Edit the file name to be unique and confirm that the file extension displays as .csv.
5. Your terms .csv file is now ready to be imported.

Importing Terms

You use a .csv file to import terms into the CCCApply Administrator. The easiest way to do this is usually to export the current terms and then edit the file since a header row and some configuration details are required.
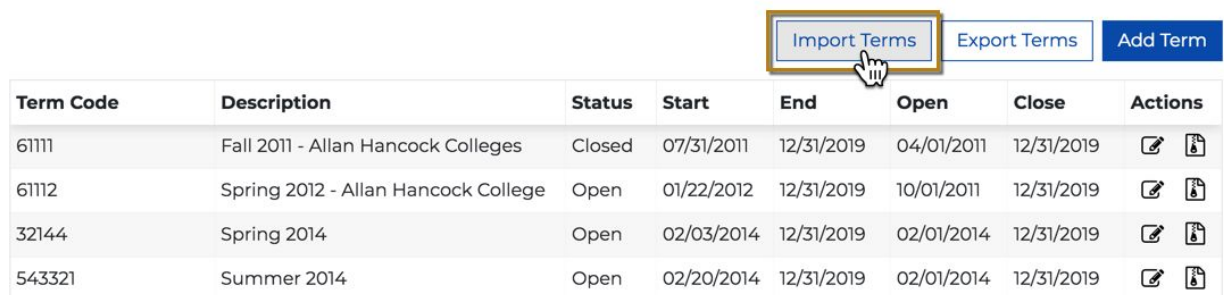
The table below details the add and update functionality for terms imports (no deleting or archiving of any terms occurs upon import).

If you import a terms CSV file and...	...then
no existing term(s) values were changed but new terms are added to the .csv file	the new terms are added to the CCCApply Administrator Terms Summary table and will appear in the CCCApply application(s)
existing term(s) values were changed	the edited terms are updated in the CCCApply Administrator Terms Summary table and will appear in the CCCApply application(s)
existing term(s) values were changed AND new term(s) were added	the new term(s) are added and the edited terms are updated in the CCCApply Administrator Terms Summary table and will appear in the CCCApply application(s)

Use the following steps to import terms.

1. Have ready an edited .csv file of terms for importing. See Editing the Exported Terms CSV File for details.
2. From the Terms Summary table, click **Import Terms** to display…

...the *Import Terms* dialog box:

Import Terms for Allan Hancock College

1. Browse to locate the CSV file you want to import.
2. Click the Import button to continue the import.

* denotes required field

Find file to import *

| Choose File | No file chosen |

Cancel   Import

3. Click **Choose File** to display your computer's file navigator.
4. Navigate and select the terms .csv file you want to import. The file name for the file you selected displays next to the **Choose File** button.

Import Terms for Allan Hancock College

1. Browse to locate the CSV file you want to import.
2. Click the Import button to continue the import.

* denotes required field

Find file to import *

| Choose File | spring2018Al...ockTerms.csv |

Cancel   Import

5. Click **Import** to import the terms .csv file, close the *Import Terms* dialog box, and display the Terms Summary table where all rows are replaced/updated and the terms list refreshes to match your imported values.

Configuring Majors

The *Majors* module is where you can add, edit, archive (currently, "archive" functions as a delete in CCCApply Administrator 2.0), import, and export majors. The Majors module is available only for the CCCApply and International applications.

If you have configured categories for a major, a "+" icon displays in the Majors table. When you click the "+" icon, the major's associated categories display in alphabetical order. The "+" icon toggles to display as a "-" icon that you can click to hide the category.

Adding a Major

The majors you define for the CCCApply and International applications are not the same. That is, if you choose *CCCApply* from the *Applications* drop-down list and define a major, and then select *International* from the *Applications* drop-down list, the major you just defined for the CCCApply application will not appear in the *Majors* table for the International application.

If you want a given major to be available on both applications, you must create it for that application or import it in both applications (i.e. you can create majors in one application, export those majors, and then import those majors into the other application).

To add a major manually:

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure majors from the *Select a college* drop-down list. If your college is not in a multi-college district, your college displays by default.
3. Select either *CCCApply* or *International* from the *Applications* drop-down list.
       Note: Majors defined in CCCApply do NOT appear for the International application. See the **Important** note above.
4. Click the *Majors* link from the modules menu bar to display the Majors table.

5. Click **Add Major** to display the *Add Major for <Your College>* dialog box where you can define the major.

Add Major for Allan Hancock College

* denotes required field

Major Description *

e.g: BS Electrical Engineering 1

Major Code *

Major Start Date *

Major End Date *

☐ Major has no end date

TOP Code

Program Control #

Categories

Add category

CIP Code

Award Type

Cancel   Save

6. Enter and select values in the available fields to define the major. Use the following best practices when entering/selecting values in the *Add Major* dialog box.

Field	Best Practice
Major Description	Enter your college's description for a particular major, in 100 characters or less. **Note:** The text you enter here displays in the *Intended Major or Program of Study* drop-down list that appears on the *Enrollment Information* tab of the CCCApply or International application(s). The majors display in alphabetical order regardless of the order you add or import your majors in the

	CCCApply Administrator.
Major Code	Enter your college's code for the major, up to 30 characters. *Note: The Major Code cannot be edited once it is added or imported to the major table and saved as a record.*
Major Start Date	Enter the date when this major will start being available for selection by an applicant in either the CCCApply or International application(s)' *Intended Major or Program of Study* drop-down list.
Major End Date	Enter the date in which this major will no longer be available for selection by an applicant in either the CCCApply or International application(s)' *Intended Major or Program of Study* drop-down list. For a major to appear in the application's drop-down list, the current date must be between 'major: date_start' and 'major: date_end' (inclusive). While *Major End Date* is a required field, if you do not want to end-date your major, select the "*Major has no end date*" check box.
Major has no end date check box	Select this check box if the major will have no end date. When this check box is selected, the Major End Date field becomes hidden.
TOP Code	Enter the major's six-character Taxonomy of Programs (TOP) code from the CCCCO (Chancellor's Office). See Understanding TOP Codes for more details. **Note:** The *TOP Code* is NOT a required field and is not part of the Download file.
Program Control #	Enter the unique code for every major or program of study from the Chancellor's office. May be used to identify CCCCO Program Control Number. **Note:** The *Program Control #* is NOT a required field and is not part of the Download file.
Categories	The new, optional *Categories* field allows you to align as many custom categories to a single major as needed so that students are guided systematically to their educational goals.The values you enter in the *Categories* field for a major display in the *Major Category* drop-down list in the CCCApply and/or International applications, and affect which majors display in the *Intended Major or Program of Study* drop-down list. **Note:** When you configure the *Categories* field for a major, students will be required to select a *Major Category* in the application. **Important:** If you choose to implement major categories you must configure every major with at least one category.

Note: The *Major Category* field only displays in the CCCApply and/or International application when you have configured one major with a *Categories* field value(s).

When you enter a value in the optional *Categories* field for a major you must press the Enter key in order for your entries to be accepted (and then displayed beneath the *Categories* field).

- You can enter multiple category values (pressing Enter after each entry) for the major. There is no limit to the number of categories you can add here..
- Each *Categories* value has a limit of 100 characters.
- Click the "x" icon for any added category to remove it.
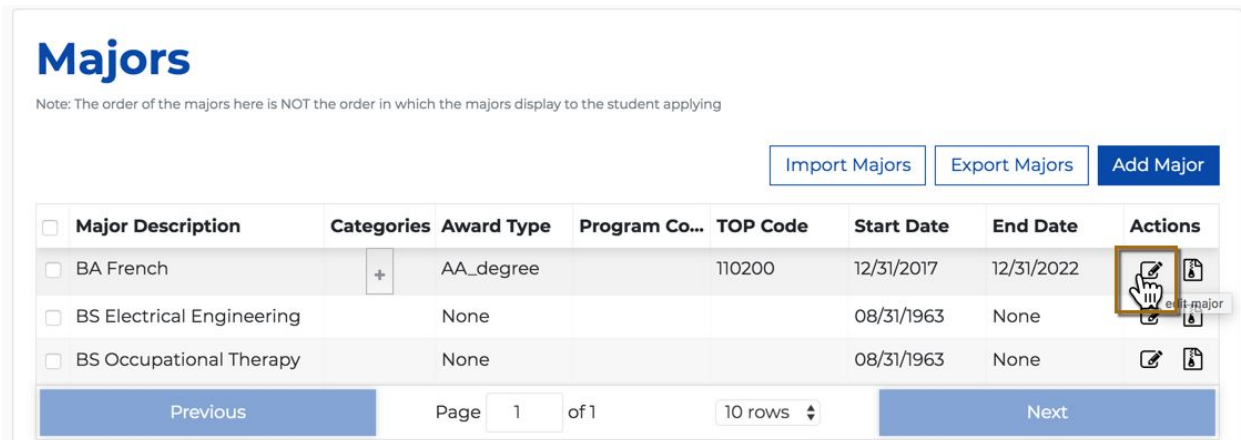
See The Major Category Filter for further details.

CIP Code	Enter the Classification of Instructional Programs (CIP) code.
Award Type drop-down list	Select the optional award type that the major aligns to from the *Award Type* drop-down list.

7. Click **Save** to display the new major in the Majors table. Your newly-created major will display in the CCCApply and/or International application environment in which you're working (Pilot or Production) in the *Intended Major or Program of Study* drop-down list as long as the current date is between major's configured *Major Start Date* and *Major End Date*. ,

Editing a Major

Use the following steps to edit a major:

1. Select the Edit icon on the row for the major that you want to edit.

This displays the *Edit Major* dialog box.

Edit Major for Allan Hancock College

* denotes required field

Major Description *
BA French

Major Code *
54321

Major Start Date *
12/31/2017

Major End Date *
12/31/2022

☐ Major has no end date

TOP Code
110200

Program Control #

Categories
Add category
✖ Foreign Language

CIP Code

Award Type
AA degree

Cancel   Save

2. Make your edits and click **Save** to close the *Edit Major* dialog box and return focus to the Majors table.

Archiving a Major

Archiving majors in CCCApply Administrator 2.0 renders them inaccessible and should be thought of as the **same as deleting them**. Archive functionality will be extended to be fully functional in a future release.

Use the following steps to archive a major:

1. Select the Archive icon on the row for the major that you want to edit.

Majors

Note: The order of the majors here is NOT the order in which the majors display to the student applying

Import Majors   Export Majors   Add Major

	Major Description	Categories	Award Type	Program Co...	TOP Code	Start Date	End Date	Actions
☐	BA French	+	AA_degree		110200	12/30/2017	12/30/2022	✎ 🗎
☐	BS Electrical Engineering		None			08/31/1963	None	✎ 🗎 archive major
☐	BS Occupational Therapy		None			08/31/1963	None	✎ 🗎

Previous   Page 1 of 1   10 rows ⬍   Next

This displays the *Archive Major* confirmation dialog box:

Archive Major for Allan Hancock College

Are you sure you want to archive: **BA French**?

Cancel   Confirm

Last updated at 05/09/2018 09:29 AM.

2. Click **Confirm** to archive the major. The *Archive Major* confirmation dialog box closes and focus returns to the Majors table where the archived major no longer displays.
Note: Remember that archiving majors in CCCApply Administrator 2.0 renders them inaccessible and should be thought of as the **same as deleting them**.

Exporting Majors

Use the following steps to export majors to a .csv file.

1. Click the **Export Majors** button to display…

..the *Export Majors* confirmation dialog box:

2. Click **Confirm** to immediately download an export of all of your majors to a .csv file on your computer's default download location (i.e. the Downloads folder on a Mac).

Editing the Exported Majors CSV File

The export function produces a .csv file describing the majors, and the import function requires a .csv file in exactly the same format. Unless you have experience with text editors and CSV files, the best way to edit your .csv file may be with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. However, these applications may have default date settings that may apply to dates you enter, so you may have to apply the correct date format (i.e. yyyy-mm-dd) to any new dates and/or times. Remember to save the file in CSV format when you are finished editing it.

1. Open the downloaded majors .csv file on your computer using the application of your choice (Excel or another spreadsheet program is recommended).

application	code	description	category	topCode	programControlNumber	awardType	cipCode	eduGoals	start	end	created
APPLY	61101	BS Electrical Engineering				None			1963-09-01	2099-10-10	
APPLY	asdf	adsf	test ,label			None			2018-04-27	2018-05-19	
APPLY	61103	BS Occupational Therapy				None			1963-09-01		
APPLY	try.this.now	New major name		95230	99999	None			2014-02-05		
APPLY	54321	xporttest-BA French	Foreign Language	110200		AA_degree		A|B|H|G|J|K|L|O	2017-12-31	2022-12-31	
APPLY	61101.1	BS Scott Electrical				None			1963-09-01		
APPLY	Scott15052018.	TEST				None			2018-05-16	2018-05-18	
APPLY	Scott17052018	Scott Test				None			1963-09-01		
APPLY	61102	xporttest-BA Music Theory				None			1963-08-31		
APPLY	aasdf	test major				None		A|B|C	2018-05-03	2018-05-07	
Apply	61109	Russian	Foreign Language	110600		AA degree			01/04/2018		

(Row 6 marked "Correct"; Row 12 marked "Incorrect")

2. Edit the majors data as needed. It is assumed your intention is to add new majors and/or edit the majors displayed in order to import them for new values for your CCCApply application(s). Use the table below as a guide.

   Note: You cannot mix CCCApply and International application majors in one .csv file at this time.

Majors CSV File Element	Purpose/Format Rule
Header row (i.e. row 1 that reads left to right: application, code, description, etc.)	The header row is required in order for your .csv file to import correctly and the values to be stored properly by the CCCApply Administrator.
Application column (application)	The application column value must be in all caps and be either: ● APPLY (for CCCApply application majors), OR, ● INTERNATIONAL (for International application majors) You cannot mix APPLY and INTERNATIONAL application majors in one .csv file at this time. When importing you must also be sure to
Award Type (awardType)	The Award Type field values are slightly different in the new Admin 2.0 system. The following notes pertain to implementing this field in the new system: ● The award type values must not contain any spaces and MUST be one of the following allowed values: AA_degree AS_degree AA_T AS_T Certificate

	Other None ● The Award Type field is required in the new system. All imported majors, and majors migrated from the legacy Admin 1.0 system, must include a value in this field. If you do not have an aligned award type for one or more majors, please enter "None" ● When importing majors using the CSV file, please include a value in the awardType column on your import file. If you do not have an aligned award type for one or more majors, please enter "None"
Education Goals (eduGoals)	NOTE: There is a distinction between the Education Goal field that appears in the student-facing CCCApply and International applications (on the Enrollment pages) and the Education Goal filter being implemented in the new Admin 2.0.
Date Values (start or end columns)	**IMPORTANT NOTE:** Date formats for the Majors .csv file must be in the following format: yyyy-mm-dd.
created	Leave the created column blank; it is a system field.

3. Once you are done adding new majors and/or editing the majors, save the file using your software's *Save As* option.
4. Edit the file name to be unique and confirm that the file extension is .csv.
5. Your majors .csv file is now ready to be imported.

Importing Majors

You use a .csv file to import majors into the CCCApply Administrator. The easiest way to do this is usually to export the current majors and then edit the file since a header row and some configuration details are required.

The table below details the add and update functionality for majors imports (no deleting or archiving of any majors occurs upon import).

If you import a majors CSV file and...	...then
no existing major(s) values were changed but new majors are added to the .csv file	the new majors are <u>added</u> to the CCCApply Administrator Majors table and will appear in the CCCApply application(s)
existing major(s) values were changed	the changed majors are <u>updated</u> in the CCCApply Administrator Majors table and will appear changed in the CCCApply application(s)
existing major(s) values were changed AND new major(s) were added	the new major(s) are added and the changed majors are updated in the CCCApply Administrator Majors table and will appear in the CCCApply application(s)

Use the following steps to import majors.

1. Using the exact format that Have ready an edited .csv file of majors for importing. See Editing the Exported Majors CSV File for details.
2. Select either *CCCApply* or *International* from the *Applications* drop-down list.
3. From the Majors module, click **Import Majors** to display…

...the *Import Majors* dialog box.

Import Majors for Allan Hancock College

1. Browse to locate the CSV file you want to import.
2. Click the Import button to continue the import.

* denotes required field

Find file to import *

Choose File   No file chosen

Cancel   Import

4. Click **Choose File** to display your computer's file navigator.
5. Navigate and select the majors .csv file you want to import. Ensure that, if you selected *CCCApply* or *International* in step 2 above, you select the correct application majors .csv file. After selecting your .csv file, the file name displays next to the **Choose File** button.

Import Majors for Allan Hancock College

1. Browse to locate the CSV file you want to import.
2. Click the Import button to continue the import.

* denotes required field

Find file to import *

Choose File   majors-exports...k-College2.csv

Cancel   Import

6. Click **Import** to import the majors .csv file. The *Import Majors* dialog box closes automatically, and the Majors table displays with all rows updated and and refreshed to display your edited and new major values.

How Your Majors & Programs Display in the CCCApply Applications

The new default sort order for all majors and programs of study that appear in the Intended Major or Program of Study dropdown menu in the CCCApply & International applications is alphabetical order of the Major Description field. Colleges can edit the Major Description of each major in the Majors module in the Administrator.

The Major Category Filter

The optional *Categories* field in the CCCApply Administrator's Majors module allows colleges to group majors and programs of study into custom categories, such as meta majors. When implemented, these categories display on the CCCApply and/or International applications' *Enrollment Information* tab. Students will be required to select a *Major Category* when completing the application. There is no limit on *Major Category* options you can define.

In the CCCApply and International applications, the *Major Category* drop-down list provides a filtering mechanism to help students select a major that meets their education goals or career interests. When major categories are implemented correctly, students will first select a category from the *Major Category* drop-down list and then select one of the majors or programs of study that have been aligned/configured with that category in the *Intended Major or Program of Study* drop-down list.

The *Major Category* filter can be implemented for the CCCApply and/or the International applications, but must be configured for each application separately.

Implementing the Major Category Filter

You can implement the major categories manually or, more efficiently, by importing them. Colleges must define their list of major categories and then align those categories to each major or program of study for their college.

To get started colleges should complete the The Major Category Implementation Worksheet, which provides a comprehensive step-by-step guide for setting up the Major Category field in CCCApply.

Disabling the Major Category Filter

The *Major Category* filter in CCCApply and/or International can be turned off by removing all custom categories created in the CCCApply Administrator's Major module *Categories* field for every major. Once all *Categories* values for all majors are removed the *Major Category* drop-down list will not display in the CCCApply and/or International application. The I*ntended Major or Program of Study* drop-down list will revert back to displaying the full list of majors and programs in alphabetical order (by Major Description.

Configuring the English Proficiency Section

The English Proficiency module is where you configure the English proficiency section displayed on the International application for your college, indicating the proficiency types that can be selected, whether score fields display, and low/high scores required for your college.

English Proficiency

International   Terms   Majors   English Proficiency   Rules   Messages   Supplemental Questions   Utilities ▾

Enter the help text you want to appear on the application in the English Proficiency section:

`alert("Meow")`

Select the English Proficiency Types to appear on the application:	Indicate if the score field should appear if the type is selected:	Enter low and high scores if the default scores are not correct for your college:	
		Low:	High:
☑ Other	◉ Yes ◯ No	9999999	99999999
☑ Pearson	◯ Yes ◉ No	-1	-1
☑ TOEFL iBT	◯ Yes ◉ No	2	9

> **Note:** The English Proficiency section is optional and will not automatically display in your International application unless it is properly configured. Colleges that do not have English proficiency requirement(s) can skip the English Proficiency configuration.

If your college does have an English proficiency requirement you must configure the following items:
- one or more English Proficiency Type(s)
- enter English Proficiency help text in the text box above the Proficiency Types/Scores/Score Ranges section

Use the following steps to configure English Proficiency values for your college.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure majors English Proficiency from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select *International* from the *Applications* drop-down list.
4. Click the *English Proficiency* link to display the English Proficiency table.
5. Enter help text in the English proficiency help text field to provide instructions to the student that will display in the CCCApply International application. The text instructions inform the students of:
   - what their specific English proficiency requirements are for your college (i.e., which tests are accepted and which tests will appear in the CCCApply International application's Proficiency Test/Qualification dropdown list)
   - which non-test requirements are accepted (i.e. native English speaker or previous attendance at an English language school, etc.)

English Proficiency

Enter the help text you want to appear on the application in the English Proficiency section:

Help Text:
Allan Hancock Community College accepts the following English Proficiency tests:

* Pearson, TOEFL iBT, TOEFL PBT, and iTEP.
We also accept students who indicate that they are a native English speaker or previously attended an English language school.

Select the English Proficiency Types to appear on the application:	Indicate if the score field if the type is selected:
☑ Pearson	● Yes

6. Select a check box for one or more English Proficiency Types.

English Proficiency

Enter the help text you want to appear on the application in the English Proficiency section:

Help Text:
Allan Hancock Community College accepts the following

Select the English Proficiency Types to appear on the application:	Indicate if the score field should appear if the type is selected:	Enter low and high scores if the default scores are not correct for your college:	
		Low:	High:
☑ Pearson	◉ Yes ○ No	60	90
☑ TOEFL iBT	◉ Yes ○ No	90	120
☑ TOEFL PBT	◉ Yes ○ No	90	120
☑ iTEP	◉ Yes ○ No	2.5	6.0
☑ Native English Speaker	○ Yes ◉ No		
☑ Attending a Language School	○ Yes ◉ No		
☐ IELTS	○ Yes ◉ No		
☐ Eiken	○ Yes ◉ No		
☐ Attending a U.S. College	○ Yes ◉ No		
☐ Other	○ Yes ◉ No		

Save

The types you select here will display in the CCCApply International application's *Proficiency Test/Qualification* drop-down list on the *Education* tab.

7. Select the *Yes* radio button on the same row as the selected proficiency type if you want to require students to provide the test score and completion date for those types in the CCCApply International application.

Note: Though there are *Low/High* score fields that display on the rows for *Native English Speaker, Attending a Language School, Attending a U.S. College*, and *Other*, you should not enter score values in these fields as they do not have scores associated with them.

Or, select the *No* radio button on the same row as the selected proficiency type to allow students to select only the proficiency type without requiring them to provide a score and completion date.

> **Note:** Score range and completion date values supplied by each applicant in the CCCApply International application are required fields but are not systematically validated, if enabled. Providing these values allows each college to collect that data and allows for changing scores, individual college score ranges, and the applicant to enter future completion dates.

8. When you select a *Yes* radio button to require the score field to appear if the proficiency type is selected, the *Low* and *High* score fields become enabled and allow you to enter a low and high test range for that particular test that are accepted by your college.

Configuring Application Rules

The Rules module is where you create and configure automatic actions that run when a student submits an application. You can also edit and delete rules. You can apply rules to either the CCCApply or International application (rules are not applicable for the CC Promise Grant application).

When you have an active rule in place for either of the applications, any normal application field calculations occur prior to the rule running, so that the rule can validate correctly against accurate data.

Rules Module Basics

Creating rules for the CCCApply and/or International application involves selecting application fields to be used as rule triggers; if using multiple rules, configuring the order in which each rule executes; for email rules, selecting the message that will display; and, finally, writing the rule itself and previewing it for accuracy.

Creating a rule involves:
- specifying the conditions that should cause the rule to perform an action
- specifying the action to be performed

Creating and maintaining rules and their associated messages can be rather complex; a basic proficiency in writing computer software will be very helpful, especially in a programming language similar to C or JavaScript. However, examples provided here should help you to learn how to create and use rules, as well as the handy in-app *Reference* tab that displays in both the *Add Rule* dialog box and *Edit Rule* dialog box.

Two types of rule actions are available:

Email Rules	Error Messaging Rules
A customizable email can be sent to the student and/or to a college staff member	The application can be validated for specific errors and its submission prevented along

upon application submission, depending on how the student filled out the application. **Note:** This requires a message be created in the [Messages module](#).	with immediate messaging indicating to the student the remedy so they can correct and re-submit the application. **Note:** You do not need to create messages for rules that report an error to the user in the application. Messages for error rules are entered directly in the rule definition itself.

Adding a Rule

Use the following steps to create a new rule.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure rules from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select either *CCCApply* or *International* from the *Applications* drop-down list.
    Note: Rules defined in CCCApply do NOT appear for the International application. You must create separate rules for each one. Rules are not applicable for the CC Promise Grant application.
4. Click the *Rules* link to display the Rules table.

5. Click **Add Rule** to display the *Add Rule* dialog box for your college.

Add Rule for Allan Hancock College

* denotes required field

Name *

Rule Name

Status

Active

Execute Before

Executes Last

Rule *

1

Application Data Fields

Application Fields
ack_fin_aid
address_validation
app_id
app_lang
campaign1

Messages

[Check & Preview]   [Cancel] [Save]

Preview	Reference

Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.

Note: This is only a preview, and it does not actually send any emails.

6. Enter a name for your rule in the *Name* field. The name must be unique among the other rules you have created.
7. Select either *Active* or *Inactive* from the Status drop-down list.
   - *Active* means that it should run every time a student submits an application.
   - *Inactive* means that the rule should not run.
8. Use the *Executes Before* drop-down menu to set the execution order for your rule relative to your other rules. If your new rule should execute after all other rules, select *Executes Last*.

9. Begin writing your rule In the *Rule* field. It is at this point that a proficiency in writing computer software will be most helpful, as rules are written in a computer programming language similar to C or JavaScript.

Note the key words of "`mail`," "`staffmail`," and "`error`" in the table below.

Step 1: Specify the conditions that should cause the rule to perform an action	Step 2: Specify the action to be performed

Examples:
 	
`if(military_status == "2")`
 	
`if(ssn == null)`
	Examples:
	
	For email (students):
	`{`
	` mail("Welcome Military",`
	`"admissions@yourCollege.edu",`
	`"Welcome to College!")`
	`}`
	Note: For messages to college staff, use `staffmail` instead of `mail`.
	
	For error messages:
	`{`
	`error("Warning: You must provide your social security number to apply for financial aid. Please confirm this is your intent.")`
	`}`

Use the *Application Data Fields,* a scrollable list of field names from the student application, to build the "if" part your rule.
 	
When you click on one of these fields, it appears in the *Rule* field at the cursor. You can also simply type the name of the field you wish to check.
 	
The field names are <u>only</u> used in the "if" part of your rule.
	For email (students):
	
	The structure of the action statement is:
	`{`
	`mail(<"Message ID from the Messages drop-down list">, <"the From email (i.e. your college)">, <"the text you want to display in the email's subject line">)`
	`}`
	
	For error messages:
	`{`
	`error("Your warning message text that will display in the student's application based on the conditions you specified in step 1.")`
	`}`

Use the *Messages* drop-down list, which includes a list of message IDs you have defined in the *Messages* module, when forming a "mail" or "staffMail" rule, as it indicates the name of the message that should be sent. **Note:** The *Messages* drop-down list is only used for email rules, not for error rules.	

10. Click **Check & Preview** to validate your rule for correctness and to preview it in the *Preview* tab.
    ○ If there <u>are</u> syntax errors, they will display just below the *Rule* field in red-colored text allowing you to take corrective action and repeat the validation check again.
    ○ If there <u>are no</u> syntax errors, the *Preview* displays the results of your rule. For each field your rule checks, the preview will allow you to enter test values. For each test value you enter, the preview will show the result of the rule.

Detailed descriptions and examples of the rule syntax can be found on the *Reference* tab next to the *Preview* tab in the *Add Rule* dialog box and *Edit Rule* dialog box.

Rule *

```
1 |
```
Required

Check & Preview   Cancel   Save

Preview   Reference

Examples

```
if (1 == 1)
{
    mail("Applicant", "from@mycollege.edu", "Welcome to My College")
}
```
Send an email to all new applicants

```
if (visa_type == "F1")
{
    mail("F1 Visa", "from_email@mycollege.edu", "F1 Visa Information")
}
```
Send an email to applicants with an F1 visa

```
if (athletic_intercollegiate == true or athletic_intramural == true)
{
    mail("Title IX", "from_email@mycollege.edu", "Title IX Survey")
}
```
Send an email for the Title IX survey
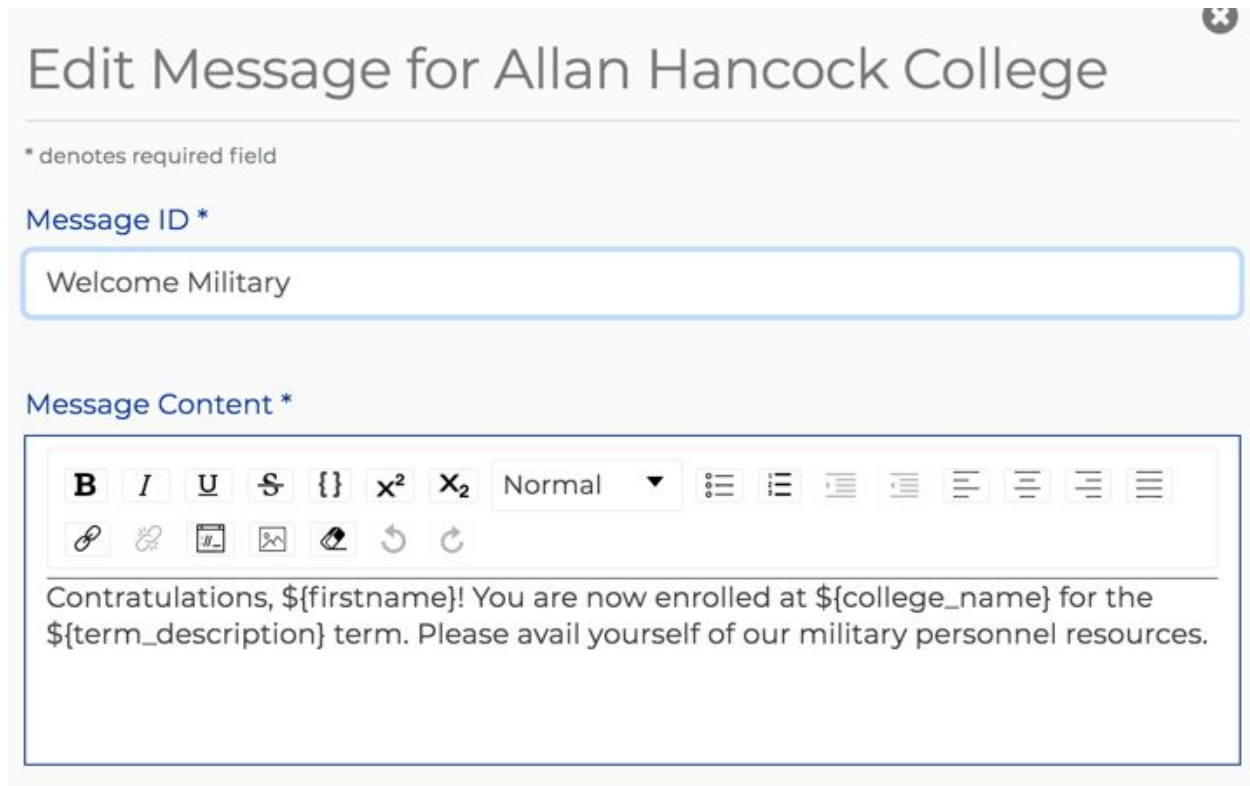
Creating Email Rules Examples

Use the steps below to create a rule to send a welcome email to applicants who are active in the military.

Prerequisite: It's assumed you already have a message created that can be used as a part of this rule. The example message used for the example rule below looks like this:

For the example below, the CCCApply application has the following items defined:
- the field for military status is called "military_status"
- the value that indicates active status in the military is "2"

> **Tip:** Use the *CCCApply Standard Application Data Dictionary* or the *CCCApply International Application Data Dictionary* to review the valid value for various application fields. Find them here: CCCApply Standard and CCCApply International Data Dictionaries.

Military Status

Data Element:	military_status
Description:	Applicant's response to Military Status
Format, Length:	bpchar, 1
Values:	1 = None apply to me 2 = I am currently serving on active duty 3 = My parent/guardian/spouse is currently serving on active duty 4 = I served in the U.S. military (veteran) 5 = no longer in use 6 = no longer in use 7 = My parent/guardian/spouse served in the U.S. military (veteran) 8 = I am a member of the Active Reserve 9 = My parent/guardian/spouse is a member of the Active Reserve A = I am a member of the National Guard B = My parent/guardian/spouse is a member of the National Guard

The military_status field displays like this in the CCCApply application:

In this example we'll write our rule to check the "military_status" field for a submitted application, and send the email when the field contains the value "2". For the purposes of this example, the message ID for the email is "Welcome Military" (see Prerequisite, above).

1. Enter (or copy/paste) the following rule text in the *Rule* field:

```
if(military_status == "2")
{
mail("Welcome Military", "admissions@yourCollege.edu", "Welcome to
College!")
}
```

Note that the keyword "mail" is followed by a parenthetical, comma-separated statement consisting of the Message ID in quotes, the "from" email value (for your college), and the email subject text.

Note: You can either select the message ID from the *Messages* drop-down list to get it to display in the *Rule* field at the cursor, or, if you know the message ID you can simply type it.

2. Click **Check & Preview** to validate the rule and to display any parameterized fields.
3. Enter values in the fields to display a preview of the message that would be delivered.
   ○ In the example below, the rule would do nothing if "military_status" contained a value other than "2".
   ○ Changing the "military_status" field to a value of "2" causes the preview to change, presenting the details of the action that will be taken.

Rule *

```
1  if(military_status == "2")
2  {
3  mail("Welcome Military", "admissions@alanhancock.edu", "Welcome
   to College!")
4  }
5
```

Check & Preview   Cancel   **Save**

Preview   Reference

Your rule depends on the values   **Rule Preview**
of the following fields. As you try
different sample values, the   **What would happen:**
results below will update
instantly.   Welcome to College!

Note: This is only a preview, and
it does not actually send any   **From:**
emails.   **admissions@alanhancock.edu**

Military Status   **To: (Student's email address)**

2   Contratulations, Ethel! You are now
                                    enrolled at AlanHancock for the fall term.
☐ Null   Please avail yourself of our military
                                    personnel resources.
Firstname

Ethel

☐ Null

College Name   Enter the value that is
                                    prompted from your rule
AlanHancock

☐ Null

Term Description   Enter values that are prompted from
                                    the message you created earlier.
fall

☐ Null

4. Once you're satisfied with your rule's preview, click **Save** to save the rule, close the *Add
    Rule* dialog box, and display your saved rule in the *Rules* table.

5. After a caching delay of 30 minutes you can then submit a test application in your Pilot environment that meets the requirements for triggering the email in order to test it and see the result.

For a student who indicates active military status in their CCCApply application, this rule will send him/her an email with the subject line of "Welcome to College!" and a "from" address of "admissions@alanhancock.edu". The body of the email will be the content of the "Welcome Military" message.

Creating an Error Message Rule Example

Use the steps below to create a rule to display an error/warning message in the application reminding the student that they need to supply their SSN number in order to apply for financial aid.

1. Enter (or copy/paste) the following rule text in the *Rule* field:

```
if(ssn == null)
{
error("Warning: You must provide your social security number to apply
for financial aid. Please confirm this is your intent.")
```

```
}
```

Note that the keyword "`error`" is followed by a parenthetical statement consisting of the error message text you want to display based on the "`if`" condition.

2. Click **Check & Preview** to validate the rule and to display any parameterized fields.

Note that the Rule Preview shows (Nothing) since the conditions for the warning message to display are not yet met (i.e. snn == null).

3. Select the *Null* check box to display a preview of the error message:

4. Once you're satisfied with your rule's preview, click **Save** to save the rule. The *Add Rule* dialog box automatically closes and your saved rule displays in the *Rules* table.

5. After a caching delay of 30 minutes you can then submit a test application in your Pilot environment that meets the requirements for triggering the error message in order to test it and see the result.

For a student who has not provided their SSN number in their CCCApply application the following error message displays when they click **Submit my Application**:

Review Application

Submitting Your Application

You are about to submit your application to Allan Hancock College.
NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit you   an electronic signature verification. Your compl
provide the necessary verification for electron   mation in your submitted application are protec
CCCApply Privacy Policy.

⚠ **We found some problems with the information you submitted:**

* ERROR CODE 67 - We have encountered an error submitting your application at this time. Please contact support for more information.

OK

* Section 54300 of subchapter 4.5 of chapter 5 of div

☑ By Checking here, I, Ethel English Egghead,

- All of the information in this application pertains to me.

- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.

- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.

(DAB: update screen shot above w/a correct error message ^ ^ once working)

Edit Rule for Allan Hancock College

❌

*denotes required field

Name *

```
SSN Warning
```

Status

```
Active                          ⬍
```

Execute Before

```
Test 1                          ⬍
```

Application Data Fields

Application Fields
ack_fin_aid
address_validation
app_id
app_lang
campaign1

Messages

```
                                ⬍
```

Rule *

```
1  if(ssn == null)
2  {
3  error("Warning: You must provide your social security number to
   apply for financial aid. Please confirm this is your intent.")
4  }
```

Check & Preview   **Cancel**   **Save**

Preview	Reference

Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.

Note: This is only a preview, and it does not actually send any emails.

Ssn

```
                    ☐ Null
```

Rule Preview

(Nothing)

56

Editing a Rule

Use the following steps to edit a rule.

1. Select the Edit icon on the row for the rule that you want to edit.

This displays the *Edit Rule* dialog box.

2. Make your edits and click **Save** to save your changes. The *Edit Rule* dialog box automatically closes, and focus returns to the Rules table.

Configuring Application Messages for your Rules

The Messages module is where you create and edit the messages that can be sent by email to students and/or college staff using the Rules module. Before you create a rule for sending an email, we recommend that you first write the text for the body of the email using the Messages module.

> **Note:** You do not need to create messages for rules that report an error to the user. Messages for error rules are entered directly in the rule definition itself. See the Rules module for more information.

Creating a New Message

Uset the following steps to create a message in the Messages module.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure messages from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select either *CCCApply, International, or CC Promise Grant* from the *Applications* drop-down list, depending on which application you want to create messaging for.
4. Click the *Messages* link to display the Messages Summary table.

5. Click **Add Message** to display the *Add Message for <Your College>* dialog box where you can define the message.

6. Enter a message name in the *Message ID* field. You will use this name to associate the message with its corresponding rule and it displays in the *Add Rule* dialog box and the *Edit Rule* dialog box in the *Messages* drop-down list.

> **Note:** The name must be unique among the other messages you have created. The maximum name length is 50 characters: letters, numbers, spaces, and any special symbols available on a typical computer keyboard are allowed.

7. Write your message body in the large *Message Content* field. The controls for this field are similar to the controls for common word processors (text formatting, images, links, etc.).
8. Use the scrollable *Application Data Fields* to select field names from the student application to include the student's responses in your email.

   When you place the cursor in the *Message Content* field and then click a field in the *Application Data Fields* list, the field name displays in the *Message Content* field (the email body) prefaced by a $ symbol and surrounded by curly braces ({}). This is a placeholder that indicates the position where the corresponding application input from the student will appear in the message.

   > **Note:** If you prefer typing to clicking, you can type the placeholders manually. Use the same format, "${fieldname}", as shown in the sample message images below..

   To create a sample message, follow these steps:

   a. In the *Message ID* field, type: Welcome Email
   b. In the *Message Content* field, type: Congratulations,
   c. Then, leaving a space after the comma, scroll (<u>don't click</u>) through the field names in the *Application Data Fields* field group until you find firstname, and click it. Note that ${firstname} appears in the *Message Content* field where your cursor was located.

Message ID *

Welcome Email

Message Content *

Contratulations, ${firstname}

Application Data Fields

highest_math_passed_grade
Personal information Fields
birthdate
dependent_status
firstname
gender
hispanic
lastname
middlename

Note: The Application Data Fields are grouped by

d. In the *Message Content* field, type: ! You are now enrolled at
e. Then, leaving a space after the "at" scroll (don't click) through the field names in the *Application Data Fields* field group until you find college_name and click it. Note that ${college_name} appears in the *Message Content* field where your cursor was located.

Message ID *

Welcome Email

Message Content *

B *I* <u>U</u> ~~S~~ {} x² X₂ Normal ▼ | ☰ ☰ ☰ ☰ ☰ ☰

🔗 🔗 🖼 🖼 ⌫ ↺ ↻

Contratulations, ${firstname}! You are now enrolled at ${college_name}

Application Data Fields

col2_expelled_status
col3_expelled_status
col4_expelled_status
college_expelled_summary
college_id
college_name
confirmation

f. In the *Message Content* field, type: "for the" without the quotes.

g. Then, leaving a space after the " for the " scroll (<u>don't click</u>) through the field names in the *Application Data Fields* field group until you find term_description and click it. Note that ${term_description} appears in the *Message Content* field where your cursor was located.

h. In the *Message Content* field, type: term. Your completed message should now display as in the image below:

With this message in place, consider an example student named Ethel who has applied to Allan Hancock College for the Fall 2018 term. A rule that uses this

message will email a student named Ethel with this body text: "Congratulations, Ethel! You are now enrolled at Allan Hancock College for the Fall 2018 Term."

    i.   When you are satisfied with the contents of your email, click **Save**. The Messages Summary table redisplays, now including your new message.

Editing A Message

Use the following steps to edit a pre-existing message in the *Messages* module.
1. Select the Edit icon on the row for the message that you want to edit.

This displays the *Edit Message* dialog box:

Edit Message for Allan Hancock College

* denotes required field

Message ID *

AB540

Message Content *

| **B** | *I* | U | S | {} | x² | X₂ | Normal ▼ | ≔ | ⊟ | ⊡ | ⊟ | ≡ | ≡ | ≡ | ≡ |

| 🔗 | ⚿ | ▤ | ▨ | ⌫ | ↺ | ↻ |

This is a test message.

Application Data Fields

Application Fields
ack_fin_aid
address_validation
app_id

Cancel   Save

2. Make your edits and click **Save** to close the *Edit Message* dialog box and return focus to the Messages Summary table.

> **Note:** You can change the *Message ID*, but remember that you must also update your rules to use the new ID.

Configuring Application Supplemental Questions

The Supplemental Questions module allows you to add supplemental questions to the CCCApply application that display to the end user at the end of the online application. Supplemental questions are an optional configuration option and not all colleges use them.

Supplemental questions are written in XML and validated with XSD. See the *Working with Supplemental Questions* guide for details on configuring the contents of the questions file and how they relate to your student application.

Importing Supplemental Questions

Warning: Your import file must contain all of your supplemental questions, not only those you want to add. Do not import a file that contains only the questions you wish to add. This will cause all of your existing supplemental questions to be deleted. Instead, export your existing supplemental questions to a file, add your new questions to that file, and then import it.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to configure majors from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select *CCCApply* from the *Applications* drop-down list.
   Note: Supplemental questions are only available in the CCCApply application.
4. Click the *Supplemental Questions* link to display the Supplemental Questions Summary table.

5. Click **Import XML** to display the *Import Supplemental Questions* dialog box.

6. Click **Choose File** to navigate to your supplemental question XML file. The **Import** button becomes enabled once you have selected a file.

7. Follow the onscreen instructions and click **Import** to import your supplemental questions.
   ○ A success message displays for correctly-formatted and imported XML files.
   ○ The Supplemental Questions Summary table will redisplayed, now including an entry for your newly-imported questions. A page ID will be assigned to your uploaded file. If you later export this set of questions, this page ID will be part of the output file name.
   ○ If your XML file is not formatted correctly (invalid), then an error message displays notifying you. You must validate your supplemental questions XML file against the cccSuppQuesTypes.xsd file here.

Updating Status And Effective Date

Use the following steps to edit a supplemental question set in order to change its effective date and/or its status.
1. Click the Edit icon on the row for the supplemental question set you want to edit.

Supplemental Questions

The Supplemental Questions page is defined using an XML file within an associated schema to enforce page rules and formatting. To export a page, click on the Download arrow icon ↓ in the corresponding row.

Note: Based on the Active status and the Effective Date, only one page of questions will display in the CCCApply application at a time.

Import XML

Page ID	Status	Effective Date	Actions
8	Not Active	01/01/2011	✎ ↓
294	Not Active	08/18/2014	✎ ↓
501	Not Active	05/08/2018	✎ ↓
502	Not Active	05/09/2018	✎ ↓
503	Not Active	05/10/2018	✎ ↓
504	Not Active	05/10/2018	✎ ↓

This displays the *Edit Supplemental Question* dialog box.

Edit Supplemental Question

* denotes required field

Page ID *

8

Page Status *

Not Active

Effective Date *

01/01/2011

Cancel   Save

2. Edit the page status (active or not active) and/or the *Effective Date* value. The *Effective Date* field value must be a future date
3. Click **Save** to save your changes. The *Edit Supplemental Question* dialog box automatically closes, and focus returns to the Supplemental Questions Summary table.

Downloading Your Supplemental Question XML Set

Use the following steps to export an XML supplemental question set. You may want to do this in order to edit the XML and then re-import it as a new/edited set of supplemental questions.

1. Select the Download icon on the row the supplemental question set you want to download (only one page can be downloaded at a time).
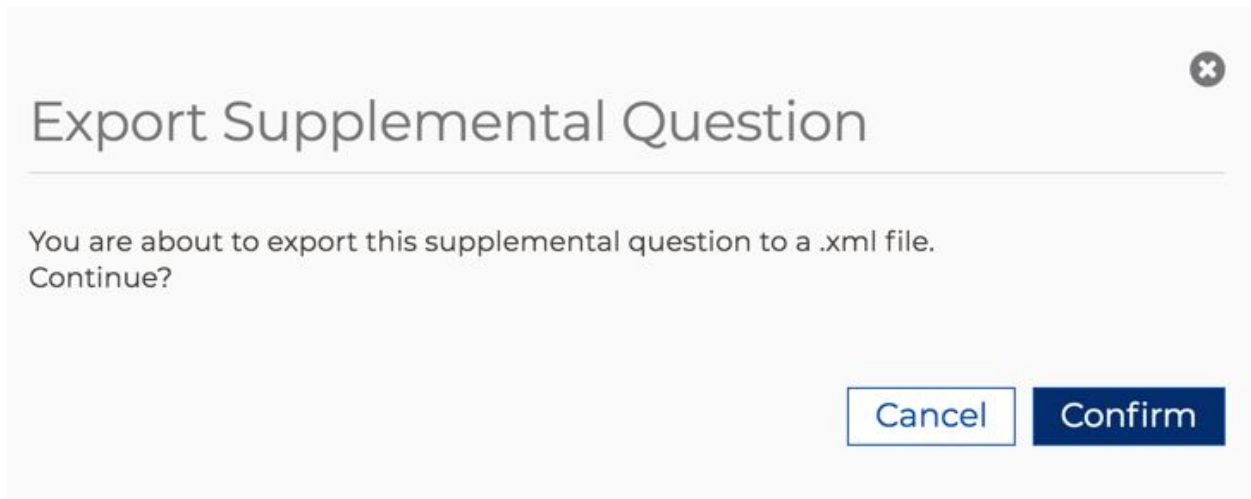

Supplemental Questions

The Supplemental Questions page is defined using an XML file within an associated schema to enforce page rules and formatting. To export a page, click on the Download arrow icon ↓ in the corresponding row.

Note: Based on the Active status and the Effective Date, only one page of questions will display in the CCCApply application at a time.

Import XML

Page ID	Status	Effective Date	Actions
8	Not Active	01/01/2011	✎ ↓
294	Not Active	08/18/2014	✎ ↓
501	Not Active	05/08/2018	✎ ↓

The *Export Supplemental Question* dialog box displays.

Export Supplemental Question

You are about to export this supplemental question to a .xml file. Continue?

Cancel | Confirm

2. Click **Confirm** to export/download the XML supplemental question file to your computer's default download location. The default name of the downloaded file incorporates the page ID and effective date, i.e. the supplemental question set with an ID of 502 and effective date of 5/9/18 has a file name of: supp-611-502-20180509.xml.
3. Use a text editor or XML editor to edit the file as needed. You can then validate the file and import it and have a new, updated supplemental question set.

Utilities: Resetting Application Downloads and Configuring the Spam Filter

The Utilities module contains:

- The application *Reset Downloads* feature, that lets you reset downloaded applications that were previously downloaded, and,
- The SPAM filter, that allows you to mark applications as either valid or SPAM

Spam Filter

The SPAM Filter uses machine learning to identify potentially fraudulent student applications so you can filter them out prior to downloading them to your SIS. The Download Client has been updated to only download trusted applications. Those applications identified as potentially fraudulent appear in the SPAM Filter Summary table, allowing you to confirm the application as SPAM or valid.

As you identify each application, the CCCApply Administrator machine learning algorithm incorporates your decisions to become smarter about the future applications it identifies as potential SPAM.

Use the following steps to mark identified applications as SPAM or valid.

> **Prerequisite:** Your college must be integrated with the CCC IdP Proxy In order to use the SPAM filter.

1. Log into the *CCC Administrator -> CCCApply Administrator*.
2. If you are a multi-college district, select the college for which you want to check SPAM from the *Select a college* drop-down list. If your college is not in a multi-college district your college displays by default.
3. Select either *CCCApply* or *International* from the *Applications* drop-down list.
4. Click the *Utilities* drop-down list and select *Spam Filter* to display the SPAM Filter Summary table.

Any potentially fraudulent applications display with some details including a *Confidence %* value indicating the machine learning algorithm's analysis of how likely the application is to be fraudulent.

> **Note:** If you have a specific application you want to mark as SPAM or validate as not SPAM, you can enter the application ID in the *Find an application* search field to find it. You can look up and retrieve previously-downloaded applications and mark them as valid or fraudulent.

5. Use the *CCC Report Center* to view any application in greater detail if you are unsure if it is valid or SPAM. See the *CCC Report Center* guide for details.
6. Select the check box for the row of any application you want to mark as SPAM or valid to enable the **Confirm Spam** and **Mark as Valid** buttons.

Spam Filter

Find an application

	App Id	Submit Date	CCCID	Last Name	DOB	Email Address	Confidence %
☑	768749	05/17/2018	ABC3128	Egghead	02/12/1999	dbishop@ccctechcenter.org	
☐	768756	05/17/2018	ABC3128	Egghead	02/12/1999	dbishop@ccctechcenter.org	

Previous   Page 1 of 1   10 rows ⬍   Next

7. Click the:
   ○ **Confirm Spam** button to mark the application as SPAM. The machine learning algorithm will incorporate the application's details to help it identify future fraudulent applications.
      > **Note:** Applications cannot be deleted from the SPAM Filter Summary table.
   ○ **Mark as Valid** button to mark the application as legitimate so that it can be submitted and available for download using the Download Client. (See the *CCCApply Download Client* guide for details on downloading applications from the cloud to your local computer for import into your SIS).
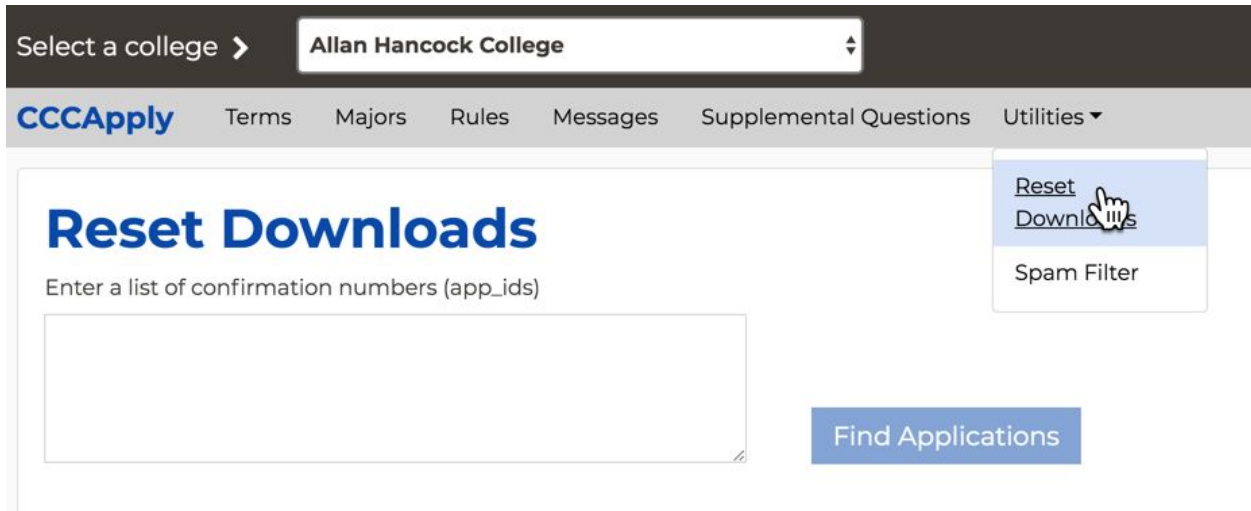
SPAM Email Alerts

SPAM email alerts are automatically sent to the *Admissions Office Email* you entered in the College Information module. Two email alerts will be sent to your Admissions Office email:

● For CCCApply applications that have been marked as SPAM and are new, within 24 hours
● And for any CCCApply applications are still in a CHECKED_FRAUD status at the three-day outstanding mark

To ensure that your Admissions Office email address is valid, and update/enter in the most appropriate email address for application fraud notification. If the *Admissions Office Email* field has no value, then CCCApply will sends these emails to the default Admissions email address.

Resetting Your Downloaded Applications

By default, the Download Client downloads only those student applications that have not already been downloaded. When you run the Download Client, it only delivers new applications that have been submitted since the last time it was run. If for some reason the need arises to re-download applications, the *Reset Downloads* module allows you to reset previously-downloaded applications to enable the Download Client to deliver them.
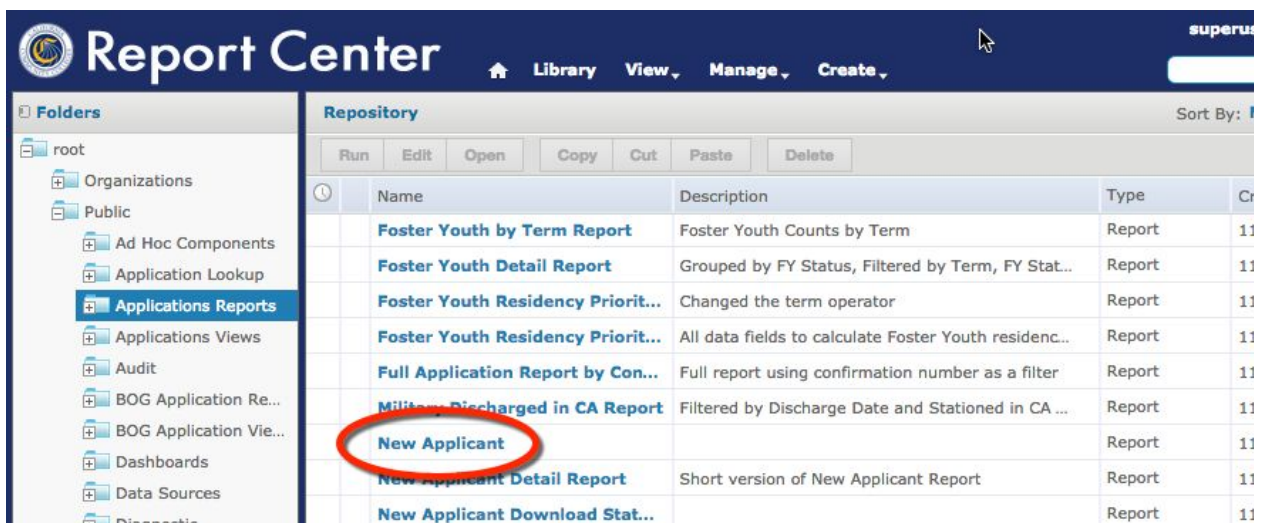
You can identify which student applications you want to reset by entering the confirmation number for each one.

Use the following steps to reset many applications at once.

1. Log in to the CCC Report Center and run the New Applicant report.

2. Export the report to a .csv file.
3. Open the .csv file with a spreadsheet application.

4. Copy confirmation numbers from the spreadsheet and paste them into the Reset Downloads module input field. Multiple confirmation numbers can be separated by commas (i.e. 768756, 123456), spaces (i.e. 768756 123456), or by new line, i.e.:

   768756
   123456

   Note: You can enter one confirmation number at a time, or you can modify the spreadsheet to bring them all together so you can copy/paste all of them at once. You will not need the Excel file after you have copied the confirmation numbers you want, so there is no need to be particularly careful with it.

5. Click **Find Applications** to display a list of the student applications associated with the app_ids.
6. Click the **AppID** check box to select all the applications, or manually select the check box(es) for the application you want to reset, and click **Reset Applications for Download** to display the *Reset Downloads* confirmation dialog box.

Reset Downloads for Allan Hancock College

Are you sure you want to reset the download for the application you selected?

Cancel   Confirm

7. Click **Confirm** to make the application(s) available for download by the Download Client.
   The *Reset Downloads* dialog box closes automatically, and the Reset Downloads
   module displays with a confirmation message.
   When you next run the Download Client, these applications will be included in the
   download file.