

Version 1.1

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OpenCCCApply Data Element Dictionary

The complete specification for the *OpenCCCApply Standard Online Application for Admission* has three parts:

- Part 1: Data Element Dictionary
- Part 2: Application Form Specifications
- Part 3: Submission Calculations Service

Scope of This Document

This document describes the application-relevant data elements for the OpenCCCApply Application for Admission. It does not define "administrative" data elements such as table linkages and timestamps. Most of the data elements in this Data Dictionary directly represent the applicant's responses on the OpenCCCApply application. Some are derived or calculated by OpenCCCApply—for example, by the Submission Calculations Service. Others are entered by or for the colleges through a back-end 'Administrator' or other interface.

Online User Guides:

Configuring the Administrator, Setting Up Downloads, and Using the Report Center

Visit the Documents section of the CCCApply Project site to find documentation and user guides for the OpenCCCApply staff tools, including:

- Setting up users, terms, majors, rules & supplemental questions in the Administrator;
- Setting up download files & database tables;
- Looking up applications and running reports in the CCC Report Center

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Tables

Format of Data Element Tables

Information about each data element is presented in a table with the following layout and contents:

Data Element Descriptor

Data Element: The OpenCCCApply database table and data element, in format 'table: element'.

Description: A description of what the data element represents.

Format, Length: The format (data type) and length of the data element.

Values: Possible values that the data element can have. When presented in the format 'X

= Description', X is the stored (and downloadable) value, and the description is the meaning of the value. For menus, reports, and displays, the description (perhaps

edited) is used.

Allows Null: Whether the data element can be null in a submitted application.

Default: The data element's default value, if any; most OpenCCCApply values do not have a

default.

Usage: Information about how the data element is used.

Notes: Additional information, comments, and/or question about the data element.

Xap Field: The name of the equivalent data element in the Xap CCCApply system (if

available).

Revision Log: Information about changes made to this table.

Data Downloading

Application data will be available to colleges for downloading. For the benefit of Xap CCCApply users, the formats of downloadable data should correspond to the formats in the Xap system where possible. Where data correlates to CCCCO MIS data elements, reported by colleges to the Chancellor's Office in a pre-defined format, the downloadable data must be in the MIS format.

In-Progress Data

The **in-progress** applications are stored in a normalized database. The **tables in this document** represent the data as it is stored in this database. When an application is **submitted**, the data is copied to another database into two tables that are used for downloads and reporting.

Download and Reporting Data

The download and reporting tables are the **submitted_application** and **submitted_question_response** tables. The submitted_application table consists of all of the application data in a single flat row. The submitted_question_response table represents a flat version of the answers to the supplemental questions. The content of both of these tables is available for downloading and reporting and is documented in the OpenCCCApply Online User Guide, a link to which can be found on the CCCApply Project site http://www.cccapplyproject.org/documents.

Changes to Data Elements

The data elements in this Data Dictionary are subject to change during the implementation of annual updates and at other times. Fields may be added or deprecated. Also, field values may be added, modified, or deprecated. All changes are documented in the Change Log.

System Variables

System variables are fields generated by the system.

Application ID

Data Element: App_id

Description: The unique identifier for a single application to college.

Format, Length: bigint

Values: Unique number assigned by the system for every application.

Allows Null: No

Default: None

Usage: Used to uniquely identify a single application.

Notes:

Xap Field:

California Community College ID

Data Element: ccc_id

Description: The unique identifier for a single user's account. This identifier is assigned during

account creation in OpenCCC. This field is passed as part of a submitted application to each college and is stored in the college Student Information System (SIS). This field can be used for student authentication when a student signs in at a college. It can be passed as an attribute to student statewide services so the service can verify the student has an OpenCCC account and perform

automatic sign in. This field will also be passed as an MIS field.

Format, Length: Character varying(8)

Values: The format of the ccc_id is:

Positions 1 - 3: AAA thru ZZZ (Sequentially assigned beginning with AAA)
Positions 4 – 7: 0001 thru 9999 (Sequentially assigned beginning with 0001 for

each value in positions 1-3)

Position 8: For future expansion if all values become exhausted.

Note: In positions 1-3, "I" and "O" are not used to avoid confusion with "O" and

"1".

Allows Null: No. This is a system assigned field and is not entered by the user.

Default: System assigned.

Usage: Used to uniquely identify an OpenCCC user account. This account can be used to

apply to any participating college in the new CCCApply. It is also used for any additional student statewide services which use the ccc_id for authentication.

Notes:

Xap Field: N/A

Status

Data Element: status

Description: The download status of an application.

Format, Length: Character (1)

Values: I = Initial (when application is initially inserted into submitted_application table),

D=Downloaded (application has been downloaded to the college)

Allows Null: No

Default: None

Usage: This field is relevant only to the submitted_application table.

Notes:

Xap Field:

• •

College Table

College ID

Data Element: college: college_id

Description: The system's identifier for a particular CCC.

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: No

Default: None

Usage: Identifies a particular college based on the system's table of college ID codes.

Notes:

Xap Field:

• •

College Name

Data Element: college: name

Description: Name of college

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Displayed in many places in the online application process.

Notes:

Xap Field:

• • •

College Address: Street

Data Element: college: streetaddress1 & streetaddress2

Description: Street address for the college, in two lines.

Format, Length: Each: varchar, 50

Values: Text strings

Allows Null: streetaddress1 – No - streetaddress2 - Yes

Default: None

Usage: Displayed on Application Confirmation page

Notes:

Xap Field:

• • •

College Address: City

Data Element: college: city

Description: City portion of college's address

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Displayed on Application Confirmation page

Notes: State is always 'CA' when address is displayed

Xap Field:

• • •

College Address: ZIP Code

Data Element: college: postalcode

Description: ZIP Code portion of college's address

Format, Length: varchar, 10

Values: Text string, 5 or 10 characters

Allows Null: No

Default: None

Usage: Displayed on Application Confirmation page

Notes:

Xap Field:

• • •

College Website URL

Data Element: college: url

Description: URL for college's website

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Displayed on Application Confirmation page; used in hyperlinks to college website

Notes: Current schema shows 'null' allowed, but this should be a required data element;

there should be no colleges without URLs.

Xap Field:

• • •

College Phone Number

Data Element: college: phone_adm

Description: Phone number for college's Admission Office

Format, Length: varchar, 14

Values: Text string

Allows Null: No

Default: None

Usage: Displayed on Application Confirmation page

Notes:

Xap Field:

• • •

College Email Address

Data Element: college: email_adm

Description: Email address for college's Admission office

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Displayed on Application Confirmation page

Notes:

Xap Field:

• • •

College District

Data Element: college: district_id

Description: An id code linking the college to a District table

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: Yes

Default: None

Usage: Links college to information about the district it is in.

Notes: Current schema shows 'null' not allowed.

Xap Field:

• • •

College Redirect URL

Data Element: college: redirect_url

Description: The URL the college wants the student's browser to open a new tab for and

navigate to upon application submission (Sign Out & Finish button).

Format, Length: varchar

Values: Valid web site URL.

Allows Null: Yes

Default: Null

Usage: Sends student's web browser focus to a college-specific URL upon application

submission to encourage a more seamless experience.

Notes:

Xap Field:

• • •

District Table

District ID

Data Element: district: district_id

Description: The system's identifier for a particular CCC District.

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: No

Default: None

Usage: Identifies a particular CCC District based on the system's table of district ID codes.

Notes:

Xap Field:

• •

District Name

Data Element: district: name

Description: Name of district

Format, Length: varchar, 100

Values: Text string

Allows Null: No

Default: None

Usage: Used to identify the college district by the Help Desk for student support and

account recovery.

Notes:

Xap Field:

• • •

District Address: Street

Data Element: district: streetaddress1 & streetaddress2

Description: Street address for the district, in two lines.

Format, Length: Each: varchar, 50

Values: Text strings

Allows Null: streetaddress1 – No, streetaddress2 - Yes

Default: None

Usage: Currently no use is defined

Notes:

Xap Field:

• •

District Address: City

Data Element: district: city

Description: City portion of district's address

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Currently no use is defined

Notes: State is always 'CA'

Xap Field:

• • •

District Address: ZIP Code

Data Element: district: postalcode

Description: ZIP Code portion of district's address

Format, Length: varchar, 10

Values: Text string, 5 or 10 characters

Allows Null: No

Default: None

Usage: Currently no use is defined

Notes:

Xap Field:

• • •

District Website URL

Data Element: district: url

Description: URL for district's website

Format, Length: varchar, 50

Values: Text string

Allows Null: Yes

Default: None

Usage: Currently no use is defined

Notes:

Xap Field:

• • •

District Phone Number

Data Element: district: phone_adm

Description: Phone number for district

Format, Length: varchar, 14

Values: Text string

Allows Null: No

Default: None

Usage: Currently no use is defined

Notes:

Xap Field:

• •

Term Table

Term: College ID

Data Element: term: college_id

Description: Identifier for a particular CCC.

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: No

Default: None

Usage: Links the Term to a particular college

Notes:

Xap Field:

• • •

Term ID

Data Element: term: term_id

Description: The system's identifier for a particular term.

Format, Length: bpchar, 5

Values: 5-digit code

Allows Null: No

Default: None

Usage: Identifier for a particular term

Notes: College input via the Administrator. Term ID should not be edited or deleted once

it is made available to students.

Xap Field:

• • •

Term Code

Data Element: term: term_code

Description: The college's code for the term

Format, Length: varchar, 15

Values: Text string

Allows Null: No

Default: None

Usage: Typically, this will be what a college will want to download as an identifier for the

term applied for.

Notes: College input via the Administrator. Term code should not be edited or deleted

once it is made available to students.

Xap Field:

• • •

Term Description

Data Element: term: term_description

Description: Identifies the

Format, Length: varchar, 100

Values: Text string

Allows Null: No

Default: None

Usage: Appears in menu for Term Applied For if term is open

Notes: College input via the Administrator.

Xap Field:

• • •

Term Start Date

Data Element: term: date_start

Description: The date on which the term starts (i.e., first day of classes)

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: None

Used to determine RDD (Residency Determination Date), which by state law is one

day before term start date.

Notes: College input via the Administrator.

Xap Field:

• • •

Term End Date

Data Element: term: date_end

Description: The date on which the term ends

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: None

Usage:

Notes:

Xap Field:

• • •

Term Open Date

Data Element: term: date_open

Date when a user can begin an application for this term.

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: None

Usage: For a term to appear in the Term Applying For menu, the current date must be

between 'term: date_open' and 'term: date_close' (inclusive).

Notes:

Xap Field:

• • •

Term Close Date

Data Element: term: date_close

Description: The last day a user can begin or submit an application for this term.

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: None

Usage: For a term to appear in the Term Applying For menu, the current date must be

between 'term: date_open' and 'term: date_close' (inclusive).

For an application to be submitted, the current date cannot be after 'term:

date_close' for the Term Applying For.

Notes:

Xap Field:

• •

Major Table

Major: College ID

Data Element: major: college_id

Description: Identifier for a particular CCC.

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: No

Default: None

Usage: Links the Major to a particular college

Notes:

Xap Field:

• • •

Major ID

Data Element: major: major_id

Description: The system's identifier code for a particular major.

Format, Length: bpchar, 5

Values: 5-digit code

Allows Null: No

Default: None

Usage: Identifier for a particular major

Notes:

Xap Field:

• • •

Major Code

Data Element: major: major_code

Description: The college's code for the major

Format, Length: varchar, 30

Values: Text string

Allows Null: No

Default: None

Usage: Typically, this will be what a college will want to download as an identifier for the

major.

Notes:

Xap Field:

• • •

Major Description

Data Element: major: description

Description: The college's description for a particular major.

Format, Length: varchar, 100

Values: Text string

Allows Null: No

Default: None

Usage: Appears in menu for Intended Major or Program of Study if major is open

Notes:

Xap Field:

• •

Major Start Date

Data Element: major: date_start

Date when this major will be available for selection by an applicant.

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: Date when this major is added to Major Table

Usage: For a Major to appear in the Intended Major menu, the current date must be

between 'major: date_start' and 'major: date_end' (inclusive).

Notes: Xap CCCApply does not support a Major Start Date.

Xap Field:

• • •

Major End Date

Data Element: major: date_end

Date after which this major will not be available for selection by an applicant.

Format, Length: date, 13

Values: Date input by (or provided by) the college

Allows Null: No

Default: Some future date that is effectively not an end date: e.g., 1/1/2099

Usage: For a Major to appear in the Intended Major menu, the current date must be

between 'major: date_start' and 'major: date_end' (inclusive).

Notes: Xap CCCApply does not support a Major End Date.

Xap Field:

Revision Log: ~~

TOP Code

Data Element: major: top_code

Description: TOP Code from Chancellor's office.

Format, Length: Character(6)

Values: From CO

Allows Null: Yes

Default:

Usage:

Notes: Currently, this field is not required. May be used to identify CCCCO TOP code.

Xap Field:

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Program Control Number

Data Element: major: program_control_number

Description: Unique code for every major from Chancellor's office.

Format, Length: Character(5)

Values: From CO

Allows Null: Yes

Default:

Usage:

Notes: Currently, this field is not required. May be used to identify CCCCO Program

Control Number.

Xap Field:

Revision Log: ~~

Award Type

Data Element: major: award_type

Description: Award Type from Chancellor's office.

Format, Length: Character(1)

Values: Codes tbd to represent AA, AS, etc.

Allows Null: Yes

Default:

Usage:

Notes:

Xap Field:

• • •

Application Table

Campaign1, Campaign2, Campaign3

Data Element: application: campaign1, campaign2, campaign3

Description: The campaign name that the college designated in the URL link to the

OpenCCCApply Standard application to indicate the source of the student's

application. Up to three campaigns may be stored in the database.

Format, Length: varchar, 255

Values: Text string

Allows Null: No

Default: None

Usage: Provides a name that colleges can download and report on as a measure of a

campaign's success.

Notes: In order to implement the campaign feature, when you create your URL for

students to link to the CCCApply application you must add the extra parameter of &user1=x (where x = the name of your campaign) on to the end of the URL link. You can do this for up to three parameters, using &user1=x&user2=y and

&user3=z (where x, y and z = the names of other unique campaigns). For example, the format for implementing a URL for three campaigns would look like this:

https://www.opencccapply.net/cccapply-

<u>welcome?cccMisCode=231&user1=x&user2=y&user3=z</u>
An example of the practical implementation of this format is:

https://www.opencccapply.net/cccapply-

welcome?cccMisCode=231&user1=collegeIntroPage&user2=advertOnGoogle&us

er3=advertOnGoodMorningAmerica

The value from the &user1 is stored in the campaign1 database field for submitted applications (i.e. for the example above, the campaign1 field in the

database = collegeIntroPage, the campaign2 field in the database =

advertOnGoogle), and so on.

Xap Field:

Revision Log: ~~

College ID

Data Element: application: college_id

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Description: The system's id code for the college to which the applicant is applying.

Format, Length: bpchar, 3

Values: 3-digit code

Allows Null: No

Default: None

Usage: Provides the key to any other college information needed in the online

application, post-application information, or application download.

Notes: The college ID is usually the college MIS code.

Xap Field:

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Enrollment Term ID

Data Element: application: term_id

Description: Applicant's answer to Term Applying For

Format, Length: bpchar, 5

Values: 5-digit code

Allows Null: No

Default: None

Usage: Provides the key to any other term information needed in the online application,

post-application information, or application download.

Notes:

Xap Field: enrol_term_year_code

enrol_term_year_description

termStartDate

Application Submittal Term/Year

• • •

Intended Major ID

Data Element: application: major_id

Description: Applicant's answer to Intended Major

Format, Length: bpchar, 5

Values: 5-digit code

Allows Null: No

Default: None

Usage: Provides the key to any other major information needed in the online application,

post-application information, or application download.

Notes:

Xap Field: Major Code

Major 1 – name

Application Submitted Major

• • •

IP Address

Data Name: ip_address

Description: Applicant's IP address.

Last Revision:

MIS Correlation: None

Data varchar

Type/Format:

Length: 15

Characteristics: Downloadable

Auto-populates upon application submission

Input Rules:

Usage:

Notes/Constraints: None

Online Display: None

Online Help: None

Values - Labels: Blank/null [internal default]

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Educational Goal

Data Element: application: edu_goal

Description: Applicant's answer to Educational Goal

Format, Length: bpchar, 1

Values: A - Obtain an associate degree and transfer to a 4-year institution

B - Transfer to a 4-year institution without an associate degree

C - Obtain a 2-year associate degree without transfer

D - Obtain a 2-year technical degree without transfer (No longer in use. MIS SS01)

E - Earn a career technical certificate without transfer
F - Discover/Formulate career interests, plans, goals
G - Prepare for a new career (acquire job skills)
H - Advance in current job/career (update job skills)

I - Maintain certificate or license J - Educational development K - Improve basic skills

L - Complete credits for high school diploma or GED

M - Undecided on goal

N - To move from noncredit coursework to credit coursework

O - 4 year college student taking courses to meet 4 year college requirements

Allows Null: No

Default: None

Usage: MIS reporting, SB14 | Student Success MIS code: SS01

Notes: Stored and downloadable value should be the 1-character code for the Ed Goal.

Xap Field: educationalGoals

• • •

Consent to Release Information

Data Element: consent_indicator

Description: Applicant's response to Consent to Release Information question.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Per CCCCO legal, colleges should use this data element to determine how they will

share information; and should forward it to MIS.

Notes: The Consent Question is required by the Legal Counsel of the CCC Chancellor's

Office. The text, prompt, data value, access, and handling are defined by Legal

Counsel and any changes require approval by Legal Counsel.

This data is expected to be propagated throughout student information systems

over time and circulate to the Chancellor's Office through MIS reporting. Accommodating this data item is likely to be mandated in the future.

Xap Field: consent

• • •

Language Flag

Data Element: application: app_lang

Description: The state of the language toggle when the application is submitted.

Format, Length: bpchar, 2

Values: es –Spanish

en –English

Allows Null: No

Default: None

Usage:

Notes: This flag is included primarily for possible future use.

Xap Field: spanishApplication

• • •

Supplemental Questions Page Code

Data Element: application: sup_page_code

Description: A system code that identifies a particular Supplemental Questions page.

Format, Length: varchar, 30

Values: 30-character code

Allows Null: Yes

Default: None

Usage: Identifies the Supplemental Questions page (if any) that is included in this

application.

Notes:

Xap Field:

• • •

E-Signature Confirmation

Data Element: application: esignature

Description: Confirmation that applicant has provided the required electronic signature for

submission of the application.

Format, Length: boolean, 1

Values: 1 = True/Yes

Allows Null: No

Default: None

Usage: User cannot submit unless = 1

Meets requirements for electronic signature in state law

Notes:

Xap Field: Application Certification Info

• •

Financial Aid Acknowledgement

Data Element: application: ack_fin_aid

Description: Acknowledgement that applicant is aware of financial aid opportunities.

Format, Length: boolean, 1

Values: 1 = True/Yes

Allows Null: No

Default: None

User cannot submit unless = 1

Notes: Financial aid acknowledgement is required by state law.

Xap Field: CCCApply Finaid Confirmation

• • •

Application Confirmation Number

Data Element: application: confirmation

Description: Confirmation Number assigned by the system when the application is submitted.

Format, Length: varchar, 30

Values:

Allows Null: No

Default: None

Usage: For colleges and applicants, this is the number that identifies a particular

submitted application. It is displayed on Application Confirmation page and

elsewhere, including the Report Center.

Notes:

Xap Field: Application Confirmation Number

Application Identifier Application Order ID

• • •

Submission Timestamp

Data Element: application: tstmp_submit

Description: Date and time that the application was submitted.

Format, Length: Timestamp with time zone

Values:

Allows Null: No

Default: None

Usage: Displayed in 'mm/dd/yyyy hh:mm' format on Application Confirmation page and

elsewhere.

Notes:

Xap Field: Application Date Submitted

• • •

Personal Info Table

Legal Name: Last

Data Element: personal_info: lastname

Description: Applicant's Legal Name: Last

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Reported to MIS as SB32

Notes: Populated from Account database at time of submission.

Xap Field: Student name - last

• •

Legal Name: Suffix

Data Element: personal_info: suffix

Description: Applicant's Legal Name: Suffix

Format, Length: varchar, 3

Values: <null>

JR SR I II III

Allows Null: Yes

Default: None

Usage:

Notes: Populated from Account database at time of submission.

Xap Field: nameSuffix

• •

Legal Name: First

Data Element: personal_info: firstname

Description: Applicant's Legal Name: First

Format, Length: varchar, 50

Values: Test string

Allows Null: Yes

Default: None

Usage: Reported to MIS as SB31

Notes: Populated from Account database at time of submission.

Xap Field: Student name - first

• • •

Legal Name: Middle

Data Element: personal_info: middlename

Description: Applicant's Legal Name: Middle

Format, Length: varchar, 50

Values: Text string

Allows Null: Yes

Default: None

Usage:

Notes: Populated from Account database at time of submission.

Xap Field: Student name - middle

• •

Previous Name: Last

Data Element: personal_info: otherlastname

Description: Applicant's Previous Name: Last

Format, Length: varchar, 50

Values: Text string

Allows Null: Yes

Default: None

Usage:

Notes: Populated from Account database at time of submission.

Xap Field: Other name - last name

• • •

Previous Name: First

Data Element: personal_info: otherfirstname

Description: Applicant's Previous Name: First

Format, Length: varchar, 50

Values: Text string

Allows Null: Yes

Default: None

Usage:

Notes: Populated from Account database at time of submission.

Xap Field: Other name - first name

• •

Previous Name: Middle

Data Element: personal_info: othermiddlename

Description: Applicant's Previous Name: Middle

Format, Length: varchar, 50

Values: Text string

Allows Null: Yes

Default: None

Usage:

Notes: Populated from Account database at time of submission.

Xap Field:

• • •

Social Security Number

Data Element: personal_info: ssn

Description: Encrypted Social Security Number/Taxpayer Identification Number

Format, Length: text, 2147483647

Values: encrypted

Allows Null: Yes

Default: None

Usage: See form specification below.

Notes: SSN is never displayed to the applicant, and cannot be viewed by anyone properly

or improperly using the applicant's account.

Xap Field: Social Security Number

• • •

Social Security Number (SSN/TIN) Type

Data Name: personal_info:ssn_type

Description: Applicant indicates the type of identification number being provided.

Note: This field is not currently supported and not available for download using the Download Client, but may be supported in a future revision of the

application.

Last Revision: 12/5/14

Data 1 character, numeric

Type/Format:

Error Checking: Required user response if SSN is not empty, and ssn no is empty; else error

message, "Please indicate the type of number being provided: Social Security

Number or Taxpayer Identification Number."

Storage/Usage: Stored in database for download. Included in Account Profile.

Notes/Constraint: The following validity checks are applied to the SSN/TIN entries:

If SSN fields are not empty AND the "ssn_type" field indicates "Social Security number" THEN

- Area Code (first three digits) *may not* be 000, 666 or between 900 and 999 (inclusive).
- Group Number (middle two digits) may not be 00.
- Serial Number (final four digits) may not be 0000.
 Else error message: "Your Social Security Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."

If SSN fields are not empty AND the "ssn_type" field indicates "Taxpayer ID Number" THEN

Area Code (first three digits) must be between 900 and 999 (inclusive).
 Else, error message: "Your Taxpayer Identification Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."

Prompt Text: [Radial Button] Please indicate the type of number:

Hover Help: Please select the number type: Social Security Number or Taxpayer

Identification Number.

Pop-Up Help: See SSN/TIN for Pop-Up Help

Values - Labels: Not currently supported, but may be supported in a future revision of the

application.

• • •

Social Security Number (SSN/TIN): None

Data Name: personal_info: ssn_no

Description: Applicant has no social security number or taxpayer identification

number, or declines to provide one at this time.

Last Revision: 7/11/14

Data 1 character, numeric

Type/Format:

Error Checking: Must be checked if there is no entry for Social Security Number or

Taxpayer Identification Number; else error message, "Your Social Security Number or Taxpayer Identification Number, is invalid or absent. Please enter your number, or check the box to confirm you do not have a Social Security Number or Taxpayer Identification Number, or decline to

provide one at this time."

If ssn_no checkbox is not empty; de-activate (grey out) SSN/SSN Repeat

and ssn_type fields.

If ssn_no checkbox is not empty and the user clicks "Continue", then the **SSN Encouragement** pop-up box appears (see language below), which prompts for action: "Enter SSN" to go back to change responses, or "I Decline" to acknowledge regulations and admonishments and to continue to [Page 2: Account Creation]:

< New SSN Encouragement Language >

Providing Your Social Security Number or Taxpayer Identification Number

You have chosen not to provide your Social Security number (SSN) or Taxpayer Identification Number (TIN). This is your right, however the California Community Colleges is required to inform you of the federal laws for collecting and submitting your information to the IRS, and the penalties that may be levied against you for failing to provide a valid Social Security Number or Taxpayer Identification Number. These regulations include:

- The Social Security Number or Taxpayer Identification Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit in accordance with the Taxpayer Relief Act of 1997.
- Federal regulations require the California Community

• • •

Colleges to provide specific information to the Internal Revenue Service (IRS) for the purpose of filing an information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few <u>exceptions</u>. The specific information collected includes the student's name, address, Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1-60505- 1(b)(2)(ii).)

• Failure to provide a correct Social Security Number while claiming tax credits for specified education expenses may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided (26 C.F.R. 1-60505-1(e)(4)).

In addition, there are more reasons why it may be to your advantage to provide your SSN or TIN on this application. These include:

- Speedier Application Process Some colleges may require you to contact them for a substitute ID number if you do not provide your SSN.
- Availability of Your Records Providing your SSN is the best way to make sure your records are accessible when you need them. If you do not provide your SSN:
 - Your enrollment or degree may not be found in the National Student Clearinghouse.
 - Employers may not be able to verify that you received a degree or certificate.
 - You may encounter difficulties sending transcripts to other colleges or universities.
- Financial Aid Your SSN is required when applying for federal and state aid programs.
- Tax Credits and Deductions Providing your SSN helps you (or someone claiming you as a dependent) receive tax credits or deductions to which you are entitled.

All CCCApply institutions are required by law to keep your personal information private and secure and may not to reveal it without your permission. If you provide your SSN or TIN, you can be confident that it will not be misused.

To enter your Social Security number or Taxpayer Identification Number, click "Enter SSN" to return to the previous page.

By clicking "I Decline" I confirm that I have read and understand the federal IRS laws and regulations for collecting and reporting my Social Security Number or Taxpayer Identification Number as stated above, and the state privacy disclosures appearing in the Privacy Policy.

• •

Storage/Usage: Stored in database for use in auto population.

Included in Account Profile.

Notes/Constraints: AB46 and other legislation prohibit requirement of Social Security

Number for admission or student record-keeping. While the colleges and many educational agencies remain reliant on SSN as the only reliable unique identifier of a student, the applicant must have the

option not to provide it.

Due to recent IRS penalties levied against California community colleges for failing to provide, or providing invalid, social security or taxpayer identification numbers, CCCCO Legal advises compliance with IRS Requirements for Collecting SSN/TINs (IRS p. 1758) – which includes displaying specific regulations/restrictions "to every student in attendance"- including those not required to provide a SSN/TIN or are

attendance"- including those not required to provide a SSN/TIN or are not eligible to obtain one (see Exceptions). Statement to students includes what is being collected and provided to the IRS and why, and the admonishments/penalties for not providing one/valid number. SSN Encouragement language contains reiteration of "statement" with

additional confirmation checkbox or "click here to confirm

acknowledgement of receipt of information."

Prompt Text: [Checkbox] Check this box if you **do not** have a Social Security number

or Taxpayer Identification number, or decline to provide one at this time.

Undocumented international students, nonresident aliens, and other **exceptions**, may not have a Social Security Number (or Taxpayer

Identification Number) and should check this box.

Hover Help: If you do not have a Social Security Number or Taxpayer Identification

Number, or decline to provide one at this time, check this box.

Pop-Up Help: See new Pop-Up Help box in SSN/TIN.

Values - Labels: 1 = Yes (checked) 0 = No (not checked)

• •

Date of Birth

Data Element: personal_info: birthdate

Description: Applicant's Date of Birth

Format, Length: date, 13

Values: Valid date

Allows Null: No

Default: None

Usage: Birth date is used in the admission application to calculate age, to identify

applicants who are too young to transact business online per COPPA (Child Online Privacy Protection Act—under age 13), and to identify minors for residency calculation and collection of parent or guardian contact information. OCR acknowledges that collection of birth date is allowed under California State law.

For residency and minor identification, the applicant's age is calculated as of the

day before the start-of-term date <ResidencyDeterminationDate>.

Notes: Populated from Account database at time of submission.

Birth date is sensitive information, protected by federal law and the Office of Civil Rights (with regard to age discrimination). Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the

CCC Chancellor's Office and the Office of Civil Rights.

This information may not be provided to staff in the capacity of making a decision to admit an applicant until after the applicant is admitted—that is, uniformly

enabled to register for classes.

Xap Field: Birthdate

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Gender

Data Element: personal_info: gender

Description: Applicant's response to Gender question

Format, Length: bpchar, 1

Values: F = Female

M = Male

X = Decline to state Null = No response

Allows Null: Yes

Default: None

Usage: Correlates to MIS element SB04, with some difference in values.

Gender is used primarily by agencies affiliated with state reporting and evaluation

of educational programs.

Notes: Gender is sensitive information, protected by federal law and the Office of Civil

Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the

Office of Civil Rights.

This information may not be provided to staff in the capacity of making a decision

to admit an applicant until after the applicant is admitted—that is, uniformly

enabled to register for classes.

"Decline to state" must be one of the choices for gender, per OCR. Not only does

this choice provide the required option not to identify gender, there are also

people who are neither male nor female or are both.

Xap Field: gender

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Sexual Orientation

Data Element: personal_info: sexual_orientation

Description: Applicant's response to sexual orientation question

Format, Length: char, 1

Values: 1 = Straight/Heterosexual

2 = Gay or Lesbian/Homosexual

3 = Bisexual 4 = Other

5 = Decline to State Null = No response

Allows Null: Yes

Default: None

Usage: These requirements are for the implementation of AB620.

California law (AB620) requires the California Community Colleges to collect aggregate demographic information regarding the sexual orientation, gender identity, and gender expression of students. It also requests annual transmittal of summary demographic reporting to the Legislature and posting of such summary

information on the CCC Chancellor's Office web site.

Notes: Restricted data; not available for download. AB620 questions do not appear to

applicants under 19 years of age (minor).

Xap Field: N/A

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Transgender

Data Element: personal_info: transgender

Description: Applicant's response to transgender question

Format, Length: char, 1

Values: 1 = Yes

2 = No

3 = Decline to State Null = No response

Allows Null: Yes

Default: None

Usage: These requirements are for the implementation of AB620.

California law (AB620) requires the California Community Colleges to collect aggregate demographic information regarding the sexual orientation, gender identity, and gender expression of students. It also requests annual transmittal of summary demographic reporting to the Legislature and posting of such summary

information on the CCC Chancellor's Office web site.

Notes: Restricted data; not available for download. AB620 questions do not appear to

applicants under 19 years of age (minor).

Xap Field: N/A

• • •

Dependent of Parent/Guardian

Data Element: personal_info: dependent_status

Description: Whether applicant is a minor subject to care and control of guardian per

residency law—and if not, whether applicant is a non-minor or an independent

minor.

Format, Length: bpchar, 1

Values: 1 = Applicant is dependent. Selected "None of the statements above is true

about me."

2 = Applicant is under 19 and independent. Selected "At least one of these

statements is true about me".

3 = Applicant is 19 or older and therefore independent. The applicant will not

have been presented with the parent/guardian questions.

Allows Null: No

Default: 3

Usage: If this field = 1, parent/guardian questions are asked and many residency-related

questions are reworded to refer to parent/guardian rather than "you".

Notes: General law identifies a 'Minor' as under age 18; however, the "Evidence of

Intent" rules in the Student Attendance Accounting Manual (Chapter 2), based on Title 5 section 54024, specify 'under 19 years' as the differentiating criterion,

superseding general law.

Xap Field: over190rMarried

• • •

Parent/Guardian Name: First

Revision Log:

personal_info: pg_firstname Data Element: Applicant's response to conditional question for Parent/Guardian First Name Description: Format, Length: varchar, 20 Values: Text string up to 20 characters Allows Null: Yes Default: None Usage: Notes: Guardian/Parent name - first Xap Field:

• • •

Parent/Guardian Name: Last

personal_info: pg_lastname Data Element: Applicant's response to conditional question for Parent/Guardian Last Name Description: Format, Length: varchar, 25 Values: Text string up to 25 characters Allows Null: Yes Default: None Usage: Notes: Xap Field: Guardian/Parent name - last

Revision Log:

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Parent/Guardian Relationship

Data Element:	personal_info: pg_rel	
Description:	Applicant's response to conditional question for Parent/Guardian Relationship	
Format, Length:	bpchar, 1	
Values:	M = MotherF = FatherG = GuardianNull = No response (question not asked)	
Allows Null:	Yes	
Default:	None	
Usage:		
Notes:		
Xap Field:	guardianOrParentRelation	
Revision Log:	~~	

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Parent/Guardian Education Level 1

Data Element: personal_info: pg1_edu

Description: Applicant's response to question about Parent/Guardian 1 Education Level.

Format, Length: bpchar, 1

Values: 1 = Grade 9 or less

2 = Some high school; did not graduate

3 = High school graduate (diploma, GED, or equivalent)

4 = Some college credit; no degree

5 = Associate's degree (for example: AA, AS) 6 = Bachelor's degree (for example: BA, BS

7 = Graduate degree (Master's, Ph.D., or professional degree beyond Bachelor's)

X = Unknown

Y = No parent or guardian raised me

Allows Null: No

Default: None

Usage: Required field. Part of MIS SG09 (position 1)

Notes: This element could be removed from the database, as long as pg_edu_mis is

properly populated.

Xap Field: edLevelParentGuardian1

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Parent/Guardian Education Level 2

Data Element: personal_info: pg2_edu

Description: Applicant's response to question about Parent/Guardian 2 Education Level.

Format, Length: bpchar, 1

Values: 1 = Grade 9 or less

2 = Some high school; did not graduate

3 = High school graduate (diploma, GED, or equivalent)

4 = Some college credit; no degree

5 = Associate's degree (for example: AA, AS) 6 = Bachelor's degree (for example: BA, BS

7 = Graduate degree (Master's, Ph.D., or professional degree beyond Bachelor's)

X = Unknown

Y = No parent or guardian raised me

Allows Null: No

Default: None

Usage: Required field. Part of MIS SG09 (position 2)

Notes: This element could be removed from the database, as long as pg_edu_mis is

properly populated.

Xap Field: edLevelParentGuardian2

• • •

Parent/Guardian Education Level, MIS

Data Element: personal_info: pg_edu_mis

Description: Concatenation of applicant's responses to questions about Parent/Guardian

Education Level.

Format, Length: bpchar, 2

Values: First character = pg1_edu

Second character = pg2_edu

Allows Null: No

Default: None

Usage: Correlates to MIS SG09

Notes: This field was added to MIS reporting as of Summer 2011.

Xap Field:

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Race/Ethnicity

Data Element: personal_info: race_ethnic

Description: Combination of all responses to Ethnicity and Race questions

Format, Length: bpchar, 21

Values: See Table

Allows Null: No

Default: None

Usage: Correlates to MIS SB29.

Ethnicity is used primarily by agencies affiliated with state reporting and

evaluation of educational programs.

This set of questions/data was based on specifications by the U.S. Dept. of Education in effect for all applicants beginning with the Summer 2009 term.

Notes: Ethnicity is sensitive information, protected by federal law and the Office of Civil

Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the

Office of Civil Rights.

This information may not be provided to staff in the capacity of making a decision

to admit an applicant until after the applicant is admitted—that is, uniformly

enabled to register for classes.

The basic two-question format, the Hispanic ethnicity and race categories, and certain other aspects such as not requiring responses are IPEDS requirements. The

race subcategories such as 'Asian: Chinese' and 'Pacific Islander: Hawaiian' are

defined by MIS at the Chancellor's Office (data element SB29).

Xap Field: raceEthnicity

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Table of 'race_ethnic' (\$B29) Values

Char	Race/Ethnicity	Values
1	Hispanic, Latino	From 'Are you Hispanic / Latino?' drop-down
		menu selection:
		'Y' if 'Yes'; 'N' if 'No'; otherwise 'X'
2	Mexican, Mexican-American, Chicano	'Y' if box is checked; otherwise 'N'
3	Central American	'Y' if box is checked; otherwise 'N'
4	South American	'Y' if box is checked; otherwise 'N'
5	Hispanic Other	'Y' if box is checked; otherwise 'N'
6	Asian Indian	'Y' if box is checked; otherwise 'N'
7	Asian Chinese	'Y' if box is checked; otherwise 'N'
8	Asian Japanese	'Y' if box is checked; otherwise 'N'
9	Asian Korean	'Y' if box is checked; otherwise 'N'
10	Asian Laotian	'Y' if box is checked; otherwise 'N'
11	Asian Cambodian	'Y' if box is checked; otherwise 'N'
12	Asian Vietnamese	'Y' if box is checked; otherwise 'N'
13	Filipino	'Y' if box is checked; otherwise 'N'
14	Asian Other	'Y' if box is checked; otherwise 'N'
15	Black or African American	'Y' if box is checked; otherwise 'N'
16	American Indian / Alaskan Native	'Y' if box is checked; otherwise 'N'
17	Pacific Islander Guamanian	'Y' if box is checked; otherwise 'N'
18	Pacific Islander Hawaiian	'Y' if box is checked; otherwise 'N'
19	Pacific Islander Samoan	'Y' if box is checked; otherwise 'N'
20	Pacific Islander Other	'Y' if box is checked; otherwise 'N'
21	White	'Y' if box is checked; otherwise 'N'

• •

Hispanic/Latino

Data Element: personal_info: hispanic

Description: Applicant's response to 'Are you Hispanic or Latino?'

Format, Length: boolean, 1

Values: 1 = True/Yes, 0 = False/No

Allows Null: No

Default: None

Usage: This element and 'race_group' are used to derive 'race_ethnic', which is used for

MIS reporting.

Notes: Ethnicity is sensitive information, protected by federal law and the Office of Civil

Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the

Office of Civil Rights.

This information may not be provided to staff in the capacity of making a decision

to admit an applicant until after the applicant is admitted—that is, uniformly

enabled to register for classes.

Xap Field: hispanicLatino

• • •

Race Group

Data Element: personal_info: race_group

Description: Combination of all responses to Ethnicity and Race questions except

'Are you Hispanic or Latino?'

Format, Length: varchar, 78

Database currently has 'text, 2147483647'

Values: String of codes indicating all checkboxes that are checked, delimited by

comma and space between each code. Codes are:

02 = Mexican, Mexican-American, Chicano

03 = Central American 04 = South American 05 = Hispanic Other 06 = Asian Indian 07 = Asian Chinese 08 = Asian Japanese 09 = Asian Korean

10 = Asian Laotian11 = Asian Cambodian

Allows Null: No

Default: None

Usage: This element and 'hispanic' are used to derive 'race_ethnic', which is

used for MIS reporting.

Notes: Ethnicity is sensitive information, protected by federal law and the

Office of Civil Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel

of the CCC Chancellor's Office and the Office of Civil Rights.

This information may not be provided to staff in the capacity of making a decision to admit an applicant until after the applicant is admitted—

that is, uniformly enabled to register for classes.

The basic two-question format, the Hispanic ethnicity and race categories, and certain other aspects such as not requiring responses are IPEDS requirements. The race subcategories such as 'Asian: Chinese' and 'Pacific Islander: Hawaiian' are defined by MIS at the

Chancellor's Office (data element SB29).

Xap Field: raceGroup

• • •

Contact Table

Mailing Address: Street

Data Element: contact: streetaddress1 and streetaddress2

Description: Applicant's response to Mailing Address, Street

Format, Length: Two elements; each varchar, 50

Values: Text string

Allows Null: streetaddress1: No

streetaddress2: Yes

Default: None

Usage: A U.S. street address will be 'normalized' by CASS software whenever possible.

Notes: PO Boxes for mailing addresses are allowed.

Xap Field: Mailing address – street and Mailing address – street 2

• •

Mailing Address: City

Data Element: contact: city

Description: Applicant's response to Mailing Address, City

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: A U.S. city name will be 'normalized' by CASS software whenever possible.

Notes:

Xap Field: Mailing address - city

• •

Mailing Address: State

Data Element: contact: state

Description: Applicant's response to Mailing Address, City

Format, Length: bpchar, 2

Values: USPS abbreviation

Allows Null: Yes, only if Country is not U.S.

Default: None

Usage:

Notes:

Xap Field: Mailing address - state

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Mailing Address: Non-U.S. State/Province:

Data Element: contact: nonusaprovince

Description: Applicant's response to Mailing Address, State/Province (non-US address)

Format, Length: varchar, 30

Values: Text string up to 30 characters

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: mailAddrNonUSState

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Mailing Address: Postal Code

Data Element: contact: postalcode

Description: Applicant's response to Mailing Address, ZIP Code or Postal Code (non-US

address)

Format, Length: varchar 20

Values: Text string up to 20 characters

If US, format will be 'nnnnn' or 'nnnnn-nnnn'

Allows Null: No

Default: None

Usage:

Notes: A U.S. ZIP Code will be corrected by CASS software whenever necessary.

Xap Field: Mailing address - zip code

mailing Addr Intl Code

• • •

Mailing Address: Country

Data Element: contact: country

Description: For non-US addresses, applicant's response to Mailing Address, Country

Format, Length: bpchar, 2

Values: ISO abbreviation

Allows Null: No

Default: US

Usage:

Notes: Country is asked only for non-US addresses; must default to US when Country is

not asked.

Xap Field: Mailing address - country

• • •

Mailing Address: Same as Permanent

Data Element: contact: address_same

Description: Records whether or not applicant has checked the box indicating that the mailing

address is the same as the permanent address

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: permAddrSameAsMailing

(Xap has checkbox for Permanent Address same as Mailing Address)

• •

Permanent Address: Street

Data Element: contact: perm_streetaddress1 and perm_streetaddress2

Description: Permanent address: street from account database

Format, Length: Two elements; each varchar, 50

Values: Text string

Allows Null: streetaddress1: No

streetaddress2: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Permanent address – street and Permanent address – street 2

• •

Permanent Address: City

Data Element: contact: perm_city

Description: Permanent address: city from account database

Format, Length: varchar, 50

Values: Text string

Allows Null: No

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Permanent address - city

• •

Permanent Address: State

Data Element: contact: perm_state

Description: Permanent address: state from account database

Format, Length: bpchar, 2

Values: USPS abbreviation

Allows Null: Yes, only if Country is not U.S.

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Permanent address - state

• • •

Permanent Address: Non-U.S. State/Province

Data Element: contact: perm_nonusaprovince

Description: Permanent address: state/province from account database

Format, Length: varchar, 30

Values: Text string up to 30 characters

Allows Null: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: permAddrNonUSState

• •

Permanent Address: Postal Code

Data Element: contact: perm_postalcode

Description: Permanent address: postal code from account database

Format, Length: varchar 20

Values: Text string up to 20 characters

If US, format will be 'nnnnn' or 'nnnnn-nnnn'

Allows Null: No

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Permanent address - zip code

permAddrIntlCode

• •

Permanent Address: Country

Data Element: contact: perm_country

Description: Permanent address: country from account database

Format, Length: bpchar, 2

Values: ISO abbreviation

Allows Null: No

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Permanent address - country

• •

Main Telephone

Data Element: contact: mainphone

Description: Main (daytime) telephone number from account database

Format, Length: varchar, 14

Values: (nnn) nnn-nnnn

Allows Null: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Primary phone number

• • •

Main Telephone Extension

Data Element: contact: mainphone_ext

Description: Main telephone extension from account database

Format, Length: varchar, 4

Values: Integer up to 9999

Allows Null: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Primary phone - extension

• • •

Text Permission: Main Telephone

Data Element: contact: mainphone_auth

Description: Main telephone text authorization from account database

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Primary phone - extension

• • •

Second Telephone

Data Element: contact: secondphone

Description: Second (evening) telephone number from account database

Format, Length: varchar, 14

Values: (nnn) nnn-nnnn

Allows Null: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Secondary phone number

• • •

Second Telephone Extension

Data Element: contact: secondphone_ext

Description: Second telephone extension from account database

Format, Length: varchar, 4

Values: Integer up to 9999

Allows Null: Yes

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Secondary phone - extension

• •

Text Permission: Second Telephone

Data Element: contact: secondphone_auth_text

Description: Second telephone text authorization from account database

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Populates from account database when application is submitted.

Notes:

Xap Field: Secondary phone - extension

• • •

Email Address

Data Element: contact: email

Description: Email address from account database

Format, Length: varchar, 50

Values: Text string in valid email address format

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: Email address

• • •

Education Table

Enrollment Status

Data Element: education: enroll_status

Description: Applicant's response to College Enrollment Status question

Format, Length: bpchar, 1

Values: 1 = First-time student in college (after leaving high school)

2 = Transfer student from another college

3 = Returning student to this college after absent for a main term

Y = Enrolling in high school (or lower grade) and college at the same time

Allows Null: No

Default: None

Usage: Correlates to MIS SB15

Notes:

Xap Field: enrollmentStatusOneChar

• • •

High School Education Level

Data Element: education: hs_edu_level

Description: Applicant's response to High School Education Level question

Format, Length: bpchar, 1

Values: 0 = Not a graduate of, and no longer enrolled in high school

1 = Will be enrolled in high school (or lower grade) and college at the same time

2 = Currently enrolled in adult school

3 = Received high school diploma from U.S. school

4 = Passed the GED, or received a High School Certificate of Equivalency

5 = Received a Certificate of California High School Proficiency

6 = Received a diploma/certificate of graduation from a Foreign secondary school

Allows Null: No

Default: None

Usage:

Notes: SB11, SB15

Xap Field: highSchoolEdLevel

• • •

High School Completion Date

Data Element: education: hs_comp_date

Description: Applicant's response to High School Completion Date question

Format, Length: date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: highSchoolCompletionDate

• •

Higher Education Level

Data Element: education: higher_edu_level

Description: Applicant's response to Higher Education Level question

Format, Length: bpchar, 1

Values: X = No degree

7 = Received an associate degree

8 = Received a bachelor's degree or higher

Null = No response

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: higherEdLevel

• • •

Higher Education Completion Date

Data Element: education: higher_comp_date

Description: Applicant's response to Higher Ed Degree Date question

Format, Length: date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: higherEdCompletionDate

• • •

Highest Education Level

Data Element: education: highest_edu_level

Description: Applicant highest education level, system-generated from Higher Education or

High School Education responses.

Format, Length: bpchar, 5

Values: If higher_edu_level = 7 or = 8, then first character = higher_edu_level; else first

character = hs_edu_level.

If higher_edu_level = 7 or = 8, then final four characters = yyyy from

higher_comp_date; else final four characters = yyyy from hs_comp_date (0000 if

null)

Allows Null: No

Default: None

Usage: Correlates to MIS SB11

Notes:

Xap Field: highestEdLevel

highest Education Level Year

• • •

Graduated from California High School

Data Element: education: cahs_graduated

Description: Applicant's response to Graduated from California High School question

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: A factor in AB540 Waiver eligibility

Notes:

Xap Field: graduatedCAHS

• • •

Attended California High School for Three Years

Data Element: education: cahs_3year

Description: Applicant's response to Attended California High School for Three Years question

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: A factor in AB540 Waiver eligibility

Notes:

Xap Field: attendedCAHS3Years

• • •

High School Attendance

Data Element: education: hs_attendance

Description: Applicant's response to High School Attendance question

Format, Length: bpchar, 1

Values: 1 = Attended high school.

2 = Was homeschooled in a registered homeschool organization.

3 = Was independently homeschooled.

4 = Did not attend high school and was not homeschooled.

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: notAttendHS

• • •

High School Not Listed

Data Element: education: hs_not_listed

Description: Indicates if the applicant clicked that their high school was not listed when

searching for the high school. When this is true, it means the high school was

entered manually.

Format, Length: boolean

Values: True = The high school not listed link was clicked

False = The high school not listed link was not clicked.

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: N/A

• • •

Last High School Attended: Country

Data Element: education: hs_country

Description: Applicant's response to question for Last High School Attended: Country

Format, Length: bpchar, 2

Values: ISO country code

Allows Null: No

Default: None

Usage: Disables High School Finder if not US

Notes: Defaults to US on application

Xap Field: High sch 1 enrolled - country

• •

Last High School Attended: State

Data Element: education: hs_state

Description: Applicant's response to question for Last High School Attended: State

Format, Length: bpchar, 2

Values: USPS state code

Allows Null: Yes, only if Country is not US

Default: None

Usage:

Notes: Defaults to US on application

Xap Field: High sch 1 enrolled - state

• • •

Last High School Attended: Name

Data Element: education: hs_name

Description: Applicant's response to question for Last High School Attended: Name

Format, Length: varchar, 30

Values: Text string up to 30 characters

Allows Null: Yes

Default: None

Usage:

Notes: Can come from High School Finder or from applicant entry

Xap Field: High sch 1 enrolled - name

• • •

Last High School Attended: City

Data Element: education: hs_city

Description: Applicant's response to question for Last High School Attended: City

Format, Length: varchar, 20

Values: Text string up to 20 characters

Allows Null: Yes

Default: None

Usage:

Notes: Can come from High School Finder or from applicant entry

Xap Field: High sch 1 enrolled - city

• •

Last High School Attended: CDS Code

Data Element: education: hs_cds

Description: High school's CDS code from High School

Finder, or generic code if not from Finder

Format, Length: bpchar, 6

Values: Null if 'education: hs name' is null

If State is California: CDS code from High School Finder, else if there is no CDS code

in Finder or if the school is entered

manually, then 600050

If Country is not US: 8XXXXX

If Country is US but State is not California (whether the school is entered manually

or found in the school table):

AL = 600010	MD = 600200	PA = 600380
AK = 600020	MA = 600210	RI = 600390
AZ = 600030	MI = 600220	SC = 600400
AR = 600040	MN = 600230	SD = 600410
CO = 600060	MS = 600240	TN = 600420
CT = 600070	MO = 600250	TX = 600430
DE = 600080	MT = 600260	UT = 600440
DC = 600510	NE = 600270	VT = 600450
FL = 600090	NV = 600280	VA = 600460
GA = 600100	NH = 600290	WA = 600470
HI = 600110	NJ = 600300	WV = 600480
ID = 600120	NM = 600310	WI = 600490
IL = 600130	NY = 600320	WY = 600500
IN = 600140	NC = 600330	AS = 600610
IA = 600150	ND = 600340	CZ = 600770
KS = 600160	OH = 600350	VI = 600890
KY = 600170	OK = 600360	PR = 600810
LA = 600180	OR = 600370	GU = 600650
ME = 600190		

Allows Null: Yes
Default: None

Usage: Notes:

Xap Field: highSchoolCDSCode1

• •

Last High School Attended: CEEB Code

Data Element: education: hs_ceeb

Description: High school's CEEB code from High School Finder, if available

Format, Length: bpchar, 7

Values: CEEB code or null

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: High sch 1 enrolled - ceeb

• • •

Number of Colleges Attended

Data Element: education: college_count

Description: Applicant's response to Number of Colleges Attended question

Format, Length: smallint

Values: 0 = None

5 = 5 or more

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: moreThanFourColleges

• • •

College Expelled Summary

Data Name: college_expelled_summary

Description: Whether applicant was expelled or is undergoing expulsion from any

listed college.

MIS Correlation: None

Data Boolean

Type/Format:

Length: 1

Characteristics: Downloadable System-generated Hidden

Input Rules: N/A

Notes/Constraint IF any of the col1 expelled status1 thru 4 are true THEN

s: college_expelled_summary = true ELSE college_expelled_summary =

false

Online Help: N/A

Values - Labels: 1 - True 0 - False

• • •

Colleges Attended Table

College/University 1: Country

Data Element: colleges_attended: country

Description: Applicant's response to question for College Attended: Country

Format, Length: bpchar, 2

Values: ISO country code

Allows Null: No

Default: None

Usage: Disables College Finder if not US

Notes: Defaults to US on application

Users may enter colleges in any order; the system will reorder the colleges from most recent (College/University 1) to least recent (College/University 4). Primary sort date is Date Attended To (end_date); secondary sort date is Date Attended To

(start_date).

Xap Field: College 1 address - country

• • •

College/University 1: State

Data Element: colleges_attended: state

Description: Applicant's response to question for College Attended: State

Format, Length: bpchar, 2

Values: USPS state code

Allows Null: Yes, only if Country is not US

Default: None

Usage:

Notes: Defaults to CA on application

Xap Field: College 1 address – state

• • •

College/University 1: Name

Data Element: colleges_attended: name

Description: Applicant's response to question for College Attended: Name

Format, Length: varchar, 30

Values: Text string up to 30 characters

Allows Null: No

Default: None

Usage:

Notes: Can come from College Finder or from applicant entry

Xap Field: College enrolled 1 – name

• •

College/University 1: City

Data Element: colleges_attended: city

Description: Applicant's response to question for College Attended: City

Format, Length: varchar, 20

Values: Text string up to 20 characters

Allows Null: No

Default: None

Usage:

Notes: Can come from College Finder or from applicant entry

Xap Field: College 1 address - city

• •

College/University 1: CDS Code

Data Element: colleges_attended: cds

Description: College's CDS code from College Finder,

or generic code if not from Finder

Format, Length: bpchar, 6

Values:

AL = 600010MD = 600200AK = 600020MA = 600210AZ = 600030MI = 600220AR = 600040MN = 600230CA = varies by college MS = 600240CO = 600060MO = 600250CT = 600070MT = 600260DE = 600080NE = 600270DC = 600510NV = 600280FL = 600090NH = 600290GA = 600100NJ = 600300HI = 600110NM = 600310ID = 600120NY = 600320IL = 600130NC = 600330IN = 600140 ND = 600340IA = 600150OH = 600350KS = 600160OK = 600360KY = 600170OR = 600370LA = 600180PA = 600380ME = 600190RI = 600390

SC = 600400SD = 600410TN = 600420TX = 600430UT = 600440VT = 600450 VA = 600460 WA = 600470WV = 600480 WI = 600490WY = 600500AS = 600610FM = 8XXXXXGU = 600650MH = 8XXXXX MP = 8XXXXXPW = NULL PR = 600810 VI = 600890AA = NULL AP = NULL AE = NULL

Allows Null: No Default: None

Usage: Notes:

Xap Field: collegeCDSCode1

• • •

College/University 1: CEEB Code

Data Element: colleges_attended: ceeb

Description: College's CEEB code from College Finder, if available

Format, Length: bpchar, 7

Values: CEEB code or null

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: College enrolled 1 - ceeb

• •

College/University 1: Date From

Data Element: colleges_attended: start_date

Description: Applicant's response regarding start date at college (date from)

Format, Length: Date, 13

Values: Valid date

Allows Null: No

Default: None

Usage: Secondary sort date for colleges attended

Notes:

Xap Field: College enrolled 1 - date from

• • •

College/University 1: Date To

Data Element: colleges_attended: end_date

Description: Applicant's response regarding end date at college (date to)

Format, Length: Date, 13

Values: Valid date

Allows Null: No

Default: None

Usage: Primary sort date for colleges attended

Notes:

Xap Field: College enrolled 1 - date to

• • •

College/University 1: College Expelled Status

Data Name: Col1_expelled_status (1-4)

Description: Whether applicant was expelled or is undergoing expulsion.

MIS Correlation: None

Data Checkbox

Type/Format:

Length: 1

Characteristics: Downloadable

Input Rules: None

Notes/Constraints None

:

Online Help: None

Values - Labels: 1 - Yes/Sí 0 - No or blank [internal default]

• • •

College/University 1: Degree Type

Data Element: colleges_attended: degree_obtained

Description: Applicant's response regarding degree received (if any)

Format, Length: bpchar, 1

Values: X = No degree

A = Associate degree

B = Bachelor degree or higher

C = Certificate Null = No response

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: collegeDegreeType1

• •

College/University 1: Degree Date

Data Element: colleges_attended: degree_date

Description: Applicant's response to date degree awarded (if any)

Format, Length: Date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: collegeDegreeDate1

• • •

College/University 1: College Not Listed

Data Element: col1_not_listed

Description: Indicates if the link "college not listed" was clicked. Means the school was

manually entered by the applicant.

Format, Length: Boolean

Values:

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: N/A

Revision Log: ~~

College/University 2, 3, and 4

Data elements, characteristics, and values for College/University 2, College/University 3, and College/University 4 are the same as for College/University 1.

• • •

Residency Table

Citizenship Status

Data Element: residency: citizenship_status

Description: Applicant's response to Citizenship Status

Format, Length: bpchar, 1

Values: 1 = U.S. Citizen

2 = Permanent Resident

3 = Temporary Resident / Amnesty

4 = Refugee / Asylee

5 = Student Visa (F-1 or M-1)

6 = Other

Allows Null: No

Default: None

Usage: Correlates to MIS SB06

Notes:

Xap Field: citizenshipStatus

• • •

Alien Registration Number

Data Element: residency: alien_reg_number

Description: Applicant's response to Alien Registration Number

Format, Length: varchar, 20

Values: Text sting

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: visaNumber

• • •

Visa Type

Data Element: residency: visa_type

Description: Applicant's response to Alien Registration Number

Format, Length: varchar, 20

Values: See <u>Table of Visa Types</u> on next page

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: visaType

• • •

Table of Visa Types

Database Value	Visa Type Menu Listing	Residency?	Visa and Description
A1	A-1	YES	A-1 Ambassador, Public Minister, Career Diplomat, Consular Officer, Head of State, and immediate family members
A2	A-2	YES	A-2 Other foreign government officials or employees coming to the United States and immediate family members. Includes technical and support staff of A-1
A3	A-3	YES	A-3 Attendants, Servants and Personal employees of A-1 and A-2 and immediate family members
B1	B-1	no	B-1 Temporary visitor for business
B2	B-2	no	B-2 Temporary visitor for pleasure
ВСС	BCC	no	BCC Border Crossing Card: Mexico
BE	BE	no	BE Bering Straits agreement entrants
C1	C-1	no	C-1 Alien in transit (direct and continuous travel through the United States)
C1D	C-1D	no	C-1D Combined transit and crewman visa
C2	C-2	no	C-2 Alien in transit to the U.N. headquarters
C3	C-3	no	C-3 Foreign government official, members of immediate family, attendants, servants or other personal employee of official in transit through the United States
C4	C-4	no	C-4 Transit without Visa, see TWOV
D1	D-1	no	D-1 Crewmen departing on same vessel of arrival, crewmen departing on same aircraft or same airline
D2	D-2	no	D-2 Crewmen departing on vessel other than one of arrival. Airmen departing on different airline that one of arrival
E1	E-1	YES	E-1 Treaty trader, spouse, and children
E2	E-2	YES	E-2 Treaty investor, spouse, and children coming to develop and direct a bon fide enterprise in which he/she has invested a substantial amount of capital
E3	E-3	YES	E-3 Australian nationals working in specialty occupations
E3D	E-3D	YES	E-3D Spouse or child of E-3
E3R	E-3R	YES	E-3R Returning E-3
F1	F-1 (Student Visa)	no	F-1 Academic student
F2	F-2	no	F-2 Spouse or child of student
F3	F-3	no	F-3 Canadian and Mexican Academic Students who commute across the US land border to school.
G1	G-1	YES	G-1 Principal resident representative of recognized foreign member government to international organization, staff, and immediate family members
G2	G-2	YES	G-2 Other temporary representative of recognized foreign member government to international organization and immediate family members
G3	G-3	YES	G-3 Representative of non-recognized or nonmember foreign government to international organization and immediate family members
G4	G-4	YES	G-4 International organization officer or employee and immediate family members
G5	G-5	YES	G-5 Attendant, servant, or personal employee of G-1 through G-4 and immediate family members

• • •

Database Value	Visa Type Menu Listing	Residency?	Visa and Description
GB	GB	NO	GB Temporary visitor for business, Guam
GT	GT	NO	GT Temporary visitor for pleasure, Guam
H1	H-1	NO	H-1 Temporary worker of distinguished merit and ability (Note: This VISA type no longer exists. Per CCCCO, leave in list for historical reasons; eligibility: NO.)
H1A	H-1A	NO	H-1A Temporary worker performing services as a registered nurse (Note: This VISA type no longer exists. Per CCCCO, leave in list for historical reasons; eligibility: NO.)
H1B	H-1B	YES	H-1B Specialty occupation (professionals), DOD workers, fashion models
H1B1	H-1B1	NO	H-1B1 Specialty occupation, entering under free trade agreements with Chile and Singapore
H1C	H-1C	NO	H-1C Nurses going to work for up to 3 years in health professional shortage areas (Note: This VISA type no longer exists. Per CCCCO, leave in list for historical reasons; eligibility: NO.)
H2A	H-2A	no	H-2A Temporary or seasonal agriculture workers
H2B	H-2B	no	H-2B Nonagricultural temporary or seasonal workers
H2R	H-2R	no	H-2R Returning H-2B worker
H3	H-3	no	H-3 Trainee or participant in special education exchange visitor program
H4	H-4	YES	H-4 Spouse or child of H-1, H-2, H-3 (parent/spouse visa type determines whether holder may or may not establish residency) Yes <i>if</i> parent or spouse has a H1A, H1B or H1C. Valid dates required for H4 only.
1	1	YES	I Representative of foreign information media, spouse, and children
J1	J-1	no	J-1 Exchange visitor
J2	J-2	no	J-2 Spouse or minor child of exchange visitor
K1	K-1	YES	K-1 Fiancé or fiancée of U.S. Citizen
K2	K-2	YES	K-2 Minor child of K-1
K3	K-3	YES	K-3 Spouse of U.S. Citizen (under LIFE Act provisions)
K4	K-4	YES	K-4 Child of K-3
L1A	L-1A	YES	L-1A Intra company transferee (executive, managerial and specialized personnel) entering to continue employment with the same employer or a subsidiary or affiliate thereof
L1B	L-1B	YES	L-1B Executive, manager or has specialized skill of international firm
L2	L-2	YES	L-2 Spouse or child of L-1
M1	M-1	no	M-1 Vocational or non-academic student
M2	M-2	no	M-2 Spouse or child of M-2
M3	M-3	no	M-3 Border commuter student
N8	N-8	YES	N-8 Parent of alien classified SK-3 "special immigrant"
N9	N-9	YES	N-9 Child of N-8, SK-1, SK-2, or SK-4 "special immigrant"
NATO1	NATO-1	YES	NATO-1 Principal permanent representative of member state to NATO and resident members of official staff or immediate family
NATO2	NATO-2	YES	NATO-2 Other representatives of member state; dependents of member of a force entering in accordance with the provisions of NATO Status-of-Forces agreement; members of such force if issued visas

• • •

Database Value	Visa Type Menu Listing	Residency?	Visa and Description
NATO3	NATO-3	YES	NATO-3 Official clerical staff accompanying representative of member state to NATO or immediate family
NATO4	NATO-4	YES	NATO-4 Official of NATO other than those qualified under NATO-4, employed on behalf of NATO and immediate family
NATO5	NATO-5	YES	NATO-5 Expert other than NATO officials qualified under NATO-4, employed on behalf of NATO and immediate family
NATO6	NATO-6	YES	NATO-6 Member of civilian component who is either accompanying a Force entering in accordance with the provision of the NATO Status-of-Forces agreement; attached to an Allied headquarters under the protocol on the Status of International Military headquarters set up pursuant to the North Atlantic Treaty; and their dependents
NATO7	NATO-7	YES	NATO-7 Servant or personal employee of NATO-1 through NATO-6, or immediate family
01	0-1	YES	O-1 Aliens of extraordinary ability
O2	O-2	no	O-2 Accompanying alien who is coming solely to assist in the artistic or athletic performance by an O-1
О3	0-3	YES	O-3 Spouse and/or child of O-1 only (Type 0-2_is not eligible. Yes <i>if</i> parent or spouse has a O-1 only. Valid dates for O-3 required.
P1	P-1	no	P-1 Internationally recognized professional artists, athletes, entertainers, and "essential support personnel"
P2	P-2	no	P-2 Artist or entertainer in reciprocal exchange programs
Р3	P-3	no	P-3 Artists and entertainers coming to perform, teach, or coach a culturally unique program.
P4	P-4	no	P-4 Spouses and/or children of P-1, P-2, P-3
Q1	Q-1	no	Q-1 International cultural exchange visitor
Q2	Q-2	no	Q-2 Irish Peace Process cultural and training program (Walsh Visas)
Q3	Q-3	no	Q-3 Spouse or child of Q-2
R1	R-1	YES	R-1 Religious workers
R2	R-2	YES	R-2 Spouse or child of R-1
S5	S-5	no	S-5 Alien witness or informant possessing critical, reliable information concerning a criminal organization or enterprise whose presence in the United States is required for the successful investigation or prosecution of the criminal organization
S6	S-6	no	S-6 Alien witness or informant possessing critical reliable information about terrorist organization, enterprise, or operation, who will be placed in danger as a result of supplying that information; and is eligible to receive a reward under separate U.S. State Department legislation
S7	S-7	no	S-7 Spouse, unmarried sons and daughters, and parents of witness or informant
T1	T-1	YES	T-1 Victim of a severe form of trafficking in persons (eligible for benefits of AB540)
T2	T-2	YES	T-2 Spouse of a victim of a severe form of trafficking in persons (eligible for benefits of AB540)
Т3	T-3	YES	T-3 Child of victim of a severe form of trafficking in persons (eligible for benefits of AB540)
T4	T-4	YES	T-4 Parent of a victim of a severe form of trafficking in persons (if T-1 victim is under21) (eligible for benefits of AB540)

• • •

Database Value	Visa Type Menu Listing	Residency?	Visa and Description
T5	T-5	YES	T-5 Sibling under 18 years of age of T-1 under 21 years of age (eligible for benefits of AB540)
TN1	TN1	no	TN1 Canadian professionals under NAFTA
TN2	TN2	no	TN2 Mexican professionals under NAFTA
TD	TD	no	TD Spouse or child of TN
TPS	TPS	YES	TPS Temporary Protected Status
TWOV	TWOV	no	TWOV Transit without a Visa
U1	U-1	YES	U-1 Victim of certain criminal activity (eligible for benefits of AB540)
U2	U-2	YES	U-2 Spouse of U- (eligible for benefits of AB540)
U3	U-3	YES	U-3 Child of U- (eligible for benefits of AB540)
U4	U-4	YES	U-4 Parent of U-1, if U-1 is under 21 (eligible for benefits of AB540)
U5	U-5	YES	U-5 Unmarried sibling of U-1 under 18 (eligible for benefits of AB540)
V1	V-1	YES	V-1 Spouse of an LPR who is the principal beneficiary of a family-based petition which was filed prior to December 21, 2000, and has been pending for at least 3 years
V2	V-2	YES	V-2 Child of an LPR who is the principal beneficiary of a family-based visa petition that was filed prior to December 21, 2000, and has been pending for at least 3 years
V3	V-3	YES	V-3 The derivative child of a V-1 or V-2
WB	WB	no	WB Temporary visitor for business, visa waiver
WT	WT	no	WT Temporary visitor for pleasure, visa waiver
OTHR	Other	NO	Depending on the other visa type, visa holder may or may not be allowed to establish residency. Requires documentation (proof beyond self-reported data).

• • •

No Documents

Data Element: residency: no_documents

Description: Applicant has checked box for No Documents

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: noDocuments

• • •

Visa/Alien Registration Issue Date

Data Element: residency: alien_reg_issue_date

Description: Applicant's response regarding Visa/Alien Registration Issue Date

Format, Length: Date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: visalssueDate

• • •

Visa/Alien Registration Expiration Date

Data Element: residency: alien_reg_expire_date

Description: Applicant's response regarding Visa/Alien Registration Expiration Date

Format, Length: Date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: visaExpirationDate

• • •

Visa/Alien Registration: No Expiration Date

Data Element: residency: alien_reg_no_expire

Description: Applicant has checked box for No Expiration Date

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: noVisaExpirationDate

• • •

Military Status

Data Element: residency: military_status

Description: Applicant's response to Military Status

Format, Length: bpchar, 1

Values: 1 = None apply to me

2 = Currently active military

3 = Dependent spouse or child of currently active military

4 = Served in US military (active or reserve) discharged within the last year 5 = Served in US military (active or reserve) discharged over a year ago

6 = Currently in Reserves or National Guard (non-active)

Allows Null: No

Default: None

Usage:

Notes: Replaced all references to "veteran" with "served in the US military" per AB2478

(at CCCCO mandate.)

Xap Field: militaryStatus

• • •

Military Discharge Date

Data Element: military_discharge_date

Description: Applicant's response to Military Discharge Date

Format, Length: Date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: militaryDischargeDate

• • •

Military Discharge Type

Data Element: residency: discharge_type

Description: Applicant's response to type of discharge

Format, Length: Char(1)

Values: 1 = Honorable

2 = Entry level separation (ELS)

3 = General

4 = Other Than Honorable (OTH)

5 = Clemency Discharge6 = Bad Conduct (BCD)7 = Dishonorable

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: N/A

• • •

Military Legal Residence

Data Element: residency: military_legal_residence

Description: Applicant's response to State of Legal Residence, Military

Format, Length: bpchar, 2

Values: USPS state codes, plus XX = Foreign Country

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: militaryLegalResidence

• • •

Military Home State

Data Element: residency: military_home_state

Description: Applicant's response to Home of Record, State

Format, Length: bpchar, 2

Values: USPS state codes, plus XX = Foreign Country

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: militaryHomeRecord

• • •

Military Home Country

Data Element: residency: military_home_country

Description: Applicant's response to Home of Record, State

Format, Length: bpchar, 2

Values: ISO country codes

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: militaryHomeCountry

• • •

Military: Stationed in California

Data Element: residency: military_ca_stationed

Description: Applicant's response to whether military person is Currently Station in California

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: militaryInCA

• • •

Military: Stationed in California for Educational Purposes Only

Data Element: residency: military_ stationed_ca_ed

Description: Applicant's response to whether military person (or spouse/parent/dependent) is

stationed in California for educational purposes only for 30 days or more.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage: Used in Residency Algorithm as indicated in <u>Table C</u>.

If value is Yes, integrity check flag 65 will be generated.

Notes: This question was previously removed from CCCApply (Xap) in 2011, citing Legal

Opinion 10-05. However, when correctly interpreted, in this case federal law trumps state law – providing the current military member (or spouse/dependent)

has been assigned to CA for educational purposes for more than 30 days.

• • •

California Resident for 2 Years

Data Element: residency: ca_res_2_years

Description: Applicant's response regarding residence in California since two years before RDD.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes: Not asked when Citizenship Status makes Residency page unnecessary.

Xap Field: residentCAAtLeast2Years

• • •

Date Current Stay in California Began

Data Element: residency: ca_date_current

Description: Applicant's response to Date Current Stay in California Began

Format, Length: Date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: Date stay in CA began

• • •

Not Yet Arrived in California

Data Element: residency: ca_not_arrived

Description: Whether applicant has checked the box for Not Yet Arrived in California

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: notCAResident

• • •

State College Employee

Data Element: residency: ca_college_employee

Description: Whether applicant is a full-time employee, or spouse/dependent of a full-time

employee, of a state college

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: fullTimeEmployee

• • •

Public School Employee

Data Element: residency: ca_school_employee

Description: Whether applicant is a full-time credentialed employee of a California public

school enrolling in college to fulfill credential-related requirements.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: publicSchoolCredEmployee

• • •

Seasonal Agricultural Worker

Data Element: residency: ca_seasonal_ag

Description: Whether applicant has been employed as a seasonal agricultural worker for at

least a total of two months of each of the past two years.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: agriculturalEmployee

• • •

Foster Youth in California

Data Element: residency: ca_foster_youth

Description: Whether applicant is a current or former Foster Youth in California and under 20

years of age at RDD

Format, Length: boolean, 1

Values: This is a **new calculation** for how to set this field based on the new field called

foster_youth_status. This field is still used in the Residency Algorithm.

Value	Meaning	Logic
1	AB669 Eligibility = Yes	(foster_youth_status=1 OR =2) AND (RDD* minus Birthdate < 20 years)
0	AB669 Eligibility = No	(foster_youth_status=0 OR =3 OR =4 OR =5) OR (RDD* minus Birthdate not < 20 years)
* RDD = Residency Determination Date: 1 day before term: date_start		

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: under20FosterYouthCA

• • •

Foster Youth Status

Data Element: residency: foster_youth_status

Description: Indicates the Foster Youth status of the applicant based on their screen input.

Format, Length: char 1

Values: Set the value for this field as follows:

Value	Description
0	The response to "Have you ever been in Court Ordered Foster Care?" is No.
	Set the field based on the option selected when Foster Care question is Yes
1	I am currently in Foster Care in California.
2	I was previously in Foster Care in California, and aged out or emancipated from the system.
3	I am currently in Foster Care in a system outside California.
4	I was previously in Foster Care in a system outside California, and aged out or emancipated from the system.
5	I was previously in Foster Care, but did not age out or emancipate from the system.

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: fosterYouthStatus

• • •

Foster Youth Priority

Data Element: residency: foster_youth_priority

Description: Calculated result for AB194 eligibility.

Format, Length: boolean, 1

Values: AFTER the foster_youth_status field has been set, set the value of

foster_youth_priority as follows:

Value	Meaning	Logic
1	AB194 Eligibility = Yes	(foster_youth_status=1 OR =2 OR =3 OR =4) AND (RDD* minus Birthdate < 25 years)
0	AB194 Eligibility = No	(foster_youth_status =0 OR =5) OR (RDD* minus Birthdate not < 25 years)
* RDD = Residency	Determination Date: 1 day befo	ore term: date_start

Allows Null: No

Default: None

Usage:

Notes:

Xap Field: fosterYouthPriority

• • •

Foster Youth MIS

Data Element: residency: foster_youth_mis

Description: Derived field based on foster_youth_status.

Format, Length: boolean, 1

Values: AFTER the foster_youth_status field has been set, set the value of

foster_youth_mis as follows:

Value	Meaning	Logic
1	MIS SG03 = 1	foster_youth_status=1 OR =2 OR =3 OR =4 OR =5
0	MIS SG03 = 0	foster_youth_status=0

Allows Null: Yes

Default: None

Usage:

Notes: In OpenCCCApply, this field is case sensitive (lower) = foster_youth_mis

Xap Field: fosterYouthMIS

• • •

Declared Residency Outside California for Taxes

Data Element: residency: ca_outside_tax

Description: Response to whether applicant (or parent/guardian) has declared residency in

another state for state income tax purposes in the 2 years prior to RDD

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: nonCAResForTax

• • •

Declared Residency Outside California for Taxes: Year

Data Element: residency: ca_outside_tax_year

Description: Most recent year indicated for declaring residency in another state for state

income tax purposes

Format, Length: bpchar, 4

Values: Integer, between <RDDyear> and <RDDYear – 2>

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: yearNonCAResForTax

• • •

Registered To Vote Outside California

Data Element: residency: ca_outside_voted

Description: Response to whether applicant (or parent/guardian) has registered to vote in

another state in the 2 years prior to RDD

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: registeredVoterInNonCAState

• • •

Registered To Vote Outside California: Year

Data Element: residency: ca_outside_voted_year

Description: Most recent year indicated for registering to vote in another state

Format, Length: bpchar, 4

Values: Integer, between <RDDyear> and <RDDYear – 2>

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: yearRegisteredVoterInNonCAState

• • •

Residence for College Outside California

Data Element: residency: ca_outside_college

Description: Response to whether applicant (or parent/guardian) has declared residency

outside California to attend a college or university in the 2 years prior to RDD

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: residentAtNonCACollege

• • •

Residence for College Outside California: Year

Data Element: residency: ca_outside_college_year

Description: Most recent year indicated for declaring residency outside California to attend a

college or university

Format, Length: bpchar, 4

Values: Integer, between <RDDyear> and <RDDYear – 2>

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: yearResidentAtNonCACollege

• • •

Lawsuit Outside California

Data Element: residency: ca_outside_lawsuit

Description: Response to whether applicant (or parent/guardian) has instituted a legal petition

outside California in the 2 years prior to RDD

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: lawsuitNonCAState

• •

Lawsuit Outside California: Year

Data Element: residency: ca_outside_lawsuit_year

Description: Most recent year indicated for petitioning for a lawsuit or a divorce as a resident

in another state

Format, Length: bpchar, 4

Values: Integer, between <RDDyear> and <RDDYear – 2>

Allows Null: Yes

Default: None

Usage:

Notes:

Xap Field: yearLawsuitOutsideCalifornia

• •

Residency Status

Data Element: residency: res_status

Description: Applicant's preliminary residency status as calculated by the Residency Algorithm

in the Submission Calculations Service.

Format, Length: bpchar, 1

Values: 1 = Resident

2 = Possible Resident. Documentation Required.

3 = Non-resident

Allows Null: No

Default: None

Used by colleges as a *preliminary* indication of residency. Colleges have the

responsibility to obtain appropriate documentation and make a final residency

determination for every applicant.

Notes: Populated by Submission Calculation Service (Residency Algorithm); for details,

see OpenCCCApply Submission Calculations Service specification.

Xap Field: residencyStatus

• •

Residency Status Change

Data Element: residency: res_status_change

Description: Whether applicant's Residency Status is different than the Residency Status

calculated in previous application(s)

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Alerts colleges to potential residency fraud.

Notes: Populated by Submission Calculation Service (Residency Algorithm); for details,

see OpenCCCApply Submission Calculations Service specification.

This data element may evolve as college needs regarding residency change

information are explored further.

Xap Field: residencyStatusChange

• • •

Previous Residency Date

Data Element: residency: res_prev_date

Description: Date of most recent application when applicant's Residency Status was different

than the Residency Status calculated for this application

Format, Length: date, 13

Values: Valid date

Allows Null: Yes

Default: None

Usage: Alerts colleges to potential residency fraud.

Notes: Populated by Submission Calculation Service (Residency Algorithm); for details,

see OpenCCCApply Submission Calculations Service specification.

This data element may evolve as college needs regarding residency change

information are explored further.

Xap Field: previousResidencyDate

• • •

Residency Integrity Flags

Data Element: residency: integrity_flags

Description: Residency Integrity Flags generated by the Residency Algorithm in the Submission

Calculation Service

Format, Length: character varying(255)

Values: 2-character codes, comma-delimited.

Codes are sorted in ascending order.

For valid codes and their meanings, see the table of Residency Integrity Flags in

OpenCCCApply Submission Calculations Service specification.

Allows Null: No

Default: None

Usage: Alerts college A&R personnel to reasons for the preliminary residency and

ineligibility calculations and/or to responses that might require documentation or

warrant special attention when making a final residency determination or

admission decision.

Notes: Populated by Submission Calculation Service (Residency Algorithm); for details,

see OpenCCCApply Submission Calculations Service specification.

Xap Field: integrityFlags

• • •

Ineligible-for-Admission Flag

Data Element: residency: adm_ineligible

Description: Applicant's eligibility for admission as calculated by the Submission Calculation

Service

Format, Length: bpchar, 1

Values: 0 = Applicant is eligible for admission

1 = Applicant is ineligible for admission

2 = Applicant is HS grad under 18 as of RDD; eligible for admission with

documentation

Allows Null: No

Default: None

Usage: Alerts colleges to applicants who are not, or may not be, eligible for admission.

Notes: Populated by Submission Calculation Service; for details, see OpenCCCApply

Submission Calculations Service specification.

Xap Field: ineligibilityFlag

• • •

Eligible for AB540 Waiver

Data Element: residency: elig_ab540

Description: Whether applicant is eligible for AB540 tuition waver, as determined by the

Submission Calculation Service

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Alerts college Financial Aid personnel to applicants who are eligible for AB540

tuition waiver.

Determines whether AB540 information and links are included on the Links and

Opportunities page.

Notes: Populated by Submission Calculation Service; for details, see OpenCCCApply

Submission Calculations Service specification.

Xap Field: eligibleForWaiver

• •

Financial Aid Referral Flag

Data Element: Residency: fin_aid_ref

Description: Whether applicant has indicated interest in or need for financial aid, as

determined by the Submission Calculation Service.

Format, Length: boolean, 1

Values: 1 = True/Yes

0 = False/No

Allows Null: No

Default: None

Usage: Alerts college Financial Aid personnel to applicants who are interested in financial

aid.

Determines whether FAFSA link (and later, BOGFW link) is included on the Links

and Opportunities page.

Notes: Populated by Submission Calculation Service; for details, see OpenCCCApply

Submission Calculations Service specification.

Currently no data element in OpenCCCApply database.

Xap Field: financialAidReferral

Needs & Interests Tables

OpenCCCApply employs two tables for the questions on the Needs & Interests page:

- The 'needs_and_interests' table includes a row for each separate 'positive' response to a question on the Needs & Interests page. (A 'positive' response is defined as a response that the college wants to know about so that it can possibly offer additional information or a special program or service.) Each table row includes a code representing the response ('ni_id'; see <u>Table of NI_ID_Values</u> below) and a 'description' of the response.
- The 'application_ni' table, which includes the 'ni_id' for every positive response made by the applicant on the Needs & Interests page.

Table of NI ID Values

ni_id	Question		
1	Comfortable with English = No		
2	Financial Aid Info = Yes		
3	Receiving TANF, SSI, General Assistance = Yes		
4	Foster Youth = Yes (Question removed from application – October 2014)		
5	Athletic Interest = Yes, including intercollegiate		
6	Athletic Interest = Yes, but not intercollegiate		
7	Academic Counseling/Advising = Yes (checked)		
8	Basic Skills (reading, writing, math) = Yes (checked)		
9	CalWorks = Yes (checked)		
10	Career Planning = Yes (checked)		
11	Child Care = Yes (checked)		
12	Counseling - Personal = Yes (checked)		
13	DSPS - Disabled Student Programs and Services = Yes (checked)		
18	Employment Assistance = Yes (checked)		
14	EOPS - Extended Opportunity Programs and Services = Yes (checked)		
15	ESL - English as a Second Language = Yes (checked)		
16	Health Services = Yes (checked)		
17	Housing Information = Yes (checked)		
19	Online Classes = Yes (checked)		
20	Re-entry Program (after 5 years out) = Yes (checked)		
21	Scholarship Information = Yes (checked)		
22	Student Government = Yes (checked)		
23	Testing, Assessment, Orientation = Yes (checked)		
24	Transfer Information = Yes (checked)		
25	Tutoring Services = Yes (checked)		

Needs/Interest ID

Data Element: needs and interests: ni id

application_ni: ni_id

Description: In 'needs_and_interests' table,

indicates a possible 'positive'

response indicating a need or interest.

In 'application_ni' table, indicates an actual 'positive' response indicating a

need or interest.

Format, Length: int4, 10

Values: See <u>Table of NI ID Values</u>

Allows Null: In 'needs and interests' table: No?

(Note: 4 = Foster Youth question removed

10/24/14. Value will always be null)

In 'application ni' table: Yes

Default: None

Usage:

Notes:

Xap Field: Xap has one field per question:

primaryLanguage childCare

financialAidInfo personalCounseling

generalAssistance disabledStudentPrograms

fosterYouth EOPS academicCounseling ESL

athlethics healthServices

basicSkills housing

calWorks jobPlacement careerPlanning onlineClasses

Need/Interest Description

Data Element: needs_and_interests: description

Description: A description of a particular need or interest.

Format, Length: text, 75

Values: Text string

Allows Null: Yes

Default: None

Usage: Used in various displays and reports to indicate the needs and interests indicated

in a particular application.

Notes:

Xap Field:

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Supplemental Questions Tables

The Supplemental Questions page allows an individual college to add its own questions to the application. A college might or might not employ a Supplemental Questions page.

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Change Log

Rev.	Date	Author	Changes
0.1	4/5/11	M. Howell	In-progress first draft given to Unicon for review.
0.2	8/3/11	M. Howell	In complete version of major revision to format and scope, removing information about UI (question text, help text, error checking), which is now included in a separate <i>Online Application Form Specification</i> .
1.0	8/7/11	M. Howell	Major revision to format and scope, removing information about UI (question text, help text, error checking), which is now included in a separate <i>Online Application Form Specification</i> .
1.1		M. Howell	
1.2		T. McCune	1. Added section for system variables.
			2. Changed the calculation for "Foster Youth in California".
			3. Added three new fields to support new Foster Youth requirements: Foster Youth Status, Foster Youth Priority, and Foster Youth MIS.
1.3		T. McCune	Updated the Download section to reflect how the data is transformed from In- Progress to download and reporting.
1.4		T. McCune	Corrected Description for Foster Youth MIS.
1.5		T. McCune	Corrected name for edu_goal.
1.6	1/2/2013	T. McCune	Updated Dependent of Parent/Guardian to reflect new design.
1.7	02/22/2013	T. McCune	Corrected spelling of field name highest_edu_level and removed old comment about not having a data element for this.
18	04/18/2013	T. McCune	1. Added two new expulsion fields (CR 2013-16)
			Education table: collegeExpelledSummary
			Colleges Attended table: collegeExpelledStatus1-4
			2. Added discharge_type (CR 2013-17)
			3. Allow PO Boxes for mailing addresses
1.9	05/23/2013	T. McCune	Corrected values of app_lang field to reflect values in the database.
1.10	05/24/2013	T. McCune	Updated the description of the ccc_id field. Also, improved the wording for setting the default CDS codes.
1.11	07/15/2013	T. McCune	Removed "Other" as one of the possible values for Gender.
1.12	07/20/2013	T. McCune	Corrected field names for expulsion fields and college_count to match the ones used in the database. Removed "Part 2" from document name.

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1.13	09/04/2013	T. McCune	Added new fields for AB620 (Sexual orientation, Gender identity, and Gender expression Questions).
1.14	10/07/2013	T. McCune	Corrected the field name for integrity_flags
1.15	02/27/2014	T. McCune	Corrected field names for pg_edu_mis and term_description, secondphone_auth_text. Added hs_not_listed and col1_not_listed.
1.16	7/22/14	P. Donohue	Revised definition for "Residency Status 2" to Possible Resident. Documentation Required.
1.17	12/5/14	P. Donohue (CR2014-73)	Removed value "D = Obtain a 2-year technical degree without transfer" from [application: ed_goal] from drop down responses, per MIS SS01
1.18	12/5/14	P. Donohue (CR2014-24)	Revised form name for Admit/Enrollment Status to College Enrollment Status.
1.20	12/5/14	P. Donohue	Removed section of this document entitled, <i>Auto population</i> . Auto population is currently not a function of the applications to college. A sub-committee of the CCCApply Steering Committee is currently researching the legal and practical requirements for implementing Auto population and will notify college is this practice is adopted.
1.21	12/5/14	P. Donohue (CR2014-02C)	Revised SSN field and question. New prompt text with IRS admonishments, new hover help, pop-up help and revised ssn_no language. New SSN Encouragement pop-up box with IRS admonishments per CCCCO Legal Opinion 13-05. See full details in: Account Creation Document.
1.22	12/5/14	P. Donohue (CR 2014-02C)	Added new field for ssn_type.
1.23	12/5/14	P. Donohue (CR 2014-44)	Updated VISA Types Table (Table F) with federal/state revisions per CCCCO Legal Opinion 13-05. Updated Residency logic (see <i>OpenCCCApply Submission Calculations Service</i> specification document) to reflect VISA types now eligible for residency and/or no longer eligible for residency. VISA Types T1-5 and U1-5 approved for AB540 eligibility (AB8133).
1.24	12/5/14	P. Donohue	Replaced all references to "veteran" to "served in the US military" in compliance with AB258.
1.25	12/5/14	P. Donohue	Added new data field to residency table [residency: military_stationed_ca_ed] "Stationed in CA for Educational Purposes Only for 30 Days or More".
1.26	3/27/15	P. Donohue	Corrected Foster Youth MIS data field. Case sensitive. OpenCCCApply field is all lower case: foster_youth_mis
1.27	3/27/15	D. Bishop	Added ip_address, redirect_url, and campaign1, campaign2, and campaign3 fields.

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avail 1.28	5/1/15	D. Bishop	Updated college state CDS codes to accurately reflect what displays in the application (seven were missing: FM, MH, MP, PW, AA, AP, and AE and one was obsolete and was removed: CZ (Canal Zone)); added missing column of state cds codes for high schools; updated ssn_type to clarify that the value is not supported and is not available for download.
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