California Community Colleges Board of Governors

BOG FEE WAIVER
ONLINE APPLICATION
2017-2018

DATA SPECIFICATION

Contents

BOGFW Application Design

General Overview

The BOG Fee Waiver application has a unique requirement in that two versions (years) of the application can be available during the same period of time. When a new version of the application becomes available for use, typically, the application from the prior year is still available for a period of time. The primary reason for this is because colleges have different periods for their academic year. Some academic years are fall through summer and others are summer through spring. A BOGFW year corresponds to the college's academic year.

'Fall to Summer' indicates Summer as a trailing term in awarding financial aid; the award year corresponds to Fall (Winter)-Spring-Summer.

'Summer to Spring' indicates Summer as a leading term in awarding financial aid; the award year corresponds to Summer-Fall-(Winter)-Spring.

Changes from year to year can include any combination of changes such as new or deleted questions, changes to business rules, new page(s), or changes to navigation rules. The differences from one BOG Fee Waiver year to the next are all related to the one field in the database, year_code (i.e. – the bogfw year).

Database Tables

Application Table

There is just one table for both in-progress applications and submitted applications: bogfw_application
Note: See the Download Client User Guide for details on downloading BOG application data and *Appendix C: BOG Fee Waiver Application Downloadable Fields* for a list of downloadable fields.

BOGFW Year Table

The bogfw_year table is a system-wide control table used internally by the application. It contains a row for each bogfw year with an indicator of which year(s) is active. The table contains the following fields and is updated annually:

   year_code (sequential number incremented for each new bog year. Used to populate same field in the application table.)
   year_start (The "from year" of the BOG year)
   year_description_1 (Fall yyyy through Summer yyyy)
   year_description_2 (Summer yyyy through Spring yyyy)
   method_b_largest_household_size
   method_b_income_increment
   method_b_income_baseline
   begin_date (first date this application can be used)
   end_date (last date this application can be used. Null means no end date).
   term_code (5 characters. Always contains the highest year of the description.

Example: if year_description_1 is Fall 2016 through Summer 2017, the bog term_code is "2017").

The Academic Year Defined

The CCCApply standard application's internal college table contains an academic_year field that is associated with the BOG Fee Waiver application year. This field contains a value of 1 or 2 which indicates the following:

1 = Fall through Summer
2 = Summer through Spring

Note: The academic_year code is selected and set by colleges in the Administrator application's College tab for the CCCApply application. Each college must ensure that this field is set to align with their financial aid award year. For more information, see the CCCApply Administrator User Guide.

Method B Table

An internal system lookup table is used for Method B income eligibility. This is described in the section **Method B Flag, Algorithm, and Income Table.**

Auto-Population & System-Generated Data

The following fields of the BOGFW Application auto-populate from the applicant's OpenCCC account:
- CCCID
- Last Name, First Name, Middle Initial
- SSN
- SSN Last 4 digits
- SSN Type
- Email Address
- Date of Birth
- Mainphone, extension and authorization for text
- Street address 1 and 2
- City
- State
- Postalcode

The following fields are system-generated and added to the application:

- The app_id is automatically generated when the row is first inserted into the table.
- The college_id is set from the *College* table based on the college the BOGFW is being submitted to.
- The Current Mailing address fields can be populated from the student's OpenCCC Account's permanent address fields in the same way as CCCApply (i.e. – by clicking the checkbox that indicates the addresses are the same).

Address verification for mailing addresses will be the same as in the CCCApply Standard application.

Defining BOG Fee Waiver Years

When a new BOGFW year is approved and ready to be used, a new entry is made in application's internal bogfw_year table. Once the begin_date occurs the system will automatically make the year available on the Application Year page.
The example below uses the 2014-2015 BOGFW application to illustrate the BOG Academic Year options:

Fall to Summer

1. Display the 2014-2015 BOG application through June 30, 2015.
2. July 1, 2014 - June 30, 2015 - display the 2014-2015 application
3. July 1, 2015 - June 30, 2016 - display the 2015-2016 application.

The BOG Academic Year indicator (Fall to Summer) tells the system to display the previous year's application (in this case, 2014-2015) through to June 30 of the new year (in this case, 2015) and then retire that application. On July 1, 2015 start displaying the new year's application (2015-2016) through to June 30, 2016. Repeat each year.

Summer to Spring

1. Display the 2014-2015 BOG application through December 31, 2014.
2. January 1, 2015 - December 31, 2015 - display the 2015-2016 application.
3. January 1, 2016 - December 31, 2016 - display the 2016-2017 application.

Note: The internal application's Method B table will have new entries added for the new year with newly defined eligibility determination figures.

Variables

The following variables are used in this specification and referenced in the screen mockups.

Variable Name	Description
bogyear_minus_1year	Subtract one year from the year_start for the year selected (see BOGFW year table).
23_year_date	Calculate 23_year_date to be January 1 of the year_start covered by application, minus 23 years. (e.g. – year_start = 2011 minus 23 years equals January 1, 1988).
tax_year (same as bogyear_minus_1year)	Subtract one year from the year_start based on the year selected.
begin_date	Year date_start based on the year selected. (2017-01-01)
end_date	Year date_end based on the year selected. (2018-06-30)
year begin	July 1 of the bog "from" year (e.g. – July 1, 2016)
year_end	June 30 of the bog "to" year (e.g. – June 30, 2017)
subject_name	For dependents, subject_name is "Parent(s)/RDP ". For independents, subject name is "Student and Spouse's/RDP "

BOG Fee Waiver Application Flow

College-branded BOGFW Application

Each California Community College that adopts the CCC BOG Fee Waiver Application (BOGFW) is provided a unique URL containing the college MIS code at the end. This is what distinguishes the college_id in the submitted application database, as well as the Downloads server. The college-specific application is also branded with an image provided by the college (usually the college logo) which is placed in the header of the BOGFW application portal.

Other than these two distinguishing characteristics, there is no other custom messaging in the BOGFW for the college, including an introduction page, which was a feature of the legacy Xap BOG application. Therefore, all college-specific messaging about the online BOGFW application is under the control of the college and must be added to the college website.

The college must add an introduction section to their website. The Apply button will navigate to the OpenCCC
Introduction page.

This is a **sample** college Introduction page:

This is an application to have your ENROLLMENT FEES WAIVED. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a Free Application For Federal Student Aid (FAFSA) or the California Dream Application (for eligible AB 540 students) immediately.

Apply for BOG Fee Waiver

Getting to the BOG Fee Waiver Application

Students will access your BOGFW **directly through the college website.** The applicant may also access this application from the "Money" page on *http://home.cccapply.org/* .

OpenCCC Introduction Page

The OpenCCC Introduction page has minor modifications to the text as indicated in the mock-up below.

The system will keep track of the fact that this is a BOG Fee Waiver application and not an application to college. This is true for the "My Applications" page as well (see below).

This bordered message box will continue to appear on this page as well.

Note: OpenCCC is a new systemwide account.
Accounts from our previous application system are not available.
Please create an account if you have not already done so.

My Applications Page

The BOGFW My Applications page works similarly to My Applications for the CCCApply Standard applications. From My Applications, the user can start a new application, resume an existing application that has not expired or review and print a submitted application.

Welcome Joe Smith CCCID   Sign Out | My Applications | Help

My BOG Fee Waiver Applications
Joe Smith   Edit my OpenCCC Account

Cambiar a Espanol

Start a new BOG Fee Waiver Application

BOG Fee Waiver Applications in Progress
If you have previously started an application but not yet submitted it, you can resume it or delete it at any time.

College	Current Page	Begun	Last Modified	Action
Riverside Community College	Application Year	9/15/2010 4:33 pm	11/23/2010 11:45 pm	Resume Delete
Sacramento City College	Certification	6/12/2009 4:55 pm	8/16/2009 11:29 am	Resume Delete

Submitted BOG Fee Waiver Applications
You CANNOT modify or resubmit applications you have already submitted. Click View Application to review or print your application.

College	BOG Fee Waiver Year	Submitted	Confirmation	Action
El Camino College	Fall 2012 thru Spring 2013	06/18/2012 1:41 pm	98322	View Application
Diablo Valley College	Fall 2011 thru Spring 2012	5/21/2011 1:03 am	67334	View Application

Application Pages

Application pages have the following dependencies. Tabs should be grayed out until the page is available based on the table below.

Note: All pages following the Application Year are NOT available until the user completes this page.

Once the year is selected and the Application Year page is complete the year field becomes disabled (i.e. – you cannot change the year once it is selected and saved.) It should also be noted that the majority of the time only one year will appear in the dropdown box.

Application Page Dependencies

Page	Depends on this condition
Introduction	No dependency
Application Year	User clicks Start Application on Introduction Page.
Account Mailing	No additional dependency
Dependency Status	No additional dependency
Special Eligibilities	Dependency Status must be complete
Eligibility Methods	Special Eligibilities must be compete
Certification	All relevant pages must be complete
Review Application	All previous pages must be complete for the confirmation button to appear on the screen.
Submission	Review Application must be complete

The BOG dependency status is calculated when the Dependency Status page is completed. The new eligibility flag D is determined when the Application Year page is complete, and the temporary eligibility A is determined when the Special Eligibilities page is complete.

BOG Introduction Page

The first page of the application is the Introduction Page for the BOGFW application.
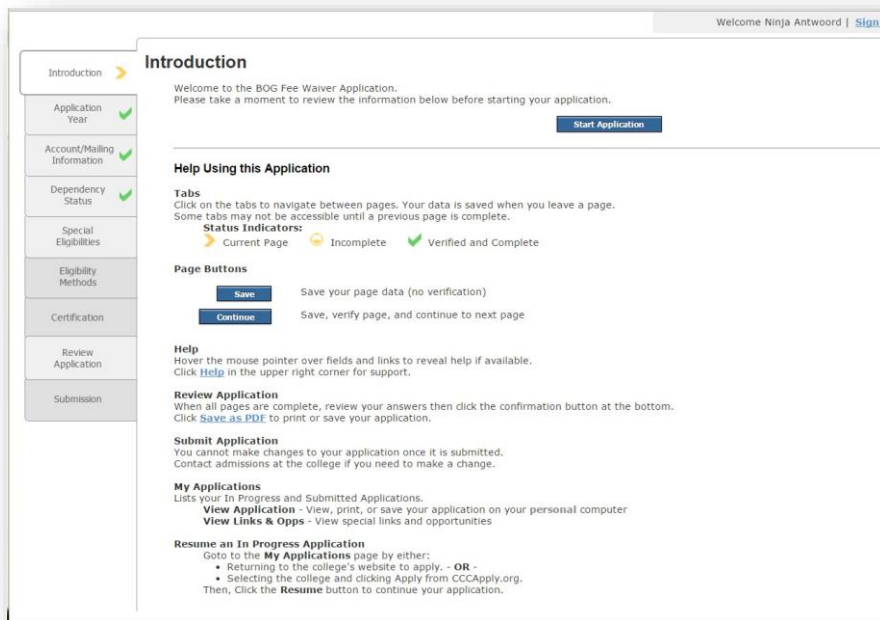
Application Year

The first entry page is the Application year. The following internal technical steps are required to present this page to the applicant.

- Query the bogfw_year table using current date to determine the number of bogfw years that are active (available to applicants). The college table must also be queried to retrieve the academic_year setting. The value displayed in the dropdown from the bogfw year table will be either year_description_1 or year_description_2 based on the academic_year setting in the college table.
- If the count is one, pre-select the Bog Fee Waiver year to the one that is active and disable the dropdown.
- If the count is two, allow the applicant to select the year.
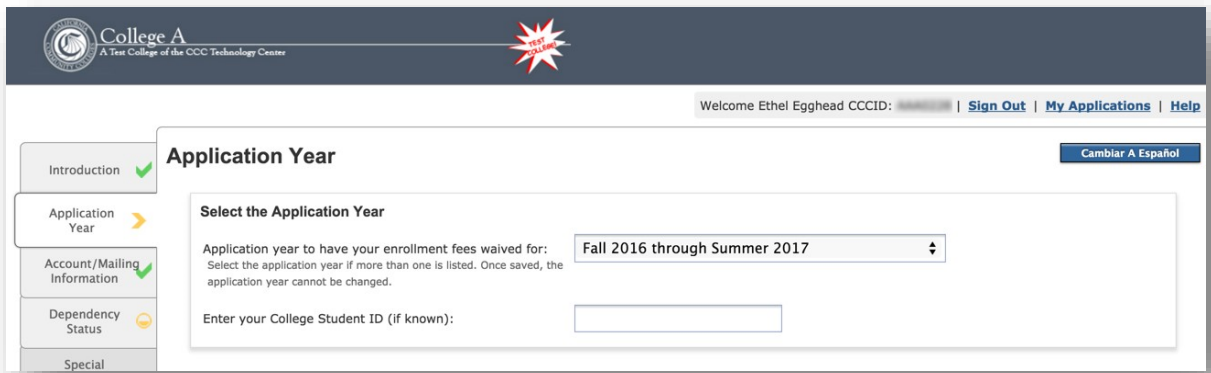
CCCApply.org Website

The cccapply.org website has been updated to send applicants to either the XAP BOG application or the OpenCCC BOG application for those colleges who are live on the new system. When a college goes live with the new BOG, this list is updated.

Support & Online Help

Help

Clicking on the "Help" hyperlinks in the footer or header of the BOGFW application goes to the same Help/Support system used for CCCApply; the CCC Helpdesk (Zendesk) and Get Satisfaction (www.ccchelp.info). The CCC Helpdesk is used for account recovery only.

Board of Governor's (BOG) Online Fee Waiver Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811
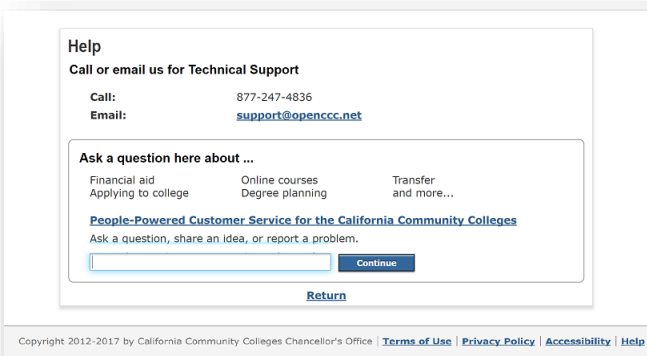
Privacy Policy and Terms of Use

Links to the CCCApply *Privacy Policy*, and the current *Terms of Use* requirements can be found in the footer of every page of the online BOG Fee Waiver Application (BOGFW).

Accessibility Page

The *Accessibility* page link appears in the footer of the BOG Fee Waiver Application (BOGFW). CCCApply is committed to making its online applications, including the BOGFW, accessible to individuals of all abilities. The BOGFW is developed to be in compliance with California Government Code 11135, which requires such technologies to meet the accessibility requirements of Section 508 of the federal Rehabilitation of 1973, as amended (29 U.S.C. Sec. 794d). Our goal is to make the CCCApply application accessible to everyone, including individuals with disabilities.

Data Element Definitions

AppID

Data Name:	app_id
Description:	Unique identifier for the BOGFW application.
Last Revision:	July 9, 2012
MIS Correlation:	None
Data Type/Format:	Bigint
Length:	
Characteristics:	Not downloadable; this is an internal field. See confirmation_number for the downloadable field.
Input Rules:	None
Usage:	
Notes/Constraints:	Automatically incremented by the database on insert.
Online Display:	
Online Help:	None
Values - Labels:	

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
Revision Log:	~~

Campaign1, Campaign2, Campaign3

Data Name:	campaign1, campaign2, campaign3
Description:	The campaign name that the college designated in the URL link to the BOG Fee Waiver application to indicate the source of the student's application. Up to three campaigns may be stored in the database.
Values:	Text string; supported characters: a-z, A-Z, 0-9, -, _, ., ~ and %
Allows Null:	No
Default:	None
Last Revision:	March 2015
MIS Correlation:	None
Data Type/Format:	Varchar
Length:	255
Characteristics:	Downloadable
Input Rules:	None
Usage:	Provides a name that colleges can download and report on as a measure of a campaign's success
Notes/Constraints:	Automatically incremented by the database on insert.
Online Display:	
Online Help:	None

<table>
<tr>
<td></td>
<td>

https://www.opencccapply.net/bog-welcome?
The value from the "&user1" is stored in the campaign1 column for submitted applications (i.e. for the example above, the campaign1 column value in the database = collegeIntroPage, the "&user2" value is stored in the campaign2 column, which will have the value advertOnGoogle), and so on.
</td>
</tr>
<tr>
<td>

Values - Labels:

Notes:
</td>
<td>

In order to implement the campaign feature, when you create your URL for students to link to the BOG Fee Waiver 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/bog-welcome?
cccMisCode=231&user1=x&user2=y&user3=z
An example of the practical implementation of this format is:
cccMisCode=231&user1=collegeIntroPage&user2=advertOnGoogle&user3=advertOnGoodM
</td>
</tr>
</table>

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.
	The user's unique CCCID for Federated Identity.
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 "0" 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.
	Stored for use in Federated ID.
	Other possible uses TBD.
Notes/Constraints:	System-generated unique identifier.
	System will support expansion of CCCID to 8 characters (XXXXNNNN).
	Populates the CCCApply Standard and International applications and the BOG Fee Waiver applications from the applicant's OpenCCC Account.
Prompt Text:	None
	After account creation, the CCCID displays next to the logged-in user's name for the OpenCCC Account, CCCApply Standard application, CCCApply International application, and BOG Fee Waiver application.
Xap Field:	N/A
Revision Log:	~~

Confirmation Number

Data Name:	confirmation_number
Description:	The application confirmation number.
Last Revision:	
MIS Correlation:	
Data Type/Format:	Character
Length:	25
Characteristics:	Downloadable
Input Rules:	None
Usage:	
Notes/Constraints:	
Online Display:	
Online Help:	
Values - Labels:	

Download Status

Data Name:	Status
Description:	The download status of the application.
Last Revision:	July 9, 2012
MIS Correlation:	None
Data Type/Format:	Character(1)
Length:	
Characteristics:	Downloadable
Input Rules:	None
Usage:	
Notes/Constraints:	

Online Display:	
Online Help:	None
Values - Labels:	Blank – In progress I = Initially written to submitted table D= Downloaded by college

College Name

Data Element:	college_name
Description:	Name of college student is applying to.
Format, Length:	varchar, 50
Values:	Text string
Allows Null:	No
Default:	None
Usage:	Displayed in many places in the online application process.
Notes:	College table. Required and customizable.
Xap Field:	
Revision Log:	~~

College ID

Data Name:	college_id
Description:	College MIS code for the college associated with the application.
Last Revision:	July 9, 2012
MIS Correlation:	None
Data Type/Format:	Character(3)
Length:	
Characteristics:	Downloadable
Input Rules:	None

Usage:	
Notes/Constraints:	Set based on the college selected.
Online Display:	
Online Help:	None
Values - Labels:	

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:	
Revision Log:	~~

IP Address

Data Name:	ip_address
Description:	Applicant's IP address.
MIS Correlation:	None
Data Type/Format:	varchar

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]*

Year Code

Data Name:	year_code
Description:	This is set based on the bogfw_year table based on whichever BOG year is selected.
Last Revision:	August 14, 2012
MIS Correlation:	None
Data Type/Format:	Character varying(15)
Length:	
Characteristics:	Hidden System-generated NOT a downloadable field; used internally only. Instead, download term_code.
Input Rules:	N/A
Usage:	Identifies the BOG year selected.
Notes/Constraints:	
Online Display:	N/A
Online Help:	None
Values - Labels:	

Year Description

Data Name:	year_description
Description:	This is the description of the year from the bogfw_year table in conjunction with the academic_year field in the college table.
Last Revision:	August 14, 2012
MIS Correlation:	None
Data Type/Format:	Character varying(15)
Length:	
Characteristics:	Hidden System-generated Downloadable
Input Rules:	N/A
Usage:	The description of the year selected.
Notes/Constraints:	
Online Display:	N/A
Online Help:	None
Values - Labels:	

Legal Name: First

Data Name:	firstname
Description:	Applicant's legal first name.
Last Revision:	11/16/15

Data Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Null Allowed:	Yes
Error Checking:	Required unless "I have no legal first name" check box is selected; else error message, "You must enter your legal first name." May not be changed at same time as date of birth (i.e., during the same 'Save'); else error message, "We found some problems with the information you submitted: You cannot change both your name and your date of birth. If you are sharing someone else's account to make this application, please create your own account. If you are using your own account and need to change both your name and your birthdate, please contact OpenCCC Support."
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Length changed to match new CCCCSO MIS field.
Prompt Text:	Legal First Name [text box]
Additional Text:	I have no legal first name [check box] When this check box is selected the Legal First Name field becomes disabled.
Hover Help:	Enter your full legal first name, as it appears on official documents such as your driver's license and educational records. If your legal name is a single name, enter that name as your legal last name and select the check boxes indicating that you have no legal first name and no legal middle name.
Pop-Up Help:	When the applicant clicks the *Current Full Legal Name* link in the CCCApply Standard, CCCApply International, and BOG Fee Waiver applications displays the following pop-up text displays: Use your full legal name as it appears in official documents. Do not use a nickname or informal name.
MIS Correlation:	DED SB31 Added for Summer 2011.
Stored Values:	Text string; may be null.

Legal Name: Middle

Data Name:	middlename

Description:	Applicant's legal middle name.
Last Revision:	11/16/15
Data Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Error Checking:	Required unless "No legal middle name" is checked; else error message, "You must enter your legal middle name."
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Length changed to match new CCCCSO MIS first name field.
Prompt Text:	Legal Middle Name [text box]
Additional Text:	I have no legal middle name [check box] When this check box is selected the Legal Middle Name field becomes disabled.
Hover Help:	Enter your legal middle name, or check the box to indicate that you have no legal middle name.
Pop-Up Help:	
XAP Field:	Student name - middle
Stored Values:	Text string; may be null

Legal Name: Last

Data Name:	lastname
Description:	Applicant's legal last name.
Last Revision:	2/15/11
Data Type/Format:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)

Error Checking:	Response required; else error message, "You must enter your legal last name."
	May not be changed at same time as date of birth (i.e., during the same 'Save'); else error message, "We found some problems with the information you submitted: You cannot change both your name and your date of birth. If you are sharing someone else's account to make this application, please create your own account. If you are using your own account and need to change both your name and your birthdate, please contact OpenCCC Support."
Storage/Usage:	Stored in database for use in auto population.
	Included in Account Profile.
Notes/Constraints:	
Prompt Text:	Legal Last Name [text box]
Hover Help:	Enter your legal last name.
Pop-Up Help:	When the applicant clicks the *Current Full Legal Name* link in the CCCApply Standard, CCCApply International, and BOG Fee Waiver applications displays the following pop-up text displays:
	Use your full legal name as it appears in official documents. Do not use a nickname or informal name.
Values - Labels:	Text string
MIS Correlation:	CO MIS DED SB32, added for Summer 2011.
	Length changed to match new CCCCSO MIS field.
XAP Field:	Student name - last

Preferred First Name

Data Name:	preferred_firstname
Description:	Applicant's preferred first name.
Last Revision:	2/19/16
Data Type/Format, Length:	char, 50
	(Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Allows Null?	Yes

Error Checking:	If user:
	selects Yes radio button in response to "Do you have a preferred name that is different than your legal and/or previous name?", AND
	does not enter any values in either any of the Preferred First Name, Preferred Middle Name, or Preferred Last Name fields, OR
	does enter a Preferred Middle Name and Preferred Last Name value but does not select the "I don't have a preferred first name that is different than my legal and/or previous first name. " check box),
	Client-side validation displays the following error message:
	"Please enter a preferred first name or check the box indicating you have no preferred first name."
Storage/Usage:	Stored in database for use in auto population.
	Included in Account Profile.
Additional Text:	The additional text displays under the Yes/No radio button question: "Do you have a preferred name that is different than your legal/previous name?":
	Note: Not all colleges may allow the use of preferred names for official academic purposes due to legal or technical restrictions.
Notes/Constraints:	Field only displays if the applicant selected the Yes radio button for the "Do you have a preferred name that is different than your legal and/or previous name?" question.
	Field is disabled if the user selects the "I don't have a preferred first name that is different than my legal and/or previous first name." check box.
Prompt Text:	Preferred First Name [textbox]
Hover Help:	Enter an optional preferred first name.
Pop-Up Help:	
Values - Labels:	Text string

Preferred Middle Name

Data Name:	preferred_middlename
Description:	Applicant's preferred middle name.
Last Revision:	2/19/16

Data Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Allows Null?	Yes
Error Checking:	If user selects Yes radio button in response to "Do you have a preferred name that is different than your legal and/or previous name?", AND does not enter any values in either any of the Preferred First Name, Preferred Middle Name, or Preferred Last Name fields, OR does enter a Preferred First Name and Preferred Last Name value but does not select the "I don't have a preferred middle name that is different than my legal and/or previous middle name. " check box), Client-side validation displays the following error message: "Please enter a preferred middle name or check the box indicating you have no preferred middle name."
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Field only displays if the applicant selected the Yes radio button for the "Do you have a preferred name that is different than your legal and/or previous name?" question. Field is disabled if the user selects the "I don't have a preferred middle name that is different than my legal and/or previous middle name." check box.
Prompt Text:	Preferred Middle Name [textbox]
Hover Help:	If you have a preferred middle name that is different from your legal and/or previous middle name, enter it here.
Pop-Up Help:	
Values - Labels:	Text string

Preferred Last Name

Data Name:	preferred_lastname
Description:	Applicant's preferred last name.
Last Revision:	2/19/16

Data Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Allows Null?	Yes
Error Checking:	If user: selects Yes radio button in response to "Do you have a preferred name that is different than your legal and/or previous name?", AND does not enter any values in either any of the Preferred First Name, Preferred Middle Name, or Preferred Last Name fields, OR does enter a Preferred First Name and Preferred Middle Name value but does not select the "I don't have a preferred last name that is different than my legal and/or previous last name. " check box), Client-side validation displays the following error message: "Please enter a preferred last name or check the box indicating you have no preferred last name."
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Field only displays if the applicant selected the Yes radio button for the "Do you have a preferred name that is different than your legal and/or previous name?" question. Field is disabled if the user selects the "I don't have a preferred last name that is different than my legal and/or previous last name."
Prompt Text:	Preferred Last Name [textbox]
Hover Help:	If you have a preferred last name that is different from your legal and/or previous last name, enter it here.
Pop-Up Help:	
Values - Labels:	Text string

Main Phone Number

Data Name:	mainphone (OpenCCC Account and CCCApply Standard and BOG Fee Waiver applications) main_phone_number (CCCApply International Application)
Description:	Applicant's main telephone number.

Last Revision:	11/2/10
Data Type/Format, Length:	char, 19 (OpenCCC Account) char, 14 (CCCApply Standard and BOG Fee Waiver applications) char, 25 (CCCApply International application) 10 to 14 characters, numeric plus: (nnn) nnn-nnnn
Error Checking:	Optional user response. Must be properly formatted and meet validation tests; else error message, "The Main Telephone Number you entered is not valid. Please correct it as appropriate." 123-456-7890 and any number with all digits the same (e.g., 444-444-4444) are not allowed. Area codes will be validated (against a list or by format?). Client-side validation: The mainphone field must not be blank if the secondphone field is populated when the user clicks Continue to move to page 3 of 3 in the account set up; else error message, "Please enter your Main Telephone Number before entering a Second Telephone Number." When the user clicks OK to close the error dialog box, focus is placed on the mainphone field.
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Populates CCCApply Standard and CCCApply International and BOG Fee Waiver applications from OpenCCC Account database at time of submission.
Prompt Text:	Main Telephone [textbox] ###-###-####
Hover Help:	Enter a phone number at which you can be reached.
Pop-Up Help:	
Values - Labels:	Null or text string

Main Phone: Extension

Data Name:	mainphone_ext
Description:	Extension for applicant's main telephone number.
Last Revision:	11/2/10

Data Type/Format, Length:	char, 4
Allows Null:	Yes
Error Checking:	Optional user response
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	None Populates CCCApply Standard, CCCApply International from, and BOG Fee Waiver applications from OpenCCC Account database at time of submission.
Prompt Text:	Extension (if any) [textbox] up to four digits
Hover Help:	If your main phone number includes an extension, enter up to four digits here.
Pop-Up Help:	
Values - Labels:	Null or numeric string; integer up to 9999
MIS Correlation:	None

Main Phone: Text Permission

Data Name:	mainphone_auth_txt (OpenCCC Account) mainphone_auth_text (CCCApply Standard and BOG Fee Waiver applications) main_phone_auth_txt (CCCApply International application)
Description:	User's permission to send text messages to the main telephone number
Last Revision:	11/2/10
Data Type/Format, Length:	char, 1 (OpenCCC Account) boolean, 1 (CCCApply Standard and International and BOG Fee Waiver applications)
Error Checking:	Optional user response; no error checking.
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	

Prompt Text:	[Checkbox] I authorize text messages to my main telephone number, and accept responsibility for any charges that result.
Hover Help:	
Pop-Up Help:	
Application Display:	In CCCApply Standard and International applications: If the applicant did not authorize SMS text messages to their number, then the following text displays below their Main Phone number (and Second Phone number, if provided): "Not authorized for text messages".
	If the applicant did authorize SMS text messages, then the following message displays below their Main Phone number (and Second Phone number, if provided/ opted-in): "Authorized for text messages".
Values - Labels:	1 = Yes (checked)
	0 = No (not checked)

Email Address

Data Name:	email
Description:	Applicant's email address.
Last Revision:	11/2/10
Data Type/Format, Length:	char, 254
	📝 **Note:** Field length for BOG Fee Waiver is 128
	Two fields; each up to 48 characters, alphanumeric plus '@' and '.'
Error Checking:	Required user response. Must contain one '@' symbol (not as the first character) and one '.', and must not begin with "mailto:"; else error message, "Your Email Address is invalid or absent. You must enter a valid Email Address."
	Email address and confirmation must be identical; else error message, "Your Email Address entries do not match. Please make sure you enter exactly the same Email Address in each field."
Storage/Usage:	Only one field is stored.
	Stored in database for use in auto population.
	Included in Account Profile.
	Not required to be unique: two or more accounts can have the same Email Address.

Notes/Constraints:	The Steering Committee has affirmed that email addresses must be required, because many colleges use email as the only way to send important information to applicants about registration, etc. Users will be required to sign up for an email account if they do not have an email address, and they will be expected to check the email account.
	A valid email address is necessary for creating an OpenCCC Account. When a student first lands on the OpenCCC Sign In page, they are notified of the requirement to have a valid email address and are provided links to free email account providers.
	Populates CCCApply Standard and International and BOG Fee Waiver applications from OpenCCC Account database at time of submission.
Prompt Text:	An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.
	Email Address [textbox] Repeat Email Address [textbox]
Hover Help:	Enter an email address so OpenCCC and colleges that you apply to can communicate with you.
Pop-Up Help:	
Values - Labels:	Text string in valid email address format

Permanent Address: Street1 and Street2

Data Name:	streetaddress1, streetaddress2 (OpenCCC Account, BOG Fee Waiver) perm_streetaddress1, perm_streetaddress2 (CCCApply Standard Application) perm_addr_street_1, perm_addr_street_2 (CCCApply International Application)
Description:	Street portion of applicant's permanent address.
Last Revision:	6/8/15
Data Type/Format:	char, 50 Two fields (extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Allows Null:	Yes: streetaddress1, perm_streetaddress1, perm_addr_street_1 No: streetaddress2, perm_streetaddress2, perm_addr_street_2

Error Checking:	Response required; else error message, "You must provide your street address."
	Software will attempt to validate the street address. If the address cannot be validated, the following error message will be displayed:
	The address entered appears to be incomplete. If you are sure the address is correct, please check the box below to ignore this warning.
	Please note that the verification system might make some changes to the information you entered in an attempt to match its records. Make sure to double check the address you entered below before proceeding.
	The following additional text and validation field displays, and the applicant must select the check box or correct their street address in order to save their OpenCCC Account information:
	[check box] I have verified the address entered is correct
Online Display:	Street Address [two text fields]
Additional Text:	Include apartment number or suite
	[Displays under the two Street Address text fields]
Storage/Usage:	Stored in database for use in auto population.
	Included in Account Profile.
Notes/Constraints:	
Prompt Text:	Street Address [2 textboxes] (please include apartment/suite numbers)
Hover Help:	Enter your street address using one or both lines. Include your apartment or suite number if you have one.
Pop-Up Help:	See Error Checking, above.
XAP Field:	Permanent address – street and Permanent address – street 2
MIS Correlation:	None
Values - Labels:	Two text strings; second may be null

Permanent Address: City

Data Name:	city (OpenCCC Account, BOG Fee Waiver)
	perm_city (CCCApply Standard Application)
	perm_addr_city (CCCApply International
	Application)

Description:	City portion of applicant's permanent address.
Last Revision:	1/13/11
Data Type/Format, Length:	char, 50

(Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.) |
| *Error Checking:* | Required user response; else error message, "In your Permanent Address, you must specify the City." |
| *Storage/Usage:* | Stored in database for use in auto population.

Included in Account Profile. |
Notes/Constraints:	
Prompt Text:	City [textbox]
Hover Help:	Enter the city where you permanently reside.
Pop-Up Help:	
XAP Field:	Permanent address - city
MIS Correlation:	None
Values - Labels:	Text string

Permanent Address: State

Data Name:	state (OpenCCC Account, BOG Fee Waiver)

perm_state (CCCApply Standard application)
perm_addr_state (CCCApply International application) |
Description:	State portion of applicant's permanent address.
Last Revision:	11/2/10
Data Type/Format, Length:	char, 2
Error Checking:	Required user response if Country = US; else error message, "In your Permanent Address, you must specify the State."
Allows Null:	Yes, only if Country is not U.S. (in which case the field label displays as State/ Province)

Storage/Usage:	Stored in database for use in auto population.
	Included in Account Profile.
Notes/Constraints:	
Prompt Text:	When the "My permanent address is outside the United States." check box is cleared:
	State [drop-down list]
	When the "My permanent address is outside the United States." check box is selected:
	State/Province [text box]
Hover Help:	Enter the U.S. state where you permanently reside.
Pop-Up Help:	
Values - Labels:	blank/null or 2-character USPS state code

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

Data Name:	nonusaprovince (OpenCCC Account) perm_nonusaprovince (CCCApply Standard application) non_us_permanent_home_non_us_province (CCCApply International application) province (BOG Fee Waiver application)
Description:	State/province portion of applicant's non-U.S. permanent address.
Last Revision:	1/13/11
Data Type/Format, Length:	**OpenCCC Account, CCCApply Standard Application, BOG Fee Waiver:**
	char, 30
	Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.
	CCCApply International Application:
	char, 50
Error Checking:	Optional; no error checking.
Storage/Usage:	Stored in database for use in auto population.
	Included in Account Profile.

Online Display:	State/Province Conditionally displays when the following OpenCCC Account check box is selected: "My permanent address is outside the United States." and the user has clicked through the confirmation pop-up to confirm their address is outside the United States.
Notes/Constraints:	
Prompt Text:	State/Province [text box]
Hover Help:	Enter the name of the state or province you live in. Leave blank if your permanent address does not include a state or province.
Pop-Up Help:	
XAP Field:	permAddrNonUSState
MIS Correlation:	None
Values - Labels:	Null or text string

Permanent Address: Country

Data Name:	country (OpenCCC Account and BOG Fee Waiver applications) perm_country (CCCApply Standard application) perm_addr_country (CCCApply International application)
Description:	Country portion of applicant's permanent address.
Last Revision:	11/2/10
Data Type/Format, Length:	char, 2
Error Checking:	Required user response when address is not in U.S.; else error message "In your Permanent Address, you must select the Country."
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	Store US unless the address type is non-US. The Country field value is used in determining the U.S. non-U.S. residency for the applicant.

Prompt Text:	Country [menu]
Hover Help:	
Pop-Up Help:	
XAP Field:	Permanent address - country
MIS correlation:	None
Values - Labels:	ISO 3166 International Standard for country codes Alpha-2 code (officially assigned)

Permanent Address: ZIP Code or Postal Code

Data Name:	postalcode (OpenCCC Account and BOG Fee Waiver application) perm_postalcode (CCCApply Standard application) perm_addr_zip_code (CCCApply International application) perm_addr_non_us_postal_code (CCCApply International application)
Description:	Zip code (for U.S.) or Postal Code (if non-U.S.) portion of applicant's permanent address.
Last Revision:	11/2/10
Data Type/Format, Length:	**OpenCCC Account, CCCApply Standard, and BOG Fee Waiver applications:** char, 20 numeric-plus: nnnnn-nnnn or nnnnn **CCCApply International application:** character varying, 30 extended character set, allowing hyphens, symbols, letters with diacritical marks or accents, etc.
Error Checking:	Required user response if Country = US; else error message, "In your Permanent Address, you must specify the ZIP Code. It must be a valid ZIP code in ##### or #####-#### format." If the "My permanent address is outside the United States" check box is selected, then the ZIP Code field label displays as Postal Code and the field is not required.
Online Display:	When the "My permanent address is outside the United States." check box is cleared, display: ZIP Code [text box] When the "My permanent address is outside the United States." check box is selected, display: Postal Code [text box]

Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints:	
Prompt Text:	ZIP Code [textbox] Postal Code [textbox]
Hover Help:	ZIP Code: Enter your ZIP code (5 or 9 digits). OR Postal Code: Enter the postal code for your permanent address. Leave blank if your permanent address does not include a postal code.
Pop-Up Help:	
Values - Labels:	Null or nnnnn-nnnn or nnnnn
XAP Field:	Permanent address - zip code permAddrIntlCode
MIS Correlation:	None

No Permanent Address - Homeless

Data Element:	no_perm_address_homeless
Description:	Checkbox added to the Permanent Address section of the OpenCCC account to identify homeless youth. Appears always.
Format, Length:	boolean
Values:	
Allows Null:	
Notes:	Added for AB 801 Homeless Youth
Online Display:	[check box] I do not have a permanent address because I am currently homeless.

Non US Address

Data Element:	non_us_address
Description:	Checkbox indicating whether or not the student's current mailing address is in the US or not.
Format, Length:	boolean
Values:	
Allows Null:	
Usage:	
Notes:	
Online Display:	[check box] My current mailing address is outside the United States
Revision Log:	~~

Social Security Number/Taxpayer Identification Number

Data Name:	ssn
Description:	Applicant's Social Security number or Taxpayer Identification Number from their OpenCCC Account. No UI display and data is encrypted.
Last Revision:	7/18/14
Data Type/Format, Length:	text, 11
Online Display:	Two fields: Social Security Number or Taxpayer Identification Number Repeat Social Security Number or Taxpayer Identification Number
Values:	encrypted
Allows Null:	Yes; if applicant selects the check box during OpenCCC Account Creation indicating they do not have a social security number or taxpayer identification number or decline to provide one, then the ssn field stores a null value.
Error Checking:	1. Required user response, unless ssn_no check box is selected; 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.*" 2. Hyphens are not required in input, but will be inserted in stored value. 3. Two SSN/TIN entries must match; else error message, *"Your Social Security Number or Taxpayer Identification Number entries do not match. Please try again."* 4. Social Security Number must meet validity check (see Notes/Constraints); 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."* 5. Taxpayer Identification Number must meet validity check (see Notes/Constraints); 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."*

Storage/Usage:	Only one field is stored. Stored in database for use in auto population. Included in Account Profile.
	Not required to be unique: two or more accounts can have the same SSN/TIN. (A new account cannot be created if an existing account has the same SSN/TIN and Date of Birth, but two accounts can have the same SSN/TIN and Date of Birth if data is changed after the account has been created.)
Notes/Constraints:	SSN is never displayed to the applicant, and cannot be viewed by anyone properly or improperly using the applicant's account.
	SSN/TIN is sensitive information, protected by federal and state law. For this field, the text, operational characteristics, and usage must be approved by the Legal Counsel of the CCC Chancellor's Office.
	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."
	Do not allow a value to be pasted into either SSN field. Users must type both entries.
	New random ssn assignment began on June 25, 2011. This is documented here:
	http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/425/~/determining-socialsecurity-numbers
Prompt Text:	The Social Security Number is used as a means of identifying student records and to facilitate financial aid.
	The Social Security 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 law requires 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 exceptions.

The information required by the IRS 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 or TIN 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, California Education Code sections 68041 and 70901(b)(7) authorizes the California Community Colleges Chancellor's Office (CCCCO) to collect information you submit through the OpenCCC Online Student Account and CCCApply Online Application for Admission for the purposes of completing and submitting California College admission applications and financial aid on your behalf.

Further, information acquired by the CCCCO is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code). Compliance with these laws is identified in the *Privacy Policy*.

By providing my Social Security Number or Taxpayer Identification Number below, or by indicating that I do not have a Social Security Number or decline to provide one at this time, I confirm that I have read and understand the federal laws provided above, and the state privacy laws and regulations provided in the *Privacy Policy*.

⚠**Attention: BY 'Patty Donohue' ON '2014-07-20T16:18:00'**

NOTE: 'This statement ensures we are complying with regulations by having students "confirm" they have read and understand exactly what data is being collected and why, and the consequences for not complying with federal regulations. By wording the confirmation statement in this way, we are also minimizing the need for another download field. '

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the IRS for providing an incorrect number.

Social Security Number (or Taxpayer Identification Number)
 [numeric textbox] ###-##-####

Repeat Social Security Number (or Taxpayer Identification Number)
[numeric textbox] ###-##-####

Hover Help:	First field: Enter your Social Security Number or Taxpayer Identification Number twice to make sure you enter it correctly.
	Second field: Please enter your Social Security Number or Taxpayer Identification Number again to ensure it is correct.
	Spanish:
	First field: Entre en su Número de Seguridad Social o Número de Identificación de Contribuyente dos veces para asegurarse de que se entro correctamente.
	Second field: Entre en su Número de Seguridad Social o Número de Identificación de Contribuyente dos veces para asegurarse de que se entro correctamente.
Pop-Up Help:	Exceptions: Clicking on "Exceptions" hyperlink brings up Pop-Up box with list of exceptions to the IRS federal requirements for submitting SSN/TINs.
	Taxpayer Identification Numbers (TIN): Clicking on "Taxpayer Identification Numbers" hyperlink brings up Pop-Up box with definitions of TIN variations that are acceptable for this requirement.
Values - Labels:	Null or numeric string with hyphens

Social Security Number Type

Data Name:	ssn_type
Description:	Applicant indicates the type of identification number being provided: Social Security Number or Taxpayer Identification Number.
Last Revision:	12/5/14
Data Type/ Format:	character/numeric, 1
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
	1. Area Code (first three digits) may not be 000, 666 or between 900 and 999 (inclusive).

	2. Group Number (middle two digits) may not be 00.
	3. 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
	1. 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."*
	Populated from OpenCCC Account database at time of submission.
Prompt Text:	[Radial Button] Please indicate the type of number:
Values - Labels:	Not currently supported, but may be supported in a future revision of the application.
Data Name:	ssn_type
Description:	Applicant indicates the type of identification number being provided.
Last Revision:	7/11/2014
Data Type/ Format:	1 character, numeric
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.
Hover Help:	[Spanish: "Por favor seleccione el tipo del número: Número de Seguro Social o Número de Identificación de Contribuyente."]
Values - Labels:	Social Security Number Taxpayer Identification Number
MIS Correlation	
Input Rules	See Error Checking and Notes/Constraints sections in this table, above.

Social Security Number Hash

Data Element:	ssn_hash

Description:	RESERVED.
Format, Length:	text
Values:	
Allows Null:	
Default:	
Usage:	
Notes:	

Social Security Number – Last 4 digits

Data Name:	ssn_last4
Description:	The last four digits of the applicant's social security number, if the social security number was provided.
Last Revision:	
Data Type/Format:	Character, 4
Error Checking:	
Storage/Usage:	
Notes/Constraints:	
Prompt Text:	
Hover Help:	
Values - Labels:	

Social Security Number: None

Data Name:	ssn_no

Description:	Applicant has no social security number or taxpayer identification number or declines to provide it at this time. Populated by the OpenCCC Account value.
Last Revision:	7/11/14
Data Type/Format:	1 character, numeric
Error Checking (OpenCCC Account Only)	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 this box is checked and "Continue" is selected, the **SSN Encouragement** popup box appears (see language below), which prompts for action: "Enter SSN" to go back to change entries, or "I Decline" to acknowledge regulations and admonishments and continue to [Page 2: Account Creation]:
	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 exceptions. 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 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 (OpenCCC Account Only):	[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.
Additional Text (OpenCCC Account Only):	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:	
Pop-Up Help (OpenCCC Account Only):	The "exceptions" link in the additional text displays the following pop-up help: Exceptions to the federal IRS regulations, regarding the collection of social security numbers or taxpayer Identification numbers from every student in attendance, are students exclusively enrolled in noncredit courses, undocumented international students, and nonresident aliens - unless the nonresident alien student requests that a return be provided to the IRS. (26 C.F.R. 1.60505-1(a)(2), (b)(5)(ii).)
Values - Labels:	1 = Yes (checked) 0 = No (not checked)

Social Security Number: Other Exception

Data Name:	ssn_exception
Description:	Applicant is an international student, nonresident alien, or other exception and has no social security number or taxpayer identification number.
Last Revision:	2/24/16

Data Type/Format:	boolean Default value: false
Error Checking:	None; optional field.
Storage/Usage:	Stored in database for use in auto population. Included in Account Profile.
Notes/Constraints :	This check box only appears if an applicant selects the check box for "Check this box if you **do not** have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time." This check box allows international students to further indicate that they do not have an SSN or TIN. 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 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: (OpenCCC Account Only)	[Checkbox] I am an international student, nonresident alien, or other exception, and I do not have a Social Security Number or Taxpayer Identification Number.
Additional Text (OpenCCC Account Only):	Check this box if you are an international student, or other legitimate exception, and not required to have a Social Security Number or Taxpayer Identification Number.
Hover Help:	
Pop-Up Help:	
Values - Labels:	1 = Yes (checked) 0 = No (not checked)

Student ID

Data Name:	student_college_id
Description:	Student ID at college to which application is being submitted
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	date
Length:	
Characteristics:	Downloadable
Input Rules:	Optional user response
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/Constraints:	
Online Display:	Enter your student ID (if known): {textbox}
Online Help:	
Values - Labels:	Blank/null *[internal default]* Text string

Date of Birth

Data Element:	birthdate
Description:	Applicant's Date of Birth
Format, Length:	date, 10 Downloads in this format: yyyy-mm-dd

Values:	Valid date
Allows Null:	No
Default:	None
Storage/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>. In OpenCCC Account: Stored in database (with leading zeros as appropriate) for use in auto population. Included in Account Profile.
Notes:	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. This is MIS data: CO MIS DED SB03. OpenCCC Account: Date of birth is needed in account creation to identify applicants who are too young to transact business online per COPPA (Child Online Privacy Protection Act--under age 13). OCR acknowledges that collection of date of birth is allowed under California State law.
Error Checking (OpenCCC Account Only):	Response required; else error message "Your Date of Birth is invalid or absent. It must be a valid date in mm/dd/yyyy format." Date must be validated ('dd' must be appropriate for 'mm' and 'yyyy'—for example, 02/29/2009 would not be valid); else error message "Your Date of Birth is invalid or absent. It must be a valid date in mm/dd/yyyy format." Date may not be less than 13 years before current date; else error message, "You cannot create an account if you are less than 13 years of age." "Federal privacy laws restrict applicants age 13 or younger from creating an online account and applying to college using an online application. Please contact the college's Admissions & Records Office for assistance." Leading zeros are not required for 'mm' or 'dd': 02/04/2010 and 2/4/2010 are acceptable and equivalent. When editing account information from either the Standard, International, or BOG applications, if the user attempts to change both their name and their date of

	birth, the following error displays: "You cannot change both your name and your date of birth. If you are sharing someone else's account to make this application, please create your own account. If you are using your own account and need to change both your name and your birthdate, please contact OpenCCC Support."
Prompt Text (OpenCCC Account Only):	Due to laws regarding children's online privacy, this system will not allow accounts to be created by persons under the age of 13. For more information, please refer to the Privacy Policy.
	This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.
	Date of Birth [date textbox combo boxes] mm/dd/yyyy
Hover Help (OpenCCC Account Only):	DOB Year Open Text Box: Enter in the 4 digit year you were born.
	Spanish Hover Help:
	DOB Month Drop Down Box: Seleccione el mes en que nació en la lista desplegable.
	DOB Day Drop Down Box: Seleccione el día en que nació en la lista desplegable.
	DOB Year Open Text Box: Introduzca los 4 dígitos del año en que nació.
Input Rules (OpenCCC Account Only):	Required user response, else error message "We found some problems with the information you submitted: Your Date of Birth is invalid or absent. It must be a valid date in mm/dd/yyyy format."
	Date may not be less than 13 years before current date; else error message, "We found some problems with the information you submitted: Federal privacy laws restrict applicants age 13 or younger from creating an online account and applying to college using an online application. Please contact the college's Admissions & Records Office for assistance.
	Date of birth may not be changed at the same time (i.e., during the same 'Save') as either the first name or the last name; else error message, "We found some problems with the information you submitted: You cannot change both your name and your date of birth. If you are sharing someone else's account to make this application, please create your own account. If you are using your own account and need to change both your name and your birthdate, please contact OpenCCC Support."
Xap Field:	Birthdate
Revision Log:	~~
MIS Correlation:	SB03

Board of Governor's (BOG) Online Fee Waiver Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

Marital Status

Data Name:	marital_status
Description:	Applicant's marital status as stated for BOGFW Application
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Char(1)
Length:	1
Characteristics:	Downloadable Does not auto-populate
Input Rules:	Required user response; else error message, "You must select your marital status." Must be consistent with response to question, "As of today, are you married or in a Registered Domestic Partnership"; else error message, "Your answers to 'Marital status' and 'As of today, are you married or in a Registered Domestic Partnership' are contradictory. Please fix the appropriate field(s)."
Usage:	
Notes/Constraints:	Marital Status is highly 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.

Online Display:	The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. **If you are in a Registered Domestic Partnership (RDP), or legal same sex marriage**, you will be treated as an Independent married student to determine eligibility for this Fee Waiver and will need to provide income and household information for your domestic partner. **If you are a dependent student and your parent is in a Registered Domestic Partnership, or legal same sex marriage,** you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner. (These new provisions apply to state student financial aid only, not to federal student financial aid.) Marital status: {Select marital status: drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* S – Single M – Married D – Divorced X – Separated W – Widowed R – Registered Domestic Partner

Registered Domestic Partnership

Data Name:	reg_dom_partner
Description:	Whether applicant or parent is in a Registered Domestic Partnership
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable

Board of Governor's (BOG) Online Fee Waiver Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you or your parent are in a Registered Domestic Partnership."
	Must be Yes if Marital Status is R (Registered Domestic Partner); else error message, "Your responses to the marital status and registered domestic partnership questions are contradictory. Please fix the appropriate field(s)."
Usage:	If value is Yes, the Special Eligibilities Page will include the instruction, "In answering the following questions treat a Registered Domestic Partner of your parent also as your parent."
	If value is Yes and the Dependency Flag is D (Dependent), the Eligibility Methods Page will include the instruction, "In answering the following questions treat a Registered Domestic Partner of your parent also as your parent."
Notes/Constraints:	None
Online Display:	(Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have NOT FILED a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)
Online Help:	None
Values - Labels:	Blank/null *[internal default]*
	1 - Yes
	0 - No

Born Before <23 Year Date>

Data Name:	born_before_23_year
Description:	Whether applicant was born before <23_year_date>.
Last Revision:	July 9, 2012
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1

Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you were born before <23_year_date>." Must be consistent with Birth date; else error message: When **Yes**: "You have answered that you were born before <23_year_date>. However, your birthdate is after <23_year_date>." When **No**: "You have answered that you were NOT born before <23_year_date>. However, your birthdate is before <23_year_date>."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	Were you born before <23_year_date>? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Currently Married or in RDP

Data Name:	married_or_rdp
Description:	Whether applicant is currently married or in a registered domestic partnership.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1

Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you are married or in a Registered Domestic Partnership." Must be consistent with response to Marital status; else error message, "Your answers to 'Marital status' and 'As of today, are you married or in a Registered Domestic Partnership' are contradictory. Please fix the appropriate field(s)."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	(Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Veteran of US Armed Forces

Data Name:	us_veteran
Description:	Whether applicant is a veteran of the U.S. Armed Forces.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable

Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you are a veteran of the U.S. Armed Forces."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Dependents Living with You

Data Name:	dependents
Description:	Whether applicant has dependents
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you have dependents living with you."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	

Online Display:	Do you have children who will receive more than half of their support from you between July 1, 2017 and <year_end>, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through <year_end> June 30, 2018?
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Orphan, Foster Care, or Ward of Court

Data Name:	parents_deceased
Description:	Whether, at age 13 or older, applicant's parents were deceased, applicant was in foster care, or applicant was a dependent/ward of the court.
Last Revision:	March, 2009
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not when you were age 13 or older, both your parents were deceased, you were in foster care, or you were a dependent/ ward of the court."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?

Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Emancipated Minor

Data Name:	emancipated_minor
Description:	Whether applicant is currently an emancipated minor as determined by a court.
Last Revision:	March, 2009
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not, as of today, you are an emancipated minor as determined by a court in your state of legal residence."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	Are you or were you an emancipated minor as determined by a court in your state of legal residence?
Online Help:	None

Values - Labels:	Blank/null *[internal default]*
	1 - Yes
	0 - No

In Legal Guardianship

Data Name:	legal_guardianship
Description:	Whether applicant is in legal guardianship as determined by a court.
Last Revision:	March, 2009
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not, as of today, you are in legal guardianship as determined by a court in your state of legal residence."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	Are you or were you in legal guardianship as determined by a court in your state of legal residence?
Online Help:	None
Values - Labels:	Blank/null *[internal default]*
	1 - Yes
	0 - No

Homeless Youth per School

Data Name:	homeless_youth_school
Description:	Whether, on or after July 1, 2016 applicant was determined to be an unaccompanied youth who was homeless by high school or school district homeless liaison.

Last Revision:	March 31, 2017
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not, at any time on or afterJuly 1, 2016, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Homeless Youth per HUD-Funded Program

Data Name:	homeless_youth_hud
Description:	Whether, on or after July 1, 2016, applicant was determined to be an unaccompanied youth who was homeless by the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development.
Last Revision:	March, 2009
MIS Correlation:	None

Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not, at any time on or after July 1, 2016, the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Homeless Youth per Center or Program Director

Data Name:	homeless_youth_other
Description:	Whether, on or afterJuly 1, 2016, applicant was determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless by the director of a runaway or homeless youth basic center or transitional living program.
Last Revision:	March 2017
MIS Correlation:	None
Data Type/Format:	Boolean

Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not, at any time on or after July 1, 2016, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Notes/Constraints:	
Online Display:	At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Declared Dependent on Parent(s)' Taxes

Data Name:	dependent_on_parent_taxes
Description:	Whether applicant has been declared as a dependent by one or both parents in their 2015 US Tax Returns.
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Char(1)
Length:	1

Characteristics:	Downloadable
Input Rules:	Required user response when included on application; else error message, "You must select Yes, No, or Did Not File to specify whether or not you were claimed as an exemption."
Usage:	If this value is 'Yes', the BOG Dependency Flag will be set to D (Dependent) and the Eligibility Methods Page will follow the Dependent Applicant format. If this value is 'No' or 'Parent(s) did not file', and Living with Parent(s) is 'No', the BOG Dependency Flag will be set to I (Independent) and the Eligibility Methods Page will follow the Independent Applicant format.
Notes/Constraints:	Included on application only if applicant has responded No to all Dependency Status questions on the Personal Information Page. The 2017-2018 paper application says: If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow. • If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, <u>you are a dependent student for</u> <u>all</u> student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.
Online Display:	{drop-down menu} *If your parent(s) or his/her RDP filed a 2015 U.S. Income Tax Return, were you claimed on their 2015 tax return as an exemption by either or both of your parents?*
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 2 - Parent(s) did not file 1 - Yes 0 - No

Living with Parent(s)

Data Name:	living_with_parents
Description:	Whether applicant currently lives with one or both parents, and/or his/her RDP.
Last Revision:	2017-2018 Updated March 31, 2017
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response when included on application; else error message, "You must select Yes or No to specify whether or not you live with one or both of your parents, and/or his/her RDP."
Usage:	If this value is Yes, the BOG Dependency Flag will be set to D (Dependent) and the Eligibility Methods Page will follow the Dependent Applicant format. If this value is No AND Declared Dependent on Parent(s)' Taxes is also No, the BOG Dependency Flag will be set to I (Independent) and the Eligibility Methods Page will follow the Independent Applicant format.
Notes/Constraints:	Included on application only if applicant has responded No to all of the Dependency Status questions on the Personal Information Page. The 2017-2018 paper application says: • If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow. • If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.
Online Display:	*Do you live with one or both of your parent(s) and/or his/her RDP?*

Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 – No

BOG Dependency Status

Data Name:	dependency_status
Description:	Whether applicant is determined to be dependent or independent.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Char(1)
Length:	1
Characteristics:	Downloadable System-generated Hidden
Input Rules:	N/A
Usage:	Determines how eligibility questions will be asked (whether in terms of applicant status or parental status).
Notes/Constraints:	Flags applicants as dependent or independent based on algorithm described in Appendix A.
Online Display:	None
Online Help:	None
Values - Labels:	Blank/null [internal default] D – Dependent I – Independent

Veteran Eligibility

Data Name:	cert_veteran_affairs
Description:	Whether applicant has certification of waiver eligibility from Veterans Affairs.
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Optional user response.
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide certification of eligibility as a dependent from the Department of Veterans Affairs."
Notes/Constraints:	
Online Display:	Do you have certification from the California Department of Veterans Affairs that you are eligible for a dependent's fee waiver? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

National Guard Eligibility

Data Name:	cert_national_guard
Description:	Whether applicant has certification of waiver eligibility from the National Guard.
Last Revision:	March 21, 2006
MIS Correlation:	None

Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Optional user response.
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide certification of eligibility as a dependent from the National Guard."
Notes/Constraints:	
Online Display:	Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Medal of Honor Eligibility

Data Name:	elig_medal_honor
Description:	Whether applicant is eligible for waiver as a recipient of the Congressional Medal of Honor or as a child of a recipient.
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1

Characteristics:	Downloadable
Input Rules:	Optional user response.
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation of eligibility as a Congressional Medal of Honor recipient from the California Department of Veterans Affairs."
Notes/Constraints:	
Online Display:	Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Victim of 9/11 Eligibility

Data Name:	elig_sept_11
Description:	Whether applicant is eligible for waiver as a dependent of a victim of the September 11, 2001 terrorist attack.
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Optional user response.

Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation of eligibility as a dependent of a victim of the September 11, 2001 terrorist attack from the California Victim Compensation and Government Claims Board."
Notes/Constraints:	
Online Display:	Are you eligible as a dependent of a victim of the September 11, 2001 terrorist attack? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Dependent of Police/Firefighter Killed

Data Name:	elig_police_fire
Description:	Whether applicant is eligible for waiver as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Optional user response.

Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You are required to provide current proof of benefits as a dependent of law enforcement or fire suppression personnel killed in the line of duty".
Notes/Constraints:	
Online Display:	Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Receiving TANF/CalWorks

Data Name:	tanf_calworks
Description:	Whether applicant is currently receiving TANF/CalWorks.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response unless responses on Special Eligibilities page set Temporary Method A flag to "Yes"; else error message, "You must select Yes or No to specify whether or not you are receiving assistance from TANF/Calworks."
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation to the college that you currently receive Temporary Assistance for Needy Families (TANF)."
Notes/Constraints:	

Online Display:	Are you currently receiving monthly cash assistance for yourself or any dependents from: {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Receiving SSI/SSP

Data Name:	ssi_ssp
Description:	Whether applicant is currently receiving SSI/SSP.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response unless responses on Special Eligibilities page set Temporary Method A flag to "Yes"; else error message, "You must select Yes or No to specify whether or not you are receiving assistance from SSI/SSP."
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation to the college that you currently receive Supplemental Security Income (SSI) / State Supplementary Payment (SSP)."
Notes/Constraints:	
Online Display:	Are you currently receiving monthly cash assistance for yourself or any dependents from: {drop-down menu}
Online Help:	None

Values - Labels:	Blank/null *[internal default]*
	1 - Yes
	0 - No

Receiving General Assistance

Data Name:	general_assistance
Description:	Whether applicant is currently receiving General Assistance.
Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response unless responses on Special Eligibilities page set Temporary Method A flag to "Yes"; else error message, "You must select Yes or No to specify whether or not you are receiving assistance from General Assistance."
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation to the college that you currently receive General Assistance."
Notes/Constraints:	
Online Display:	Are you currently receiving monthly cash assistance for yourself or any dependents from:
	General assistance? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]*
	1 - Yes
	0 - No

Parents Receiving Assistance

Data Name:	parents_assistance
Description:	Whether income from either TANF/CalWorks or SSI/SSP is a primary source of income for the applicant's parents.
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response unless responses on Special Eligibilities page set Temporary Method A flag to "Yes"; else error message, "You must select Yes or No to specify whether or not your parent(s) are receiving TANF/CalWORKS or SSI/SSP as their primary source of income."
Usage:	If this value is Yes, the temporary BOG Eligibility A flag is set to Yes (see Appendix A), and the Confirmation page will include the following message: "You must provide documentation to the college that your parent(s) currently receive Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) / State Supplementary Payment (SSP)."
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	Are your parent(s) receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income? {drop-down menu}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Persons in Household – Dependent

Data Name:	dep_number_household

Description:	If applicant is dependent, how many persons in household?
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	2
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Dependent student: You must enter the number of persons in your parent(s)' household." Entry must be at least 2; else error message, "The number of persons in your parent(s)' household must be 2 or greater."
Usage:	Used in conjunction with Total Income – Dependent to determine Method B eligibility for BOG Fee Waiver.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	How many persons are in your parent(s)' household? (Include yourself, your parent(s), and anyone who lives with your parent(s) and receives more than 50% of their support from your parents, now and through <end date> June 30, 2018.) {textbox}
Hover Help:	Enter the number of persons who are in your parent(s)/RDP household (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parent(s)/RDP, now and through the date specified
Online Help:	None
Values - Labels:	Blank/null *[internal default]* Integer from 2 to 99

Persons in Household – Independent

Data Name:	ind_number_household
Description:	If applicant is independent, how many persons in household?

Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	2
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Independent student: You must enter the number of persons in your household." Entry must be consistent with responses regarding marriage/partnership and dependents on Personal Information Page; else, error message: "The number of persons in your household must be 2 or more based on your responses to the questions on the Dependency Status screen." or "The number of persons in your household must be 1 based on your responses to the questions on the Dependency Status screen."
Usage:	Used in conjunction with Total Income – Independent to determine Method B eligibility for BOG Fee Waiver.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent).
Online Display:	How many persons are in your household? (Include yourself, your spouse, and anyone who lives with you and receives more than 50% of their support from you, now and through <end_date>.) June 30, 2018 {textbox}
Hover Help:	Enter the number of persons who are in your household (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through the date specified.)
Online Help:	None
Values - Labels:	Blank/null *[internal default]* Integer from 1 to 99

Adjusted Gross Income – Dependent

Data Name:	dep_gross_income
Description:	If applicant is dependent, what is the adjusted gross income of parent(s) for year?

Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	10
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Dependent student: You must enter the adjusted gross income."
Usage:	
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	a. Adjusted Gross Income (If 2015 U.S. Income Tax Return was filed, enter the amount from Form 1040, Line 37; Form 1040A, Line 21; or Form 1040EZ, Line 4.) $ {textbox}.00
Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Adjusted Gross Income – Independent

Data Name:	ind_gross_income
Description:	If applicant is independent, what is adjusted gross income of applicant (and spouse) for 2015?
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer

Length:	10
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Independent student: You must enter the adjusted gross income."
Usage:	Included on application only if the BOG Dependency Flag is I (Independent).
Notes/Constraints:	
Online Display:	*a. Adjusted Gross Income (If 2015 U.S. Income Tax Return was filed, enter the amount from Form 1040, Line 37; 1040A, Line 21; 1040EZ, Line 4).* $ {textbox}.00 $ {textbox}.00
Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Other Income – Dependent

Data Name:	dep_other_income
Description:	If applicant is dependent, what is the other income of parent(s) for 2015?
Last Revision:	March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Dependent student: You must enter the other income."

Usage:	
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	b. **All Other Income** (Include **ALL money** received in 2015 that is not included in line (a) above (such as Disability, child support, military living allowance, Workman's Compensation, untaxed pensions.) $ {textbox}.00
Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Other Income – Independent

Data Name:	ind_other_income
Description:	If applicant is independent, what is other income of applicant (and spouse) for 2015?
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Independent student: You must enter the other income."
Usage:	
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent).

Online Display:	b. **All Other Income** (Include **ALL money** received in 2015 that is not included in line (a) above (such as Disability, child support, military living allowance, Workman's Compensation, untaxed pensions.) $ {textbox}.00
Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Total Income – Dependent

Data Name:	dep_total_income
Description:	If applicant is dependent, what is the total income of parent(s) for year?
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Dependent student: You must enter the total income." Must be correct mathematical total of Adjusted Gross Income and Other Income. else error message, "Total income is invalid."
Usage:	Used in conjunction with Persons in Household – Dependent to determine Method B eligibility for BOG Fee Waiver.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	**Total** income for 2015 (Sum of a. + b.): $ {textbox}.00

Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Total Income – Independent

Data Name:	ind_total_income
Description:	If applicant is independent, what is total income of applicant (and spouse) for year?
Last Revision:	2017-2018 March 31, 2017
MIS Correlation:	None
Data Type/Format:	Integer
Length:	10
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Independent student: You must enter the total income."
	Must be correct mathematical total of Adjusted Gross Income and Other Income; else error message, "Total income is invalid."
Usage:	Used in conjunction with Persons in Household – Independent to determine Method B eligibility for BOG Fee Waiver.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent).
Online Display:	**Total** income for 2015 (Sum of a. + b.): $ {textbox}.00
Online Help:	None
Values - Labels:	Blank/null *[internal default]*

Method A Eligibility Flag

Data Name:	elig_method_a
Description:	Whether applicant is eligible for BOG fee waiver using method A.
Last Revision:	March 21, 2006
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Temporary System-generated Hidden
Input Rules:	N/A
Usage:	Flags applicants who are eligible for waiver using Method A algorithm described in Appendix A. Flag is updated as each page is saved, and is used to determine whether certain responses are required or not, as well as in the determination of the BOG Eligibility Flag.
Notes/Constraints:	
Online Display:	None
Online Help:	None
Values - Labels:	Blank/null [internal default] Yes No

Method B Eligibility Flag

Data Name:	elig_method_b
Description:	Whether applicant is eligible for BOG fee waiver using method B (income).
Last Revision:	2017-2018 March 31,2017

MIS Correlation:	None
Data Type/Format:	Alphanumeric; "Yes/No 1" format
Length:	1
Characteristics:	Temporary System-generated Hidden
Input Rules:	N/A
Usage:	Flags applicants who are eligible for waiver using Method B (income) algorithm described in Appendix A. Flag is used in the determination of the BOG Eligibility Flag.
Notes/Constraints:	
Online Display:	None
Online Help:	None
Values - Labels:	Blank/null [internal default] Yes No

Method D Eligibility Flag

Data Name:	elig_method_d
Description:	Whether applicant is eligible for BOG fee waiver using method D (homeless youth Under 25).
Last Revision:	March 31, 2017
MIS Correlation:	None

Data Type/Format:	Alphanumeric; "Yes/No 1" format
Length:	1
Characteristics:	Temporary System-generated Hidden
Input Rules:	N/A
Usage:	Flags applicants who are eligible for waiver using Method D algorithm described in Appendix A. Flag is used in the determination of the BOG Eligibility Flag. "Method D Flag and Algorithm" *If* <determined_homeless> = "Yes" *Then* elig_method_d = "Yes" *Else* elig_method_d = "No"
Notes/Constraints:	Added special BOG eligibility flag for AB 801 Homeless Youth Under 25.
Online Display:	None
Online Help:	None
Values - Labels:	Blank/null [internal default] Yes No

BOG Eligibility Flag

Data Name:	elig_bogfw
Description:	Whether applicant is eligible for BOG fee waiver, and method (A, B and/or D) that determined eligibility.
Last Revision:	March 31, 2017
MIS Correlation:	None

Data Type/Format:	Character(1)
Length:	1
Characteristics:	Downloadable System-generated Hidden
Input Rules:	N/A
Usage:	Flags applicants who are eligible for waiver based on algorithm described in Appendix A.
Notes/Constraints:	
Online Display:	None
Online Help:	None

Values - Labels:	Blank/null [internal default]
	    A – Method A only
	    B – Method B only
	    D - Method D only
	    M – Both Methods A and B
	    N – Not eligible

Confirmation – Parent/Guardian

Data Name:	confirmation_parent_guardian
Description:	Whether applicant's parent or guardian confirms all information is true, etc.
Last Revision:	March 31, 2017
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1

Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Applicant's parent or legal guardian: You must agree to the confirmation statement."
Usage:	Serves as signature of applicant's parent/guardian attesting to the contents of the application.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	**I, \<applicant name\>, agree to the following statement:** Applications for dependent students must be signed by the parent or legal guardian as well as the applicant. Please have your parent or guardian sign below: {checkbox} **I,**{textbox for name} **, am the parent or legal guardian of \<applicant name\> and agree to the following statement:** I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. **If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse's 2015 U.S. Income Tax Return.** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of a fee waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges. Your information is protected by secure transmission and by the provisions of our privacy policy. {hyperlink}
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Parent/Guardian Name

Data Name:	parent_guardian_name
Description:	Name of dependent applicant's confirming parent or guardian.

Last Revision:	April 17, 2005
MIS Correlation:	None
Data Type/Format:	Character varying(60)
Length:	60
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Applicant's parent or legal guardian: You must enter your name."
Usage:	
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
Online Display:	I, {textbox }, am the parent or legal guardian of <applicant name> and agree to the following statement: ...
Online Help:	None
Values - Labels:	Blank/null *[internal default]* Valid text string

Financial Aid Acknowledgement

Data Name:	ack_fin_aid
Description:	The applicant acknowledges understanding the availability of financial aid.
Last Revision:	March 31, 2017
MIS Correlation:	None
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must acknowledge the financial aid options available."

Usage:	Serves as applicant signature attesting to the contents of the application.
Notes/Constraints:	
Online Display:	{checkbox} By checking here, I, <applicant name>, acknowledge understanding that:
	Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
	I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
	Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Confirmation – Applicant

Data Name:	confirmation_applicant
Description:	Whether applicant confirms all information is true, etc.
Last Revision:	March 31, 2017
MIS Correlation:	None
Data Type/Format:	Alphanumeric; ASCII Normal
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must agree to the confirmation statement."

Usage:	Serves as applicant signature attesting to the contents of the application.
Notes/Constraints:	
Online Display:	{checkbox} I, <applicant name>, agree to the following statement: I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. I**f asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2015 U.S. Income Tax Return(s).** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges. I, <applicant name>, acknowledge understanding that: ▪ Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA or the California Dream Application, additional financial assistance may be available in the form of Cal Grants, Pell and other grants, work study and other aid. ▪ I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer). ▪ Financial aid program information and application assistance is available in the college financial aid office. Your information is protected by secure transmission and by the provisions of our privacy policy.
Online Help:	None
Values - Labels:	Blank/null *[internal default]* 1 - Yes 0 - No

Pre-Determination of California Residency

Data Name:	determined_residentCA
Description:	Whether applicant has been determined a resident of California by Admissions/Registrar
Last Revision:	
MIS Correlation:	None
Data Type/Format:	Yes/No 1
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not it's been determined that you are a California resident or not"
Usage:	
Notes/Constraints:	
Online Text, Engl:	{drop down value - default Select One} Yes {drop down value - default Select One } No
Online Text, Span:	{drop down value - default Select One} Sí {drop down value - default Select One } No
Values - Labels:	1 - Yes/Sí [internal default] 0 - No

Pre-Determination of AB540 Eligibility

Data Name:	determined_AB540_eligible
Description:	Whether applicant has been determined to be AB540 eligible by Admission's or Registrar's Office.

Last Revision:	
MIS Correlation:	None
Data Type/Format:	Yes/No 1
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you have been previously determined to be AB540 eligible" If determined_residentCA = 1 AND determined_AB540_eligible = 1 ; error message, "You must select No if the Admissions or Registrar's Office determined that you are a California resident."
Usage:	
Notes/Constraints:	
Online Text, Engl:	Has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption as an AB 540 student? {drop down value - default Select One} Yes {drop down value - default Select One } No
Online Text, Span:	{drop down value - default Select One} Sí {drop down value - default Select One } No
Values - Labels:	1 - Yes/Sí [internal default] 0 – No

Non-Resident Tuition Exemption Due to Immigration Status

Data Name:	determined_non-res_exempt
Description:	Whether applicant has been determined eligible for non-resident tuition exemption due to immigrant status.
Last Revision:	

MIS Correlation:	None
Data Type/Format:	Yes/No 1
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "You must select Yes or No to specify whether or not you have been previously determined to be eligible for non-resident tuition exemption due to immigration status" If determined_residentCA = 1 AND determined_non-res_exempt = 1 ; error message, "You must select No if the Admissions or Registrar's Office determined that you are a California resident."
Usage:	
Notes/Constraints:	
Online Text, Engl:	Has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption granted as a result of you residing in the United States with a "T" or "U" visa (immigration status under Section 1101(a)(15)(T)(i) or (ii), or Section1101 (a)(15)(U)(i) or (ii), of Title 8 of the United States Code)?Select One} Yes No
Values - Labels:	1 - Yes/Sí [internal default] 0 – No

Pre-Determined Homeless by Financial Aid Office

Data Name:	determined_homeless
Description:	Whether applicant has been determined homeless by the college Financial Aid Office.
MIS Correlation:	None

Data Type/Format:	Yes/No 1
Length:	1
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "*You must select Yes or No to specify whether or not the Financial Aid Office has verified that you have been without a residence in the last 24 months. If you have been homeless, check "Yes" and contact the Financial Aid Office to present verification.*"
Notes/Constraints:	Added to BOGFW application in 2017-2018 per AB 801.
Online Text, Engl:	"Has the Financial Aid Office verified that you have been without a residence in the last 24 months (homeless)? If you have been homeless, check "Yes" and contact the Financial Aid Office to present verification." ☐ Yes ☐ No
Values - Labels:	1 - Yes/Sí [internal default] 0 – No

Submission Timestamp

Data Element:	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
Revision Log:	~~

Creation Timestamp

Data Element:	tstmp_create
Description:	Date and time that the application was started.
Format, Length:	timestamp with time zone DEFAULT now()
Values:	
Allows Null:	No
Default:	None
Usage:	
Notes:	
Revision Log:	~~

Update Timestamp

Data Element:	tstmp_update
Description:	Date and time that the application was resumed.
Format, Length:	timestamp with time zone
Values:	
Allows Null:	No
Default:	None
Usage:	
Notes:	
Revision Log:	~~

Download Timestamp

Data Element:	tstmp_download
Description:	
Format, Length:	timestamp with time zone

Values:	
Allows Null:	
Default:	
Usage:	
Notes:	
Revision Log:	~~

Last Page

Data Element:	last_page
Description:	RESERVED
Format, Length:	Varchar, 25
Values:	
Allows Null:	
Default:	
Usage:	
Notes:	NOT DOWNLOADABLE
Revision Log:	~~

Cryptokeyid

Data Name:	cryptokeyid
Description:	RESERVED
Last Revision:	
Data Type/Format, Length:	integer
Error Checking:	
Storage/Usage:	
Notes/Constraints:	NOT DOWNLOADABLE

Prompt Text:	
Hover Help:	
Pop-Up Help:	
Values - Labels:	

Appendix A: BOGFW Flag Algorithms

Dependency Status

The BOGFW Dependency Status (dependency_status) is set according to applicant responses indicating dependent or independent status. The field is used to determine whether the application will ask for financial information about the applicant or the applicant's parent(s).

If living_with_parents = "yes" *then* dependency_status = "D" (Dependent).

If born_before_23_year = "yes"

or married_or_rdp = "yes" or us_veteran = "yes" or parents_deceased = "yes" or emancipated_minor = "yes" or

legal_guardianship = "yes" or homeless_youth_school = "yes" or homeless_youth_hud = "yes"

or homeless_youth_other = "yes"

then dependency_status = "I" (Independent);

else if dependent_on_parent_taxes = 0 or dependant_on_parent_taxes = 2

and living_with_parents = "no"

then dependency_status = "I" (Independent);

else dependency_status = "D" (Dependent)

Included/Excluded Questions

In many cases, whether a particular question will be asked depends on the setting of the Dependency Status. The algorithm for determining which questions will not be asked is given below. At download, data elements for unasked questions will be blank or null.

If dependency_status = I (Independent),

Do not ask:

> Declared Dependent on Parent(s)' Taxes
>
> Living with Parent(s)
>
> Parent Receiving Assistance
>
> Persons in Household – Dependent
>
> Adjusted Gross Income, Other Income, Total Income – Dependent

If dependency_status = D (Dependent),

> ***Do not ask***:

> Persons in Household – Independent

> Adjusted Gross Income, Other Income, Total Income – Independent

Eligibility Flag

For computation of the final BOGFW Eligibility Flag, three temporary/transitory flags are used to track the outcomes of Method A, Method B, and Method D eligibilities separately and then to set the single final outcome for BOGFW Eligibility.

Method A Flag and Algorithm

Method A eligibility determination is based on Yes/No answers to questions about receiving benefits and about special eligibility circumstances.

If tanf_calworks = "yes" or
ssi_ssp = "yes" or
general_assistance = "yes" or
parents_assistance = "yes" or
cert_veteran_affairs = "yes" or
cert_national_guard = "yes" or
cert_medal_honor = "yes" or
elig_sept_11 = "yes" or
elig_police_fire = "yes"
then elig_method_a = "Yes";
else elig_method_a = "No"

Method B Flag, Algorithm, and Income Table

For Method B eligibility determination, an income table for the year of the BOG Waiver application is derived. (This table is internal, not displayed on the application form.) If the total income is over the cap for the number of persons in the household, the applicant is not eligible under Method B.

The **method_b_table** is an internally derived table using fields from the bogfw_year table. The calculation is based on which year the applicant selects.

BOGFW-B Income Table for 2017-2018

For the 2017-2018 application years, calculation of the maximum income is based on the table below.

Household size	Maximum Income for 2017-2018
1	$17,820
2	$24,030
3	$30,240
4	$36,450
5	$42,660
6	$48,870
7	$55,095
8	$61,335
method_b_increment	$ 6,240

*These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services.   Under Title 5 of the California Code of Regulations, the student or student's family must have a total income in the base year (in this case, 2015) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.

The base year is defined as the income year used for the determination of an expected family contribution (EFC) for federal Title IV student financial aid unless professional judgement is exercised by a financial aid office to use the current year income.

These income standards are for the 2017-2018 academic year and are to be used to determine BOGFW B eligibility EFFECTIVE July 1, 2017. For more information, visit https://aspe.hhs.gov/poverty-guidelines.

BOGFW-B Income Table for Previous Years

For years 2016-2017, the calculation is as follows:
maximum_income = method_b_income_baseline + (method_b_income_increment * (household_size - 1))

Derived table for the **2016-2017** application year. The method_b_income_baseline = 17,665.00.

Household size	Maximum Income for 2016-2017
1	$17,665

2	$23,895
3	$30,135
4	$36,375
5	$42,615
6	$48,855
7	$55,095
8	$61,335
method_b_increment	$ 6,240

Derived table for the **2015-2016** application year: the method_b_income_baseline = 17,505.00.

Household size	Maximum Income for 2015-2016
1	$17,505
2	$23,595
3	$29,685
4	$35,775
5	$41,865
6	$47,385
7	$54,045
8	$60,135
method_b_increment	$ 6,090

If **dependency_status = "D" (Dependent),**
use dep_number_household for Household Size
and dep_total_income for <total_income>

If **BOG - Dependency = "I" (Independent)**
use ind_number_household for Household Size
and ind_total_income for <total_income>

If **<total_income> > Maximum Income for Household Size (from table)**
then elig_method_b = "No";
else elig_method_b = "Yes" .

Method D Flag and Algorithm

Method D eligibility determination is based on a Yes answer to the "determined homeless" question on the Application Year page. The question was added in 2017 in response to new legislation for homeless youth.

If <determined_homeless> = "Yes"
Then elig_method_d = "Yes"
Else elig_method_d = "No"

Computing the Final BOG Eligibility Flag

The algorithm for using the Method A Eligibility, Method B Eligibility, and Method D Eligibility Flags to compute the final BOG Eligibility Flag is as follows:

> *If* applicant is found eligible for waiver by both Method A and Method B
>
> set elig_bogfw = "M" (Multiple Methods);
>
> *else*, if found eligible by Method A only
>
> set elig_bogfw = "A" (Method A only);
>
> *else*, if found eligible by Method B only
>
> set elig_bogfw = "B" (Method B only)
>
> *else,* if found eligible by Method D only
>
> set elig_bogfw = "D" (Method D only);
>
> *else* (Method A Eligibility = "No" and Method B Eligibility = "No" and Method D Eligibility = "No"),
>
> set elig_bogfw = "N" (Not Eligible).

Optional Responses

Whether responses to the questions appearing on the Eligibility Methods Page will be required or optional depends on the Temporary Eligibility A Flag. The algorithm for determining which questions will **not** require a response is shown below.

If any of the special eligibilities questions are Yes and Dependency Flag is D (Dependent),

Do not *require responses to:*

      Receiving TANF/CalWorks *

      Receiving SSI/SSP *

      Receiving General Assistance *

      Parent Receiving Assistance *

      Persons in Household – Dependent

      Adjusted Gross Income – Dependent

      Other Income – Dependent

      Total Income – Dependent

If any of the special eligibilities questions are Yes and Dependency Flag is I (Independent),

Do not *require responses to:*

      Receiving TANF/CalWorks *

      Receiving SSI/SSP *

      Receiving General Assistance *

      Persons in Household – Independent

      Adjusted Gross Income – Independent

      Other Income – Independent

      Total Income – Independent

* Responses are not required to these questions if responses on the Special Eligibilities Page set the temporary BOG Eligibility A flag to Yes.

Appendix B: Account Data in the BOG Fee Waiver Application

Each submitted BOG Fee Waiver application includes data fields that are automatically populated from each student's OpenCCC Account. The table below displays the OpenCCC Account database columns and their corresponding columns that they populate in the BOG Fee Waiver table.

Table: OpenCCC Account Data in the BOG Fee Waiver Application

Data Item	Account Data Element	Application Data Element
CCCID	cccid	ccc_id
Date of Birth	birthdate	birthdate
Email Address	email	email
Legal Name: First	firstname	firstname
Legal Name: Last	lastname	lastname
Legal Name: Middle	middlename	middlename
Main Telephone	mainphone	mainphone
Main Telephone Extension	mainphone_ext	mainphone_ext
Permanent Address: No Address	no_perm_address_homeless	no_perm_address_homeless
Permanent Address: City	city	city
Permanent Address: Country	county	country
Permanent Address: Non-U.S. State/Province	nonusaprovince	province
Permanent Address: Postal Code	postalcode	postalcode
Permanent Address: State	state	state
Permanent Address: Street 1	streetaddress1	streetaddress1
Permanent Address: Street 2	streetaddress2	streetaddress2
Preferred Name: First	preferred_firstname	preferred_firstname
Preferred Name: Last	preferred_lastname	preferred_lastname
Preferred Name: Middle	preferred_middlename	preferred_middlename

Previous Name: First	previous_firstname	previous_firstname
Previous Name: Middle	previous_middlename	previous_middlename
Previous Name: Last	previous_lastname	previous_lastname
Social Security Number: Other Exception	ssn_exception	ssn_exception
Social Security Hash *(Internal Use Only)*	ssn_hash	ssn_hash
Social Security Number: None	ssn_no	ssn_no
Social Security Number/TIN	ssn	ssn
Social Security Number/TIN Type	ssn_type	ssn_type
Text Permission: Main Telephone	mainphone_auth_txt	mainphone_auth_text
Crypto key id: Internal System Field	cryptokeyid	cryptokeyid

Appendix C: BOG Fee Waiver Application Downloadable Fields

Data Element (column)	Data Type	Length	Allows Null	Down-loadable	In the Report Center?	In the Rules Area?	Notes?
ack_fin_aid	boolean			Yes	Yes	Yes	
app_id	bigint		No	Yes	Yes	No	
app_lang	string	2		Yes	Yes	Yes	
birthdate	date			Yes	Yes	Yes	
born_before_23_year	string	1		Yes	Yes	Yes	
campaign1	string	255		Yes	Yes	No	
campaign2	string	255		Yes	Yes	No	
campaign3	string	255		Yes	Yes	No	
ccc_id	string	8	No	Yes	Yes	Yes	
cert_national_guard	string	1		Yes	Yes	Yes	
cert_veteran_affairs	string	1		Yes	Yes	Yes	
city	string	50		Yes	Yes	Yes	
college_id	string	3		Yes	Yes	Yes	
college_name	string	50		Yes	Yes	Yes	
confirmation_applicant	boolean			Yes	Yes	Yes	
confirmation_number	String	25		Yes	Yes	Yes	
confirmation_parent_guardian	boolean			Yes	Yes	Yes	
country	string	2		Yes	Yes	Yes	
dep_gross_income	integer			Yes	Yes	Yes	
dep_number_household	integer			Yes	Yes	Yes	

Board of Governor's (BOG) Online Fee Waiver Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

dep_other_income	integer			Yes	Yes	Yes	
dep_total_income	integer			Yes	Yes	Yes	
dependency_status	string	1		Yes	Yes	Yes	
dependent_on_parent_taxes	string	1		Yes	Yes	Yes	
dependents	string	1		Yes	Yes	Yes	
determined_ab540_eligible	string	1		Yes	Yes	Yes	
determined_homeless	String	1		Yes	Yes	Yes	Added March 31, 2017
determined_non_res_exempt	string	1		Yes	Yes	Yes	
determined_residentca	string	1		Yes	Yes	Yes	
elig_bogfw	String	1		Yes	Yes	Yes	
elig_medal_honor	string	1		Yes	Yes	Yes	
elig_method_a	boolean			Yes	Yes	Yes	
elig_method_b	boolean			Yes	Yes	Yes	
elig_method_d	Boolean			Yes	Yes	Yes	3.31.17
elig_police_fire	string	1		Yes	Yes	Yes	
elig_sept_11	string	1		Yes	Yes	Yes	
email	String	50		Yes	Yes	Yes	
emancipated_minor	string	1		Yes	Yes	Yes	
firstname	string	50		Yes	Yes	Yes	
general_assistance	string	1		Yes	Yes	Yes	
homeless_youth_hud	string	1		Yes	Yes	Yes	
homeless_youth_other	string	1		Yes	Yes	Yes	
homeless_youth_school	string	1		Yes	Yes	Yes	

ind_gross_income	Integer			Yes	Yes	Yes	
ind_number_household	integer			Yes	Yes	Yes	
ind_other_income	integer			Yes	Yes	Yes	
ind_total_income	integer			Yes	Yes	Yes	
ip_address	string	15		Yes	No	No	
last_page	string	25		Yes	Yes	Yes	
lastname	string	50		Yes	Yes	Yes	
legal_guardianship	string	1		Yes	Yes	Yes	
living_with_parents	string	1		Yes	Yes	Yes	
mainphone	string	14		Yes	Yes	Yes	
mainphone_auth_text	boolean			Yes	Yes	Yes	
mainphone_ext	string	4		Yes	Yes	Yes	
marital_status	string	1		Yes	Yes	Yes	
married_or_rdp	string	1		Yes	Yes	Yes	
middlename	string	50		Yes	Yes	Yes	
no_mailing_address_homeless	Boolean			Yes	Yes	Yes	3.31.17
no_perm_address_homeless	Boolean			Yes	Yes	Yes	3.31.17
non_us_address	Boolean			Yes	Yes	Yes	
parent_guardian_name	string	60		Yes	Yes	Yes	
parents_assistance	string	1		Yes	Yes	Yes	
parents_deceased	string	1		Yes	Yes	Yes	
postalcode	string	20		Yes	Yes	Yes	
preferred_firstname	string	50		Yes	Yes	Yes	
preferred_lastname	string	50		Yes	Yes	Yes	

preferred_middlename	string	50		Yes	Yes	Yes	
preferred_name	boolean			Yes	Yes	Yes	
otherfirstname	String	50				No	
othermiddlename	String	50				No	
otherlastname	String	50				No	
othername	String	50				No	
province	string	30		Yes	Yes	Yes	
reg_dom_partner	string	1		Yes	Yes	Yes	
ssi_ssp	string	1		Yes	Yes	Yes	
ssn	string			Yes	No	No	
ssn_exception	boolean			Yes	Yes	Yes	
ssn_hash	string			Yes	No	No	
ssn_last4	string	4		Yes		Yes	
ssn_no	Boolean			Yes	Yes	Yes	
ssn_type	string	1		Yes	Yes	Yes	
state	string	2		Yes	Yes	Yes	
status	String	1		Yes	Yes	Yes	
streetaddress1	string	50		Yes	Yes	Yes	
streetaddress2	string	50		Yes	Yes	Yes	
student_college_id	string	20		Yes	Yes	Yes	
tanf_calworks	string	1		Yes	Yes	Yes	
term_code	string	5		Yes	Yes	Yes	

tstmp_create	date	tmstmp with time zone		Yes		Yes	
tstmp_download	date	tmstmp with time zone		Yes		Yes	
tstmp_submit	date	tmstmp with time zone		Yes		Yes	
tstmp_update	date	tmstmp with time zone		Yes		Yes	
us_veteran	string	1		Yes	Yes	Yes	
year_code	bigint			NO		Yes	Not downloadable
year_description	string	100		Yes	Yes	Yes	