2022-2023
California College Promise Grant
Online Application
Specification & Data Dictionary

Table of Contents

Overview

The *California College Promise Grant Online Application* (CCPG) is part of the California Community Colleges *Student Success Suite* - a collection of student-facing, online technology solutions that also includes the CCCApply admission applications, the CCC MyPath student onboarding portal, and the integrated OpenCCC student account system (OpenCCC).

Document Purpose

This document describes general information, technical specifications, and the data elements included in the California College Promise Grant Online Application. The content includes application user interface design, BOG fee waiver eligibility algorithms, and the specific database table information underlying this application.

Document Audience

This specification and data dictionary is intended for two audiences:

- California Community Colleges staff that work with CCPG implementation, configuration, usage, and delivery of the CCPG data;
- California Community Colleges Tech Center (CCCTC) staff, including software developers, QA technicians, technical writers, and project managers for the *Student Success Suite* technology applications;

General Information

The *California College Promise Grant Online Application* permits enrollment fees to be waived for eligible California residents who plan to attend one or more California Community Colleges.

Who should use the California College Promise Grant Online Application?

Eligible California residents, the benefits to students using the online CCPG application are ease of use, flexibility, and efficiency.

For colleges, when students use the CCPG online application, much of their OpenCCC account data, as well as some of the data entered in CCCApply, is populated and transferred automatically and delivered to your college by way of the *SuperGlue for Apply* staging table, the Download Client, and the CCC Data Warehouse.

OpenCCC System

OpenCCC is the California Community Colleges federated identity initiative and systemwide student account system that assigns each student user a unique California Community Colleges ID number (CCCID) and allows access to systemwide online technology applications via a single-sign-on account.

OpenCCC Federated Identity & The CCCID

When a new OpenCCC account is created, the system collects and stores the minimum required personal information data as well as the user's validated account credentials in an Identity Center, thus generating a unique identifier for the student known as the CCCID (California Community Colleges ID). The CCCID is the master link between the Identity Center, CCC admission applications, and other systemwide technology services.

When a user is authenticated (signs in) to use a CCC systemwide application or service such as CCCApply or CCC MyPath, the CCCID is passed to that service to identify the unique individual. In this way, services and applications can maintain personal accounts for the user anonymously, thus ensuring the privacy and security of the user's data.

Custom College Configurations

The CCPG application system is designed to integrate with your college MIS code and other elements configured by your college, and managed by authorized college administrators. These custom components include:

- College application URL using your college MIS code
- College-branding (logo) displayed as a page header
- Configurable college-specific Academic Year setting
- Configurable college-specific email rules and messages

CCCApply Administrator

The functions available in the CCCApply Administrator for the CC Promise Grant online application include:

- Email Rules & Messages configuration management (apply to both applications)
- Utility to manage the resetting of CCPG Downloads
- Management of authorized college and district Admin users

Note: The Spam Filter Utility information is unique to the CCCApply Standard & Noncredit applications. Secure details can be found in the CCCApply Administrator Guide.

College-branding

Each California Community College that adopts the online CC Promise Grant Application (CCPG) 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 CCPG application portal.

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

The college must add an introduction section on their website.

The student can access their college's CC Promise Grant Application by visiting their college web site and visiting the financial aid office, or visit: www.cccapply.org/money

CC Promise Grant Specifications

The *California College Promise Grant 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, and the award year corresponds to Fall (Winter)-Spring-Summer.

Summer to Spring: Indicates Summer as a leading term in awarding financial aid, and the award year corresponds to Summer-Fall-(Winter)-Spring.

Annual Interface Changes

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 CCPG year to the next are all related to the one field in the database: year_code (i.e. – the CCPG year).

Grant Name Re-Branding

The student-facing application was re-branded to reflect the new California College Promise Grant Application name changes in January 2018. Internally, however, database fields and control table names have not been changed and may still reflect the original "BOG" or "BOGFW" data field names.

Note: The student-facing application was re-branded to reflect the new California College Promise Grant Application name changes in January 2018. Internally, however, database fields and control table names have not been changed and may still reflect the original "BOG" or "BOGFW" data field names.

Spanish Translation

The California College Promise Grant Online Application is available in both English and Spanish language - including onscreen question text, response options, buttons, links, accessibility features (alt text, etc.), help text, and error messaging.

By clicking the *Cambiar A Espanol* button in the header of any page students can toggle to a full Spanish translation, giving ESL/Spanish-speaking students the ability to complete the entire application for admission completely in Spanish. Additionally, if a student has their web browser (Chrome or Safari) default language set to Spanish, the applications will display in Spanish automatically.

While the application language is set to Spanish, the *Cambiar a Espanol* button text changes to "Switch To English" and can be set back to English language at any time.

Note: If a browser language is set to anything other than English or Spanish, the application language setting will default to English.

Accessibility

The CCC Technology Center (CCCTC) is committed to making the California College Promise Grant Online Application accessible to individuals of all abilities. CCCTC 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 Act of 1973, as amended (29 U.S.C. Sec. 794d). Our goal is to make all CCCTC systemwide technology applications accessible to everyone, including individuals with disabilities.

Web platforms and services are evolving constantly as is the support for assistive computer technologies. We welcome your feedback for improving the usability and accessibility of web applications and services. Please share your feedback or concerns with accessibility@ccctechcenter.org so we may improve the service for all participants.

For more information, please visit the CCC Accessibility Center at http://www.cccaccessibility.org

CCCApply.org Website

The cccapply.org website has been updated to send applicants to the CC Promise Grant application for those colleges who are live on the Application. When a college goes live with the new Promise Grant Application, this list is updated.

Database Tables

Application Table

There is just one table for both in-progress applications and submitted CC Promise Grant applications: bogfw_application.

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 2022 through Summer 2023, the bog term_code is "2023").

The Academic Year Defined

The CCCApply internal college table contains an <academic_year> field that is associated with the CC Promise Grant (CCPG) application year. This field contains a value of 1 or 2 which indicates the following:

1 = Fall through Summer

2 = Summer through Spring

Configuring the Academic Year Setting

The *Academic Year* code is configured by each college in the CCCApply Administrator in the *College Information* tab (link found in the header). 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-populated System-Generated Data

The following fields are system-generated and populated from the CCPG/BOG database and/or populated from the college's Administrator custom configuration:

- 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 CCPG is being submitted to.
- The <term_code> is configured by the College in the Administrator.
- The *Current Mailing* address fields can be populated from the student's permanent address fields currently stored in their OpenCCC Account by clicking the checkbox that indicates the addresses are the same.

Defining CC Promise Grant (BOGFW) Years

When a new CC Promise Grant (BOGFW) year is approved and ready to be used, a new entry is made in application's internal database table (bogfw_year). Once the begin_date occurs the system will automatically make the year available on the Application Year page.

The example below uses the 2022-2023 application to illustrate the CC Promise Grant's (BOGFW) *Academic Year* options:

Fall to Summer

Display the 2022-2023 CC Promise Grant application through June 30, 2023.

July 1, 2021 - June 30, 2022 - display the 2021-2022 application

July 1, 2022 - June 30, 2023 - display the 2022-2023 application.

The CC Promise Grant (BOGFW) Academic Year indicator (Fall to Summer) tells the system to display the previous year's application (in this case, 2021-2022) through to June 30 of the new year (in this case, 2023) and then retire that application. On July 1, 2022 start displaying the new year's application (2022-2023) through to June 30, 2023. Repeat each year.

Summer to Spring

Display the 2022-2023 CC Promise Grant application through December 31, 2022.

January 1, 2022 - December 31, 2022 - display the 2022-2023 application.

January 1, 2023 - December 31, 2023 - display the 2023-2024 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.

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 = 2021 minus 23 years equals January 1, 1998).
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. (2022-01-01)
end_date	Year date_end based on the year selected. (2023-06-30)
year_begin	July 1 of the CC Promise Grant (BOG) "from" year (e.g. – July 1, 2022)
year_end	June 30 of the CC Promise Grant (BOG) "to" year (e.g. – June 30, 2023)
subject_name	For dependents, subject_name is "Parent(s)/RDP ". For independents, subject_name is "Student and Spouse's/RDP "

Application Workflow

The California College Promise Grant online application process requires each student applicant to have an OpenCCC account before they can submit a CCPG application. The workflow begins with a link to your college-branded CCPG application placed **directly on your college website and ends** when the application is completed and submitted, and the data is delivered back to your college through the *SuperGlue for CCPG* process or the CCCApply download client.*

Getting to Your College Online Application

Students may access your college-branded CC Promise Grant online application by going **directly to your college website** and locating the page, button or link determined by your college**.** Alternately, students may access a link to your online application from the "Money" page on the CCCApply.org website (*http://home.cccapply.org/*).

The Application Gateway Page (CC Promise Grant)

Each college has a unique CCPG *application gateway* page which identifies the application title, displays your college logo, and serves as a single point of entry to your online CC Promise Grant application. The URL for your college's *application gateway* page includes your college ID (MIS code) and captures the activities of the applicant and the processing of the application to that college MIS code.

The *application gateway* page also includes a main menu header containing the California Community Colleges Chancellor's Office logo and a "*Cambiar A Espanol"* link which allows the applicant to display and switch the onscreen text language between English and Spanish.

The Account Sign In Page (OpenCCC)

Multiple paths can lead students to your custom CC Promise Grant application; however, every applicant must first sign in to the OpenCCC system (verify their account credentials) before starting, resuming, or submitting a CC Promise Grant application to your college. If the student is a *first-time applicant to ANY systemwide CCC online application,* they must first create and validate an OpenCCC account and retain a CCCID. If the applicant is a *returning student* but cannot remember their account credentials, a link to "R*ecover Account"* will be provided on the Sign In page.

Account Creation & Recovery

The *application gateway* page – along with multiple other places throughout the CC Promise Grant application interface includes links to "*Create Account"* and "*Recover Account"* for new and existing students. These systems are not unique to each college. Rather, these links pertain to the OpenCCC systemwide student account system which allows for the California Community Colleges system to track and support their students educational data regardless of which college they attend or apply to. New and returning applicants are required to have a current OpenCCC account in order to access the CC Promise Grant online application. For more information about the OpenCCC Account system for new and existing users, please visit the *CCCApply.org* website.

California College Promise Grant Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

The *My CC Promise Grant Applications* Page

The *My CC Promise Grant Applications* page works similarly to other *My Applications* pages in the CCCApply applications. From this page, users can start a new CC Promise Grant application, resume an existing application that has not expired, or review and print a previously submitted application. Students can also view and update their OpenCCC Account Profile information.

The *My CC Promise Grant* Applications page provides applicants with a central storage place for in-progress and previously submitted CC Promise Grant applications, regardless of which CCC college they have submitted CCPG applications to.

Actions on the *My CC Promise Grant Applications* page include:

- Starting a new CC Promise Grant (CCPG) application
- Resuming & deleting an in-progress CCPG application
- Viewing previously submitted CCPG application(s)
- Viewing & editing current OpenCCC account information
- Switching the language of the onscreen text between English and Spanish
- Accessing the applicant's OpenCCC Account from Settings menu
- Signing out of the My CC Promise Grant Applications page or any CCPG application page.

The *My CC Promise Grant Applications* Page Header

Authenticated applicants (signed in) will see a slightly different version of the main header on their *My CC Promise Grant Applications* page now includes:

- The CCC Chancellor's Office logo (serves as the Home page link)
- Applicant's full name and CCCID
- Sign Out link
- Settings menu link
    - Switch to Spanish toggle
    - OpenCCC Account
    - Auto-fill from Previously Submitted Application

Getting to the *My CC Promise Grant Applications* Page

Applicants will land on their *My CC Promise Grant Applications* page **the second time** they sign in to the CCPG from their college's application gateway page or their CCC MyPath page. Applicants will also reach their *My CC Promise Grant Applications* page if they exit out of the application, or if they click on the *My CC Promise Grant Applications* page link from the navigational header.

Starting A New CCPG Application

Returning applicants with an existing OpenCCC account may start a new CCPG application by clicking on the "Start A New CC Promise Grant Application" button that appears at the top of their *My CC Promise Grant Applications* page.

Resuming an In-Progress CCPG Application

Applicants that have an existing OpenCCC account and have started but not submitted one or more CCPG applications will find their in-progress application(s) waiting in the **In-Progress Applications** table on their *My CC Promise Grant Applications* page. The applicant must sign in to the CCPG from their college's application gateway page in order to land on their personal *My CC Promise Grant Applications* page.

To resume an in-progress application, the applicant must click on the "resume" icon (displayed as a pen in the table row) to display and resume the in-progress CCPG application.

Deleting an In-Progress CCPG Application

To delete an in-progress application, the applicant should click the trash can icon in the *Trash* column of the **In-Progress Applications** table row to remove the unsubmitted CCPG application from the system.

Viewing A Submitted Application

Authenticated applicants can view their previously submitted CCPG applications in the ***Submitted Applications*** table on their *My CC Promise Grant Applications* page. Individual submitted applications are displayed in rows with the following details:

- Application ID
- College Name
- Submit Date
- View Application icon
- View Links icon

The applicant must sign in to their *My CC Promise Grant Applications* page and from a college's application gateway page to land on their personal *My Applications* page.

The *Account Information* Section

After signing in, users will see an ***Account Information*** section on their *My CC Promise Grant Applications* page, directly below the "Start A New CC Promise Grant Application" button or, if displayed, below their "In-Progress Applications" table. The data is populated from their most current account data stored in the OpenCCC system.

The *Edit My Account* Link

Applicants have the ability to update their Account Information data by clicking on the *"Edit My Account"* button in the *Account Information* section on the My Applications page. Once clicked, the *Edit* Profile page of their OpenCCC Account is displayed in a new browser tab.

Signing Out

Applicants can exit the *My CC Promise Grant Applications* page, or end an application session, at any time by clicking the "Sign Out" link in the *Settings* menu in the header of every page.

Application Page Dependencies

The CC Promise Grant application pages have the following dependencies shown in the table below. Tabs should be grayed out until the page is available or the dependency has been met.

Note: All pages following the Application Year page are disabled and NOT displayed until the user completes the 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.

Page	Depends on this condition
Application Year	User clicks *Start New Application* or *Resume Application* from the My Applications page.
Profile	No additional dependency
Dependency Status	Does not display if the *Determined Homeless* response = Yes, Else, no additional dependency
Special Eligibilities	Does not display if the *Determined Homeless* response = Yes, and Dependency Status page must be complete
Eligibility Methods	Does not display if the *Determined Homeless* response = Yes, and Special Eligibilities page must be complete
Certification	All preceding 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

Other Page Dependencies

The CCPG dependency status is calculated when the Dependency Status page is completed.

The Method D eligibility flag is determined when the Application Year page is complete; and

The temporary eligibility A is determined when the Special Eligibilities page is complete.

Application Year Page

The first application entry page is the *Application Year* page. 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. (Note: The academic_year setting is configured by the college in the College Information section in the CCCApply Administrator.)
- 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.

Application Data

CC Promise Grant (CCPG) application data is made available to colleges for automated data delivery via *SuperGlue for Apply*. Real-time data is also available in the CCCApply Report Center. Data download using the Download Client will continue to be supported through June 30, 2023.

Restricted Data

For security reasons, some fields are restricted from download or reporting, such as the AB620 data fields (sexual orientation, transgender identification, etc.) and other sensitive system fields. In some cases fields are encrypted and only available, anonymously and with no connection to any other application data, for reporting at the California Community College Chancellor's Office (CCCO). These storage and usage notes are specified in the data element tables, as well as the *Table of Application Data Fields* at the end of this specification which provides a matrix showing which data is or is not available by SuperGlue, download, email rules, and reporting.

OpenCCC Account Data

The applicant's current OpenCCC account information, gathered during the account creation process, or updated/edited at any time following account creation, is stored and passed to the college as part of the full submitted application. Most of the fields captured during the account creation process are stored in the user's account Profile and may be used for Account Recovery, while a few other system-generated fields may be stored in the database but not passed to the college via the integrated application.

Table A: OpenCCC Account Data

For each question and associated field in the OpenCCC account creation process, *Table A* indicates the type and format of the entry field, whether a response is required for that entry field, and any other significant information related to the field.

Data Field	Data Element	Required	UI Format	Usage / Description
Create & Verify Account Data Fields				
Email Address	<email>	Required	Textbox	Can be used for verification of identity during account creation, and/or as a preferred method of contact after credentials are validated.
Phone Number	<mainphone>	Optional	Textbox	Can be used for verification of identity during account creation, and/or as a preferred method of contact after credentials are validated.

Phone Type	<phoneType>	Optional	Menu	Set to "mobile" by default if mobile number is verified; otherwise a "landline" can be entered.
Preferred Method of Contact	<preferredMethodOfContact>	Required	Button	Set initially during the verification process, but can be changed between mobile and email address at any time. One verified method must be identified in the Account Profile.
Accepted Terms of Use	<acceptedTerms>	Required	Checkbox	User is required to acknowledge the Terms of Use and consent to statement granting permission to college and other entities
Personal Information Fields				
Legal First Name	<firstname>	Optional	Textbox	First name of the user.
Legal Middle Name	<middlename>	Optional	Textbox	Middle name of the user.
Legal Last Legal	<lastname>	Required	Textbox	Lasts name of the user which may appear on government or educational documents.
Legal Name: Suffix	<suffix>	Optional	Menu	Suffix of the user.
Preferred Name	<preferred_firstname>	Optional	Textbox	One manual input textbox allowing the user to identify a preferred name.
Contact Information Fields				
Permanent Address: Homeless	<no_perm_address_homeless> <addressHomeless>	Required	Yes / No	Checkbox question to allow the user to indicate that they are currently homeless and do not have a permanent address. This removes the requirement to provide a permanent address during account creation.
Permanent Address: Country	<country>	Required	Menu	Permanent country of the user.

California College Promise Grant Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

Permanent Address: Street Address	<street1> <street2>	Required	Textbox	Permanent street address of the user.
Permanent Address: City	<city>	Required	Textbox	Permanent city of the user.
Permanent Address: State/Province	<state> <province>	Required	Menu	Permanent (US) state or (non-US) province of the user.
Permanent Address: Zip/Postal Code	<postalcode>	Required	Textbox	Permanent (US) zip code or (non-US) postal code of the user.
Birthdate	<birthdate>		Textbox/ Calendar Widget	Date of birth of the user.
Account Credentials				
Password	RESTRICTED	Required	Textbox	Password credential created by the user that meets all security requirements.
Username (Legacy Only)	RESTRICTED	System	Textbox	Username credential created by a legacy user at the time of account creation.
System Fields & Timestamps				
CCCID	<ccc_id>	System		System-generated ID code for the confirmed user account.
Accepted Terms of Use Timestamp	<acceptedTermsTimestamp>	System	Date timestamp	Date and time that the user accepted (checked) the Terms of Use field.
Address Validation Override	<addressValidationOverride>	System		USPS address validation service scrubs user address input and verifies against standards. If needed provides an option the user USPS address validation invoked address
Address Validation Override Timestamp	<addressValidationOverrideTi mestamp>	System	Date timestamp	Date and time that the user accepted the USPS address validation suggestion.
Email Verified	<emailVerified>	System		Flag indicating that the user verified their email address for the purposes of

				authenticating their identity during account creation.
Email Verified Timestamp	<emailVerifiedTimestamp>	System	Date timestamp	Date and time that the user verified their email address.
Phone Number Verified	<mainPhoneVerified>	System		Flag indicating that the user verified their mobile phone number for the purpose of authenticating their identity during account creation.
Phone Number Verified Timestamp	<mainPhoneVerifiedTimestamp>	System	Date timestamp	Date and time that the user verified their mobile phone number.
Created Timestamp	<create_tmstmp>	System	Date timestamp	Date and time that the user created their OpenCCC user account.
Updated Timestamp	<update_tmstmp>	System	Date timestamp	Date and time that the user updated their Profile information in their OpenCCC user account.
Verification Code	<verificationCode>	Required	Textbox	User is required to verify an email address or mobile phone number during account creation by entering a valid security code on the Verification Code page, in order to create an account.

Auto-Fill of Account Profile Information

At the time of application submission, the following *Account* data fields (*OpenCCC 2.*0) will populate to the CCPG submitted application data delivered to the college:

- CCCID
- First Name
- Middle Name
- Last Name
- Email Address
- Birthdate
- Phone Number (Mainphone)
- No Permanent Address: Homeless
- Permanent Address: Country
- Permanent Address: Street Address 1 and 2
- Permanent Address: City

- Permanent Address: State/Province
- Permanent Address: Postalcode/Zip Code
- Social Security Number*
- SSN Type*
- No SSN*
- SSN Exception*
- SSN Last4*

*Note: Social Security Number fields, if exist in the OpenCCC account database from a legacy account and/or a currently submitted CCCApply Standard application will be included in the applicant's submitted CCPG application.

Note: Current Mailing Address fields can be populated from the applicant's Permanent Address fields stored in their OpenCCC Account by selecting the check box in the application that indicates the addresses are the same.

Note: If the applicant tabs past a field, then navigates to a different page in the application without clicking **Save** first, when they return to that page the blue highlighting will display again for the auto filled field that was tabbed past. When you save the application and resume it later, auto-filled questions not verified initially will continue to display in blue highlighting.

Account Fields No Longer Auto-Filled

The Account data fields listed below are **no longer** collected in the OpenCCC Account system for new accounts and will no longer auto-fill in the new Account Information section on the **My Applications** page. These fields are now collected within the CCPG Application on the Profile page.

- Previous/Other First Name
- Previous/Other Middle Name
- Previous/Other Last Name

Data Delivery & Reporting

Your application data is made available to your college via automated data delivery (*SuperGlue for Apply*). Real-time application data is also available in the CCCApply Report Center and to authorized college staff in the Data Warehouse Report Server. Data downloads via the CCCApply Download Client will continue to be supported with mandated COMIS data through June 30, 2023.

Changes to Data Elements

The data elements in this Data Dictionary are subject to change with the implementation of release hot-fixes and version updates. Fields, values, questions and responses may be added, modified, or deprecated across the application user interface and storage at any time. Changes will be documented in the version *Change Log* as needed.

Data Element Definitions

In addition to system-generated data fields and functionality, the majority of data elements are defined in the order in which they appear to the applicant, with back-end and hidden data elements presented where logically appropriate.

The tables in this document represent the data values stored in the formats described in this data specification and should correspond to the existing formats in the CCCApply system where possible. Where data correlates to CCCCO MIS data elements, reported by colleges to the Chancellor's Office in a pre-defined format, the deliverable data must be in the MIS format.

Format of Data Element Tables

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

Data Element Name:	The CCCApply database table and data element, in format 'table: element'.
Description:	A description of what the data element represents.
Type/Format, Length:	The format (data type) and length of the data element.
Values/Response Options:	Possible values that the data element can have. When presented in the format 'X = Description', X is the stored (and delivered) value, and the description is the meaning of the value. For menus, reports, and displays, the description (perhaps edited) is used.
Storage/Usage:	Specifies data storage, usage, constraints and other security considerations.
Allows Null:	Whether the data element can be null in a submitted application.
Default:	The data element's default value, if any; most CCCApply values do not have a default. Usage: Information about how the data element is used.
Conditions	Indicates whether a condition must be met in order for page or field display, or validation check.
Onscreen Label/Prompt Text:	Describes the text and language that displays to the applicant on the application interface.
Additional Onscreen Text:	Describes any supporting text or language that may display to the applicant on the interface.
Notes:	Additional information, comments, and/or question about the data element.
Last Update:	Information about changes made to this table.

System Database Tables

System database tables include system-generated values that are not populated based on any field entry in the applications but are configured to auto populate the database for each application for your college.

System Variables	System variables are fields generated by the system.

System Data Fields

The data elements in this section represent system values that are not populated based on any field entry in the CC Promise Grant application, but are configured to auto populate the database for each submitted application for your college.

Application ID

Data Name:	app_id
Description:	Unique identifier for the CC Promise Grant (BOGFW) application.
Data Type/Format:	Bigint
Length:	
Values/Response Options:	
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.
MIS Correlation:	None
Last Update:	July 9, 2012

California Community College ID

Data Element:	ccc_id
Description:	The user's unique CCCID for Federated Identity.
	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.
Type/Format, Length:	VarChar 8
Values/Response Options:	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.
Storage/Usage:	Populates the CCCApply applications from the applicant's OpenCCC Account at the time of submission.
Notes/Constraints:	System-generated unique identifier. System will support expansion of CCCID to 8 characters (XXXXNNNN).
Last Update	OpenCCC 2.0

Accepted Terms Timestamp

Data Element:	acceptedTermsTimestamp
Description:	Date and time of user's acceptance of the Terms of Use.
Type/Format, Length:	date timestamp with time zone
Values /Response Options:	
Allows Null:	
Default:	

Storage/Usage:	Stored with <acceptedTerms> at time of account creation.
Error Validation Checking:	
Notes/Constraints:	**_Note:_** Data not available for delivery or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Address Validation Override Timestamp

Data Element	addressValidationOverrideTimestamp
Description	Date and time that the user chose to override a suggested address that meets USPS format, or s of the address validation override.
Type/Format, Length	date and time with time zone
Values/Response Options	
Storage/Usage	
Notes/Constraints	**_Note:_** Data not available for delivery or reporting in v.6.9.0.
Last Update	OpenCCC 2.0

Campaign Fields

Data Element:	campaign1, campaign2, campaign3
Description:	The campaign name that the college designated in the URL link to the CCPG application to indicate the source of the student's application. Up to three campaigns may be stored in the database.
Type/Format, Length:	varchar, 255
Values:	Text string; supported characters: a-z, A-Z, 0-9, -, _, ., ~ and %
Storage/Usage:	Provides a name that colleges can download and report on as a measure of a campaign's success.
Allows Null:	No

Default:	None
Notes:	Submitted Application table.
	In order to implement the campaign feature, when you create your URL for students to link to the CCCApply application you must add the extra parameter of &user1=x (where x = the name of your campaign) on to the end of the URL link. You can do this for up to three parameters, using &user1=x&user2=y and &user3=z (where x, y and z = the names of other unique campaigns). For example, the format for implementing a URL for three campaigns would look like this: *http://www.google.com*
	https://www.opencccapply.net/cccapply-welcome? cccMisCode=231&user1=x&user2=y&user3=z
	An example of the practical implementation of this format is:
	https://www.opencccapply.net/cccapply-welcome?cccMisCode=231&user1=collegeIntroPage&user2=advertOnGoogle&user3=advertOnGoodMorningAmerica
Notes:	

College ID

Data Element:	college_id
Description:	The system's identifier for a particular California Community College.
Type/Format, Length:	bpchar, 3
Values:	3-digit code
Storage/Usage:	Identifies a particular college based on the system's table of college ID codes. System field: Required and non-configurable.
Allows Null:	No
Default:	None
Notes:	College table.

College Name

Data Element:	college_name
Description:	Name of college student is applying to.
Type/Format, Length:	varchar, 50

Values:	Text string
Storage/Usage:	Displayed in many places in the online application process.
Allows Null:	No
Default:	None
Notes:	College table. Required and customizable.

Created Time

Data Element:	createdTime
Description:	Date and time of account creation
Type/Format, Length:	timestamp with time zone
Allows Null:	
Default:	
Storage/Usage:	
Notes/Constraints:	*Note:* Data not available for delivery or reporting in v.6.9.0.
Last Update	OpenCCC 2.0
Allows Null:	No
Default:	None
Notes:	District table.

Email Verified

Data Element:	emailVerified
Description:	Indicates that a valid email address has been verified with security code.

Type/Format, Length:	Boolean
Values /Response Options:	True / False
Allows Null:	
Default:	
Storage/Usage:	Value stored in Account database with timestamp.
Error Validation Checking:	
Onscreen Label/Prompt Text:	
Additional Onscreen Text:	Email verified ES: Correo Electrónico ha sido Verificado
Notes/Constraints:	If email address has been verified, an asterisk is displayed on the Email field label in the user's Account Profile. At least one method of contact must be verified. *Note:* Data not available for delivery or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Email Verified Timestamp

Data Element:	emailVerifiedTimestamp
Description:	Date and time of the verification of user's email address.
Type/Format, Length:	date timestamp with time zone
Allows Null:	
Default:	
Storage/Usage:	Stored with <emailVerified> at time of account creation.

Error Validation Checking:	
Notes/Constraints:	***Note:*** Data not available for delivery or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Phone Verified

Data Element:	mainPhoneVerified
Description:	Indicates that the user's valid mobile phone number has been verified with a security code.
Type/Format, Length:	Boolean
Values /Response Options:	True / False
Allows Null:	
Default:	
Storage/Usage:	Value stored in Account database with timestamp.
Error Validation Checking:	
Notes/Constraints:	If mobile phone number is verified, an asterisk is displayed on the Mobile Phone label in the user's Account Profile. At least one method of contact must be verified. ***Note:*** Data not available for delivery or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Phone Verified Timestamp

Data Element:	mainPhoneVerifiedTimestamp
Description:	Date and time of the verification of user's mobile phone number.

Type/Format, Length:	date timestamp with time zone
Values /Response Options:	
Allows Null:	
Default:	
Storage/Usage:	Stored with <mainphoneVerified> at time of account creation.
Error Validation Checking:	
Notes/Constraints:	*Note:* Data not available for delivery or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Term Code

Data Element:	term_code
Description:	The college's code for the term.
Type/Format, Length:	Varchar, 15
Values/Response Options	Text string
Allows Null:	No
Default:	None
Storage/Usage:	Typically, this will be what a college will want to download as an identifier for the term applied for.
Notes/Constraints:	College input via the CCCApply Administrator. Term code should not be edited or deleted once it is made available to students.
Last Update	

Updated Time

Data Element:	updatedTime
Description:	Date and time of account update.
Type/Format, Length:	timestamp with time zone
Allows Null:	
Default:	
Storage/Usage:	
Notes/Constraints:	*Note:* Data not available for delivery or reporting in v.6.9.0.
Last Update	OpenCCC 2.0

Verification Code

Data Element	verificationCode
Description	System generated security code used to verify the user's identity.
Type/Format, Length	Numeric string 6
Values/Response Options	
Allows Null	No
Default	
Storage/Usage	Restricted. Not available for delivery or reporting. Used to verify user identity during account creation, account recovery, and whenever the preferred method of contact is not yet verified.

Error Validation Checking	Required input; else error message, "Verification code required."
	ES: "Se requiere Código de Verificación."
	Code entered must be valid; else error message, "We're sorry. The code you entered was invalid. Please re-enter the code that was sent."
	ES: "Lo sentimos. El código que ingreso es inválido. Por favor vuelva a ingresar el código que se envió."
	Code entered must not be expired; else error message, "We're sorry. The code you entered has expired. Please click the link to re-send the code."
	ES: "Lo sentimos. El código que ingreso se ha caducado. Haga clic en el enlace para volver a enviar el código."
	Resend code
Onscreen Label/Prompt Text	Verification Code
	[textbox]
Additional Onscreen Text	Heading: "Verify Your Account"
	"A verification code has been sent to [mobile phone ending in XXXX]. Please enter the verification code to verify your account."
	"A verification code has been sent to [masked email address]. Please enter the verification code to verify your account."
	ES: "Se ha enviado un código de verificación al teléfono móvil que termina en XXXX. Por favor ingrese el código de verificación para verificar su cuenta."
Notes/Constraints	The verification process is a required step in the account creation process. A user cannot be assigned a CCCID if either their email address or mobile phone number has not been verified.
	A user will not be able to move forward to fill out their profile information until either a mobile phone or email is validated.
	Note: Data not available for delivery or reporting in v.6.9.0.
Last Update	OpenCCC 2.0

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.
Notes:	In order to implement the campaign feature, when you create your URL for students to link to the CC Promise Grant 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

Year Code

Data Name:	year_code
Description:	This is set based on the bogfw_year table based on whichever Promise Grant year is selected.
Data Type/Format:	Character varying(15)
Length:	
Values/Response Options:	
Characteristics:	Hidden System-generated NOT a downloadable field; used internally only. Instead, download term_code.
Input Rules:	N/A
Usage:	Identifies the CC Promise Grant year selected.
Onscreen Label/Prompt Text:	N/A
Help Text:	None
Notes/Constraints:	

MIS Correlation:	None
Last Update:	August 14, 2012

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.
Data Type/Format:	Character varying(15)
Length:	
Values/Response Options:	
Characteristics:	Hidden System-generated Downloadable
Input Rules:	N/A
Usage:	The description of the year selected.
Onscreen Label/Prompt Text:	N/A
Help Text:	None
Notes/Constraints:	
MIS Correlation:	None
Last Update:	August 14, 2012

Account Data Fields

The tables in this section specify the fields that are auto-populated with the user's most recent OpenCCC Account Information.

Email Address

Data Element	email
Description	User's email address.
Type/Format, Length	char, 254 Two fields; each up to 254 characters, alphanumeric plus '@' and '.'
Values/Response Options	Text string in valid email address format.
Allows Null	No
Default	No
Storage/Usage	Used in account creation as a method to verify identity. Can be set as the user's preferred method of contact by the California Community Colleges or an authorized partner. Only one field is stored in database. Included in Edit Account Profile.
Input Controls	Must contain one '@' symbol and one "." (the "@" symbol cannot be the first character).
Error Validation Checking	Required user response. Must be unique. *Email address* and *Confirm Email* inputs must be identical and must meet validation checks; else error message, *"Your Email Address is invalid or absent. You must enter a valid Email Address"*. **Create Account:** Required response else error message: *"Email address is required*." (*ES: "Se requiere Correo Electrónico."*) Must meet validation check; else error message, *"Please enter a valid email address." (ES: "Por favor, introduzca una dirección de correo electrónico válida.")* Must be unique; else error message: *"Your email address is already in use. Please enter a different Email Address."* **Sign In:**

	Required response unless mobile phone number is entered; else error message, "*Email or mobile phone required.*" (ES: *Se requiere correo electrónico o teléfono móvil.*)
	Must meet validation check; else error message, **"***Your mobile number, email or password is not recognized by our system. Need Help?* Contact Support*"* ES: *"Nuestro sistema no reconoce su número de teléfono móvil, correo electrónico o contraseña."*
	Legacy User Sign In:
	Email address must be unique and meet format validation checks; else error message, *"Your Email address is already in use. Please enter a different Email address, or contact a support representative."*
Onscreen Label/Prompt Text	**Create & Verify Account:** Email [textbox] **Create Account (Contact Information):** Email Address [textbox] Confirm Email Address [textbox] **Sign In:** Email or mobile phone* [textbox]
Additional Onscreen Text	"Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure. ES: *"Entra tu dirección de correo electrónico para comenzar a crear su cuenta. Recibirás un código a través de correo electrónico para verificar su identidad y mantener su cuenta segura."*
Notes/Constraints	A valid email address is required from each user and must be unique. If the email address is verified during account creation, the system will pre-populate the <email> field in the *Contact Information* section and it doesn't need to be entered again in Confirm Email). The pre-populated field will be disabled to prevent edits until the account creation process is complete. Edits or changes to Email Address must go through verification process again. If a mobile phone is verified during account creation, the user is required to enter their Email address on the Contact Information page; else error message, *"Your Email Address is invalid or absent. You must enter a valid Email Address."*
Last Update	OpenCCC 2.0

Phone Number

Data Element	mainphone *main_phone_number (CCCApply International Application)* *mainphone (Standard/Noncredit)*
Description	User's primary phone number.
Type/Format, Length	VarChar, 25
Values/Response Options	Null or Text string
Allows Null	Yes
Default	None
Storage/Usage	Used in account creation as a method to verify identity. Can be set as the user's preferred method of contact by the California Community Colleges or an authorized partner. Stored for auto-population in Edit Account Profile. Both International and Domestic phone numbers are supported.
Input Controls	International phone numbers must include a "+" in front of the country code.
Error Validation Checking	**Create Account:** Optional response. Must be properly formatted and meet validation check for domestic and international phone numbers; else error message, "*Please enter a valid phone number*" (ES: "*Por favor ingrese un número de teléfono válido.*") Must be a valid mobile phone number if used for account creation; else error message, *"Preferred phone must be mobile."* (ES: *"El teléfono preferido debe ser móvil."*) **Sign In**: Must meet mobile number validation checks; else error message, *"Please enter a valid phone number." (ES: "Por favor ingrese un número de teléfono válido.")* **Edit Account**: Must meet mobile number validation checks, else error message, "Please enter a valid phone number or remove phone type." *ES: "Ingrese un número de teléfono válido o elimine el tipo de teléfono."*
Onscreen Label/Prompt Text	Phone [textbox] "*For international numbers insert + before country code*"

	(ES: *"Teléfono"*)
	(ES: *"Para números internacionales ingrese + antes del código de país"*)
	Create Account (Contact Information):
	Primary Phone Number
	[textbox]
	"For international numbers insert + before country code"
	(ES: *"Para números internacionales ingrese + antes del código de país"*)
	Sign In Page: Email or mobile phone* [textbox]
	(ES: *Correo electrónico o teléfono móvil**)
	Edit Account: Phone [textbox]
Additional Onscreen Text	**Create Account**:
	"Enter your mobile phone number to begin creating your California Community Colleges student account. You will receive a code via text message to verify your identity and keep your account secure."
	(ES: *"Entra tu dirección de número de teléfono móvil para comenzar a crear su CCC cuenta. Recibirás un código a través de correo electrónico para verificar su identidad y mantener su cuenta segura."*)
Notes/Constraints	*Phone* field ("mainphone" in CCCApply) now supports both domestic and international phone numbers.
	If a mobile phone is *Verified* during account creation, the system will pre-populate the *Phone* and *Phone Type* fields so they don't have to enter them again during the remainder (Step 2) of the account creation process. Both fields will be disabled to prevent edits until the account creation process is complete.
	Compliance with the Amazon SMS Regulations
	To comply with the Amazon Text regulations for sending and receiving a SMS text message and/or security-related codes via text message, the following disclaimer appears under the Primary Phone Number field. (See "Additional Onscreen Text" above.)
	"By providing your cell phone number, you consent to receiving periodic messages. Message frequency may vary. Message and data rates may apply. Text "HELP" for help. Text "STOP" to cancel."
	(ES: *"Al proporcionar su número de teléfono celular, acepta recibir mensajes periódicos. La frecuencia de los mensajes puede variar. Se pueden aplicar tarifas por mensajes y datos. Envía "HELP" para obtener ayuda. Envía "STOP" para cancelar."*)
Last Update	OpenCCC 2.0

Phone Number: Type

Data Element:	phoneType
Description:	Type of phone number provided by the user.
Type/Format,Length:	VarChar, menu (max. 255)
Values /Response Options:	= Mobile = Landline
Allows Null:	Yes
Default:	Default value = *Mobile* If mobile phone number is used for identity verification during account creation; else no default.
Storage/Usage:	Stored in Account Profile.
Error Validation Checking:	Must not be empty if phone number value exists; else error message, "*Phone type required.*" *ES: "Tipo de teléfono requerido."*
Onscreen Label/Prompt Text	Phone Type [menu] *ES: Tipo de teléfono [menu]*
Additional Onscreen Text:	See *Phone Number* data element table for related onscreen language.
Notes/Constraints:	"Landline" phone type cannot be used for account verification. Note: This data field is temporarily not available for delivery or reporting in the v.6.9.0 release.
Last Update:	OpenCCC 2.0

Preferred Method of Contact

Data Element:	preferredMethodOfContact

Description:	The user's preferred method for receiving messages (calls, text messages, and/or email messages) from entities associated with the user's application process, including but not limited to designated schools and programs.
Type/Format, Length:	VarChar (maximum 255)
Values/Response Options:	= email = mobile
Allows Null:	No
Default:	Defaults to method used during account creation to verify user's identity (Email or Mobile phone).
Storage/Usage:	Only one value is stored at a time but both methods can be **verified**. User must have at least one verified method of contact. Can be updated. User selects method during account creation to verify user identity (with security code for two-factor authentication). Preferred method of contact must be verified. Preferred method can be updated after initial account creation.
Error Validation Checking:	User is Required to designate a preferred method of contact. **Create Account / Edit Account:** Preferred method selected must be verified using a valid security code; else error message, "Please select email or phone as your preferred contact method" *ES: "Seleccione correo electrónico o teléfono como su método de contacto preferido."* If preferred method selected is not "email", then <phone.number> must be a valid mobile phone; else error message: *"Preferred phone must be mobile."* (*ES: "El teléfono preferido debe ser móvil."*)
Onscreen Label/Prompt Text:	Preferred Method of Contact* *ES: Método de contacto preferido**
Additional Onscreen Text:	**Account Profile:** [Button] Preferred Method of Contact *(ES: Método de contacto preferido)* [Button] Make preferred *(ES: Hacer preferido)*
Notes/Constraints:	User must have at least one verified method of contact. Can be updated. Only one value is stored at a time, but both methods can be **verified**. User selects method during account creation to verify user identity (with security code for two-factor authentication). Preferred method of contact must be verified.

	Preferred method can be updated after initial account creation. Note: This data field is temporarily not available for delivery or reporting in the v.6.9.0 release.
Last Update:	OpenCCC 2.0

Accepted Terms

Data Element:	acceptedTerms
Description:	Acknowledgment of the user's acceptance of the Account Terms of Use.
Type/Format, Length:	Boolean
Values /Response Options:	True / False
Conditions	If email address is verified during account creation, then display the terms disclaimer that pertains to contact by email. If mobile phone is verified during account creation, then display the terms disclaimer that pertains to contact by phone and/or text message.
Allows Null:	No
Default:	Default = True
Storage/Usage:	Stored with date and timestamp in database at time of account creation.
Error Validation Checking:	Required response; else error message, *"You must agree to the Terms of Use."* *ES: "Debe aceptar los Términos de uso."*
Onscreen Label/Prompt Text:	Acknowledge Terms of Use [checkbox] (Email): "*I agree to the Terms of Use and to receive emails at any email address I have provided or may provide in the future, from any entity associated with my application process, including but not limited to my designated schools and programs.*" (Mobile phone): "*I agree to the Terms of Use and to receive calls and/or texts and emails at any phone number and/or email I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs.*"

Additional Onscreen Text:	
Notes/Constraints:	Terms of Use URL: https://www.cccmypath.org/uPortal/p/terms-use/max/render.uP Acceptance of the Terms of Use agreement is stored with a date and timestamp. Note: This field is temporarily not available for delivery or reporting in release v.6.9.0.
Last Update:	OpenCCC 2.0

Legal First Name

Data Element:	firstname
Description:	User's first name used on legal documents.
Type/Format, Length:	VarChar, 50 (extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values/Response Options:	Text, string case; may be null.
Allows Null:	Yes
Default:	None
Storage/Usage:	Stored for use in auto-population. Included in Account Profile.
Error Validation Checking:	Optional response. May not be changed at same time as birthdate (i.e., during the same 'Save'); else error message, "Do not update your name (first, middle or last) and birth date at the same time." *(ES: No actualice su Nombre (primer, segundo o apellido) y fecha de naciemiento a la mismo tiempo.)*
Onscreen Label/Prompt Text:	Legal First Name [textbox] *ES: Nombre legal [textbox]*
Notes/Constraints:	Populated in CCCApply database at time of application submission. CO MIS field SB31.

Last Update:	OpenCCC 2.0

Legal Middle Name

Data Element:	middlename
Description:	User's middle name used on legal documents.
Type/Format, Length:	VarChar, 50 (extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values/Response Options:	Text string; may be null
Allows Null:	Yes
Default:	None
Storage/Usage:	Stored for use in auto-population. Included in Account Profile.
Error Validation Checking:	Optional response. May not be changed at same time as birthdate (i.e., during the same 'Save'); else error message, "Do not update your name (first, middle or last) and birth date at the same time." *(ES: No actualice su Nombre (primer, segundo o apellido) y fecha de naciemiento a la mismo tiempo.)*
Onscreen Label/Prompt Text:	Legal Middle Name [textbox] *ES: Segundo nombre legal* [textbox]
Notes/Constraints:	Populated in CCCApply database at time of application submission. CO MIS field SB31.
Last Update:	OpenCCC 2.0

Legal Last Name

Data Element:	lastname
Description:	User's last name used on legal documents.
Type/Format, Length:	VarChar 50 (extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values/Response Options:	Text string; may be null
Allows Null:	No
Default:	None
Storage/Usage:	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking:	Required response; else error message, "Legal last name required." *(ES: "Se requiere el apellido legal.")* May not be changed at same time as birthdate (i.e., during the same 'Save'); else error message, "Do not update your name (first, middle or last) and birth date at the same time." *(ES: No actualice su Nombre (primer, segundo o apellido) y fecha de naciemiento a la mismo tiempo.)*
Onscreen Label/Prompt Text:	Legal Last Name [textbox] *ES: Apellido legal* [textbox]
Notes/Constraints:	CO MIS DED SB32
Last Update:	OpenCCC 2.0

Suffix

Data Element:	suffix **Note:** The suffix data element does not populate the CC Promise Grant application
Description:	Suffix to user's legal name.

Type/Format, Length:	VarChar, 3 alphanumeric
Values/Response Options:	JR SR II III IV
Allows Null:	Yes
Default	None
Storage/Usage:	Included in Account Profile.
Error Validation Checking:	Optional user response
Onscreen Label/Prompt Text:	**Create Account (Contact Information):** Suffix [menu] : (Jr. Sr., I, I, III, IV)
Notes/Constraints:	
Last Update:	OpenCCC 2.0

Preferred Name

Data Element:	preferred_firstname New OpenCCC 2.0 field "Preferred Name" maps to the legacy field: <preferred_firstname>.
Description:	User's full preferred name.
Type/Format, Length:	VarChar, 50 (extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values / Response Options:	Text string
Allows Null?	Yes

Default	No
Storage/Usage:	New OpenCCC Account field "Preferred Name" maps to the legacy <preferred_firstname> field.
Error Validation Checking:	Optional response. Must not include a combination of first + middle + last + suffix; else error message, *"Preferred name cannot equal first + middle + last + suffix."* (*ES: "El nombre preferido no puede ser igual al primer + segundo + apellido + sufijo."*)
Onscreen Label/Prompt Text:	Preferred Name [textbox] *ES: Nombre Preferido [textbox]*
Notes/Constraints:	New format: One, optional text field called "Preferred Name". New field <name.preferred> maps to legacy Account <preferred_firstname> field.
Last Update:	OpenCCC 2.0

Address Homeless

Data Element	addressHomeless
Description	User indicates whether or not they have no permanent address because they are currently homeless.
Type/Format, Length	Boolean
Values/Response Options	True/False
Display Conditions	Always displays.
Allows Null?	No
Default	No
Storage/Usage	Stored for use in auto-population.

Error Validation Checking	**Required** user response, else error message: *"Are you currently homeless?" is required.* *ES: "Está actualmente sin vivienda es requerido."* If Yes, then do not display permanent address fields on screen and disable address validations. If No, display "Country" field and require a response. If displayed, "United States" will appear as the default response option. If Yes, then display optional checkbox question, "I have no current mailing address because I am currently homeless" in the Current Mailing section (Profile page) in CCCApply applications; else do NOT display checkbox question.
Onscreen Label/Prompt Text:	Yes [radio button] No [radio button] *"Are you currently homeless?"* ES: Si [radio button] No [radio button] "¿Está sin hogar actualmente?"
Notes/Constraints	No additional help text in OpenCCC 2.0.
Last Update	January 2022 (OpenCCC 2.0)

Permanent Address: Country

Data Element	country *perm_country (Standard/Noncredit)* *perm_addr_country (International application)*
Description	Country portion of the user's permanent address.
Type/Format, Length	Char, 2
Values/Response Options	US or other two-character ISO country code. See: https://www.iso.org/obp/ui/ #search.
Allow Null	No
Default	No
Storage/Usage	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking	Required response when "Are you currently homeless?" = No; else error message, *"Country is required."*

Onscreen Label/Prompt Text	Country [menu]
Notes/Constraints	The Country field value is used in determining the U.S or non-U.S. residency for the applicant. (citizenship?)
Last Update	OpenCCC 2.0

Permanent Address: Street1 and Street2

Data Element:	streetaddress1, streetaddress2 *perm_streetaddress1, perm_streetaddress2 (Standard/Noncredit)* *perm_addr_street_1, perm_addr_street_2 (International)*
Description:	Street portion of user's permanent address
Type/Format:	Varchar, 50
Values/Response Options:	Two text strings; second may be null
Allows Null:	No, if displayed (streetaddress1) Yes, always (streetaddress2)
Default	No
Storage/Usage:	Stored in database for use in auto-population. Included in Account Profile.
Conditions	Does not display if "Are you currently homeless" = Yes.
Error Validation Checking:	Response required for Street Address 1; else error message, "You must provide your street address." System will attempt to validate the street address using USPS Address Validation. If the address provided is not recognized, the address validation override message is displayed.
Onscreen Label/Prompt Text:	Street Address [text fields] Street Address 2 [text fields]
Notes/Constraints:	

Last Update:	OpenCCC 2.0

Permanent Address: City

Data Element	city *perm_city (Standard/Noncredit)* *perm_addr_city (International)*
Description	City portion of the user's permanent address.
Type/Format, Length	VarChar, 50
Values/Response Options	Text string
Allow Null	No
Default	No
Storage/Usage	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking	Required user response; else error message, "*City is required.*"
Conditions	Does not display if "Are you currently homeless" = Yes.
Onscreen Label/Prompt Text	City [textbox]
Notes/Constraints	
Last Update	OpenCCC 2.0

Permanent Address: State/Province

Data Element	state *perm_state (Standard/Noncredit)* *perm_addr_state (International)*

Description	State/province portion of user's permanent address.
Type/Format, Length	Char, 2
Values/Response Options	blank/null or 2-character USPS state code
Allows Null	Yes
Default	No
Storage/Usage	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking	Required, only if *Country = United States (US)*; else error message, "State is required."
Conditions	Does not display if "Are you currently homeless" = Yes.
Onscreen Label/Prompt Text	State [textbox] (If Country = United States (US) State/Province [textbox] (If Country is *NOT* United States)
Notes/Constraints:	
Last Update	OpenCCC 2.0

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

Data Element:	province *perm_nonusaprovince (Standard/Noncredit)* *non_us_permanent_home_non_us_province (CCCApply International)*
Description:	State/province portion of the user's *non*-U.S. permanent address.
Type/Format, Length:	VarChar, 50
Values / Response Labels:	Text string
Allows Null	Yes

Default	No
Storage/Usage	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking	Required response if *Country DOES NOT = United States (US); else error message, "Province is required."*
Conditions	Does not display if "Are you currently homeless" = Yes.
Onscreen Label/Prompt Text	State/Province [text box]
Notes/Constraints:	
Last Update	OpenCCC 2.0

Permanent Address: Postal Code/Zip Code

Data Element	postalcode (CC Promise Grant application) 20 *perm_postalcode (Standard/Noncredit) 20* *perm_addr_non_us_postal_code (International application)* **30** *perm_addr_zip_code (International) 20*
Description	Zip code (for U.S.) or Postal Code (if non-U.S.) portion of the user's permanent address.
Type/Format, Length	VarChar, 20 (extended character set, allowing hyphens, symbols, letters with diacritical marks or accents, etc.)
Values/Response Options	
Allows Null	No
Default	No
Conditions	When *"Are you currently homeless?"* is Yes, THEN: Zip Code field *does not display*. Postal Code field *does not display*.

Storage/Usage	One field is stored.
	Stored in database for use in auto-population. Included in Account Profile.
Error Validation Checking	Required response.
	Zip Code must not be empty if Country = United States (US); then error message, *"Zip code is required."*
	Postal Code must not be empty if Country is NOT the United States (US); else error message, *"Postal code is required."*
Onscreen Label/Prompt Text	Zip Code [textbox] (displays if *Country* = United States (US)
	Postal Code [textbox] (displays if *Country does NOT* = United States (US)
Notes/Constraints	
Last Update	OpenCCC 2.0

Address Validation Override

Data Element:	addressValidationOverride
Description:	Indicates that the USPS address validation service. does not recognize the address as provided by the user and has suggested an alternative to the user.
Type/Format, Length:	VarChar 20
Values/Response Options:	True / False
Allows Null	Yes
Default	
Storage/Usage:	If no suggested address is returned by the USPS address validation service, a null value is stored.
	Address override is stored as True or False.
Error Validation Checking:	IF user accepts a USPS "suggested address" displayed, then <addressValidationOverride> is stored as *True*; otherwise it is stored as *False*.

	If USPS address validation returns a notice of Invalid address, then user must override the response (True) or return to the address fields and edit their entry (False).
Onscreen Label/Prompt Text	Invalid Address message box: "We are unable to validate your address with the USPS Postal Service. Please review the address below and review or edit." [Button] "I verify my address" [Button] "Edit my address" Very Address message box: "To ensure an accurate address we suggest the one below. Would you like to use the suggested address?" [Button] "Yes" [Button] "No"
Additional Onscreen Text	For a *Suggested Address:* "To ensure an accurate address we suggest the one below. Would you like to use the suggested address?"
Notes/Constraints:	After all required address fields have been entered in the Contact Information section of the Account Profile, the **USPS address verification service is run** to check if the address exists, and whether the address meets USPS address standards. Indicates that the user has accepted an address alternative provided by the USPS address validation service does not recognize the address as provided by the user and has suggested an alternative to the user. *Note: This data field is temporarily not available* for delivery, download, or reporting in v.6.9.0.
Last Update:	OpenCCC 2.0

Date of Birth

Data Element:	birthdate
Description:	User's date of birth.
Type/Format, Length:	date, 10 Provided in this format: yyyy-mm-dd
Values/Response Options:	Valid date

Allows Null:	No
Default:	None
Storage/Usage:	Storage: Stored in database (with leading zeros as appropriate) for use in auto-population. Included in Account Profile.
	Usage**:** *Birthdate* 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>.
	Used for residency and minor identification, the applicant's age is calculated as of the day before the start-of-term date <ResidencyDeterminationDate>.
Error Validation Checking:	*Date of birth* is required; else error message, *"Valid date of birth is required."*
	Confirm date of birth is required; else error message, "*Valid Confirm Date of Birth is required*."
	Both entries must match exactly; else error message, "*Date of Birth entries do not match*." *(ES: "Las entradas de la fecha de nacimiento no coinciden.")*
	Must be a valid date ('dd' must be appropriate for 'mm' and 'yyyy', for example, 02/29/2009 would not be a valid date); else error message, "*Invalid date. Please enter the date in the format MM/DD/YYYY.*"
	Date must be after 01/01/1901; else error message, "*Must be on or after 01/01/1901."*
	Date must be before <current_date>; else error message, *"Must be before <current_date>."*
	Must not edit or update birthdate and full legal name at the same time; else error message, *"Do not update your name (first, middle or last) and birth date at the same time."* ES: *"No actualice su Nombre (primer, segundo o apellido) y fecha de naciemiento a la mismo tiempo."*
Onscreen Label/Prompt Text	"*Please enter your birth date*".
	Date of Birth* [textbox + calendar widget] *(ES: "Fecha de Nacimiento")*
	Confirm Date of Birth* [textbox + calendar widget] *(ES: "Confirmar fecha de nacimiento")*
Additional Onscreen Text	
Notes/Constraints:	Birthdate is sensitive information protected by federal law and the Office of Civil Rights (with regard to age discrimination). Any change to the text, prompt, access, or transmission of this

	data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the Office of Civil Rights. Date of birth 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. Users cannot change their legal name and date of birth at the same time to ensure two or more users cannot share an account (prevent duplicate accounts). OCR acknowledges that collection of date of birth is allowed under California State law.
MIS Correlation:	MIS DED SB03
Last Update:	OpenCCC 2.0

Password

Data Element:	password
Description:	User's secure password credential used for Account sign-in and recovery. RESTRICTED
Type/Format, Length:	VarChar, 25 Two input fields: must match and must be at least 8 characters, alphanumeric.
Values/Response Options:	text string
Allows Null:	No
Default:	
Storage/Usage:	RESTRICTED. NOT AVAILABLE FOR DELIVERY OR REPORTING. Stored using reversible encryption scheme. Used for comparison purposes but never transmitted. Always masked on screen, including when typed. Normalized for storage and comparison so that Password is case-insensitive.
Error Validation Checking:	Required response; else error message, "Password required*." (ES: "Se requiere contraseña*.")* Confirm Password is a required response; else error message, "Confirm Password required." *(ES: "Confirme la contraseña requerida.")*

	Two entries must match and must be at least 8 characters, alphanumeric; else error message, "Passwords do not match." *(ES: Las contraseñas no coinciden.)*
	Must meet length and format requirements; else error message, "
	Must meet all input validity checks; else error message, "Invalid password. Please follow the format in the description."
	Cannot include the *<username> (legacy user)* in the Password; else error message, "For security reasons, your Password cannot contain your Username. Please choose another Password."
	Format requirements must meet the following specifications:
	At least 8 characters.
	At least one uppercase letter.
	At least one lower case letter.
	At least one number.
	At least one of these special characters (!,@,#,$,%,^,&,*).
	Cannot contain any part of your name
	Must be a unique password each time a user resets it. Password cannot be one you have already used
Onscreen Label/Prompt Text:	Your Password must be at least 8 characters in length, must contain upper and lowercase letters, and must have at least one number and one special character (!,@,#,$,%,^,&,*). It cannot contain any part of your name.
Notes/Constraints:	Restricted field. Not available for delivery or reporting.
	The password is set/saved in the database when the system creates the user/CCCID.
	The password can't contain any of the whole names in the password otherwise it would lead to too much complexity.
Last Update:	OpenCCC 2.0

Username

Data Element:	username
Description:	Legacy *Username* credential used for account recovery. RESTRICTED
Type/Format, Length	VarChar, 128 6 to 128 keyboard characters (ASCII 33-126: alphanumeric plus punctuation, no spaces).
Values/Response Options:	Valid alphanumeric string

Storage/Usage:	Used for legacy account recovery only. Restricted field. Not available for delivery or reporting.
Error Validation Checking:	Must be unique (i.e., not already in use for another account); else error message: "*Invalid username*". Must not be blank, fewer than six characters, include spaces, or characters other than numbers, letters, or the following special characters: !#%&()*+,-./:; =? @[]^_`{} ~. else error message, "*Invalid username*."
Onscreen Label/Prompt Text	Username [textbox] *(ES: Nombre de Usuario)*
Notes/Constraints:	RESTRICTED. Used for legacy account recovery only. Not available for delivery or reporting The $, |, <, and > characters are not allowed in either the user name or password.
Last Update:	OpenCCC 2.0

Application Year Page

Student ID

Data Name:	student_college_id
Description:	Student ID at college to which application is being submitted
Data Type/Format:	date
Length:	
Values/Response Options:	Blank/null [internal default] Text string
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>.
Onscreen Label/Prompt Text:	Enter your student ID (if known): {textbox}
Help Text:	
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 21, 2006

Pre-Determination of California Residency

Data Name:	determined_residentCA

Description:	Whether the applicant has been determined to be a resident of California by the Admissions/Registrar Office or not.
Data Type/Format:	Yes/No 1
Length:	1
Values/Response Options:	1 - Yes/Sí [internal default] 0 – No
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:	
Onscreen Label/Prompt Text:	Has the Admissions or Registrar's Office determined that you are a California resident? {value - default Select One} Yes {drop down value - default Select One } No ?La Admissions or Registrar's Office ha determinado que used es residente de California? {value - default Select One} Sí {drop down value - default Select One } No
Notes/Constraints:	Self-reported by student.
MIS Correlation:	None
Last Update:	

Pre-Determination of AB540 Eligibility

Data Name:	determined_AB540_eligible
Description:	Whether the applicant has been determined to be AB540 eligible by the Admission's or Registrar's Office, or not.
Data Type/Format:	Yes/No 1

Length:	1
Values/Response Options:	1 - Yes/Sí [internal default] 0 – No
Characteristics:	Downloadable
Input Rules:	Only appears if Determined CA Resident <determined_residentCA> = 0/No If displayed, 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:	
Onscreen Label/Prompt Text:	Has the Admissions or Registrar's Office determined that you are eligible for a non-resident tuition exemption as an AB 540 student? {value - default Select One} Yes {drop down value - default Select One } No ?La Admissions or Registrar's Office ha determinado que usted ese legible para una exencion de matricula de no residente como estudiante AB 540? {value - default Select One} Sí {value - default Select One } No
Notes/Constraints:	Self-reported response by student.
MIS Correlation:	None
Last Update:	

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.
Data Type/Format:	Yes/No 1

Length:	1
Values/Response Options:	1 - Yes/Sí [internal default] 0 – No
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:	
Onscreen Label/Prompt Text:	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 ?La Admissions or Registrar's Office ha determinado que usted ese legible para una exencion de matricula para no residentes otorgada como resultado de su residencia en los Estados Unidos con una visa "T" o "U" (estatus migratorio de conformidad con la Seccion 1101(a)(15)(T)(i)o(ii), o la Seccion 1101 (a)(15)(U)(i) o (ii), del Titulo 8 del United States Code)? {value - default Select One} Sí {value - default Select One } No
Notes/Constraints:	Self-reported by student.
MIS Correlation:	None
Last Update:	

Pre-Determined Homeless by Financial Aid Office

Data Name:	determined_homeless
Description:	Whether the applicant has been determined homeless by the college Financial Aid Office.
Data Type/Format:	Yes/No 1

Length:	1
Values/Response Options:	1 - Yes/Sí [internal default] 0 – No
Characteristics:	Downloadable
Conditions:	Only appears if the applicant is currently under age 25 at the time of submission.
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." Must be Yes if user has indicated they have no permanent address because they are homeless in their OpenCCC Account, else error message: "We found a conflict in your answers. You must answer Yes to "Determined Homeless" if you have no permanent address because you are currently homeless. Please correct one of your responses."
Onscreen Label/Prompt Text:	"Has the Financial Aid Office or the college homeless student liaison verified that you have been without a fixed, regular, and adequate residence in the last 24 months (homeless)? If you have been homeless but not verified, check "Yes" and contact the college Financial Aid Office." Yes No
Notes/Constraints:	Self-reported by student.
MIS Correlation:	None
Last Update:	Added to BOGFW application in 2017-2018 per AB 801.

Profile Information

Other/Previous First Name

Data Element:	otherfirstname

Description:	Applicant's previous/other first name.
Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Value/Response Options	Text string
Allows Null:	Yes
Default:	
Storage/Usage:	
Error Validation Checking:	If user selects the Yes radio button in response to *"Do you have a previous legal name that was used on legal documents or education transcripts?"* AND does not enter any values in either any of the Previous First Name, Previous Middle Name, or Previous Last Name fields, OR does enter a Previous Middle Name and Previous Last Name value but does not select the "I didn't have a previous first name" check box", THEN the following error message displays: "*Please enter a previous first name or check the box indicating you have no previous first name.*"
Onscreen Label/Prompt Text:	"Do you have a **previous legal name** that was used on legal documents or education transcripts?" Yes or No Previous First Name [textbox]
Additional Text:	"I didn't have a previous first name" [check box]
Help:	From Help icon: *"If you previously used a different name than your current legal name, enter your previous first name (even if it is the same as your current first name). If your previous name was a single name, enter that name as your last name and check the box indicating that you had no first name."* From Help icon for the "I didn't have a first name check box": *"Check this box only if your previous name did not have a first name. If you had a single name, enter the single name as your Previous Last Name."*
Notes/Constraints:	Question and field moved out of OpenCCC Account and into CCCApply & CCPG Applications in January 2022. Length changed to match new CCCCSO MIS first name field.
Last Update:	January 2022

Other/Previous Name: Middle

Data Element:	othermiddlename **Note**: othermiddlename field does not populate the California College Promise Grant application data.

Description:	Applicant's previous/other middle name.
Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values/Response Options:	Text string; may be null
Allows Null:	
Default:	
Storage/Usage:	Stored in database for use in auto population.
Error Validation Checking:	If displayed, response is required when: Previous First Name has a value, OR Previous First Name and Previous Last Name have values, UNLESS Applicant selects the "I didn't have a middle name" check box; else error message, *"Please enter a previous middle name or check the box indicating you have no previous middle name."*
Onscreen Label/Prompt Text:	Previous Middle Name [textbox]
Additional Text:	I didn't have a middle name [check box]
Help:	From Help icon: "If you previously used a different name than your current legal name, enter your previous middle name (even if it is the same as your current middle name)." For the "*I didn't have a middle name*" check box: "Check this box only if your previous name did not have a middle name."
Notes/Constraints:	Question and field moved out of OpenCCC Account and into CCCApply Applications in January 2022. Length changed to match new CCCCSO MIS first name field.
Last Update:	January 2022

Other/Previous Name: Last

Data Element:	otherlastname
Description:	Applicant's previous/other last name.
Type/Format, Length:	char, 50 (Extended character set, allowing hyphens, letters with diacritical marks or accents, etc.)
Values/Response Options:	Text string

Allows Null:	Yes
Default:	None
Storage/Usage:	Stored in database for use in auto population.
Error Validation Checking:	Required user response if Previous First Name is entered or "no first name" box is checked; else error message, "*Please enter a previous last name or check the box indicating you have no previous last name.*"
Onscreen Label/Prompt Text:	Previous Last Name [textbox]
Help:	From Help icon: "If you previously used a different name than your current legal name, enter your previous last name."
Notes/Constraints:	Question and field moved out of OpenCCC Account and into CCCApply Applications in Jan 2022. Length changed to match new CCCCSO MIS first name field.
Last Update:	January 2022

Social Security Number

Data Element:	ssn
Description:	The applicant's Social Security Number or Taxpayer Identification Number. *Note: Collected in the CCCApply Standard/Noncredit Application only.*
Type/Format, Length:	text, 2147483647 Two fields; each 11 characters, numeric plus: Format nnn-nn-nnnn Hyphens are not required in input but will be inserted in stored value.
Values/Response Options:	Null or numeric string with hyphens. Encrypted in transit, decrypted in output via SuperGlue, staging table, and/or download file.
Allows Null:	Yes. If applicant selects the check box indicating they do not have a social security number or taxpayer identification number or decline to provide one, then the ssn field stores null.
Default:	None
Storage / Usage	Only one field is stored in database *If <ssn> exists in database, populates CCPG application output upon submission.*

Error Validation Checking:	**Note: Error validation logic conducted in CCCApply Standard application** *If <ssn> exists in database, populates CCPG application output upon submission.*
Notes/Constraints:	SSN is never displayed to the applicant and cannot be viewed by anyone properly or improperly using the applicant's account.
Revision Log:	Removed from CCPG user interface in 2022-2023 application.

Social Security Number: None

Data Element:	ssn_no *Note: Collected in the CCCApply Standard/Noncredit Application only.*
Description:	The applicant has indicated they have no social security number or taxpayer identification number or declines to provide one.
Type/Format, Length:	1 character, numeric
Values/Response Options	1 = Yes (checked) 0 = No (not checked)
Allows Null:	Yes
Default:	
Storage/Usage:	*If <ssn> exists in database, populates CCPG application output upon submission.*
Error Validation Checking	**Note: Error validation logic conducted in CCCApply Standard application** *If <ssn> exists in database, populate CCPG application output upon submission.*
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.
Revision Log:	Removed from CCPG user interface in 2022-2023 application.

Social Security Number: Other Exception

Data Element:	ssn_exception *Note: Collected in the CCCApply Standard/Noncredit Application only.*
Description:	Applicant is an international student, nonresident alien, or other exception and has no social security number or taxpayer identification number.

Data Type/Format:	boolean Default value: false
Values/Response Options::	1 = Yes (checked) 0 = No (not checked)
Allows Null:	Yes
Default:	
Storage/Usage:	*If <ssn> exists in database, populates CCPG application output upon submission.*
Error Validation Checking:	**Note: Error validation logic conducted in CCCApply Standard application** *If <ssn> exists in database, populate value in CCPG application output upon submission.*
Notes/Constraints:	
Revision Log:	Removed from CCPG user interface in 2022-2023 application

Social Security Number Type

Data Element:	ssn_type *Note: Collected in the CCCApply Standard/Noncredit Application only.*
Description:	Indicates the type of identification number provided: social security number or taxpayer identification number.
Type/Format, Length:	character/numeric, 1
Values/Response Options:	0 = SSN 1 = TIN Null = no response
Allows Null:	Yes
Default:	
Storage/Usage:	*If <ssn> exists in database, populates CCPG application output upon submission.*
Notes/Constraint:	Removed from CCPG user interface in 2022-2023 application.
Revision Log:	2022-2023

Social Security Number Hash

Data Element:	ssn_hash
Description:	RESTRICTED.
Allows Null:	
Default:	
Storage/Usage:	
Notes/Constraint:	*If <ssn> exists in database, populate CCPG application output upon submission.*
Revision Log:	

Social Security Number Last 4 Digits

Data Element:	ssn_last4
Description:	Social security number – last 4 digits.
Type/Format, Length	Character, 4
Allows Null:	
Default:	
Storage/Usage:	*If <ssn> exists in database, populate CCPG application output upon submission.*
Notes/Constraint:	Available for reporting in the CCCApply Report Center.
Revision Log:	

Mailing Address: Same as Permanent

Data Element:	address_same
Description:	Whether the applicant has checked the box indicating that their current mailing address is the same as their permanent address stored in their OpenCCC account.

Type/Format, Length:	boolean, 1
Values/Response Options:	Checked / Unchecked 1 = True/Yes 0 = False/No
Allows Null:	No
Default:	None
Storage/Usage:	
Conditions:	Always
Field Error Check:	None
Error Validation Check:	None
Onscreen Label/Prompt Text:	[checkbox] *"My mailing address is the same as the Permanent Address in my OpenCCC Account above."*
Additional Text:	None
Help	Help icon: *"Check this box if your current mailing address is the same as your permanent address."*
Notes:	contact table
Notes:	Checking this box causes the rest of the mailing address questions to be hidden, and the mailing address fields to be populated with the corresponding permanent address fields, currently stored in the user's OpenCCC account. Unchecking the box causes the mailing address questions to reappear.
Last Update	

Mailing Address outside U.S.

Data Element:	non_us_address
Description:	Checkbox indicating if user's current mailing address is outside the U.S.
Type/Format, Length:	boolean, TRUE or FALSE
Values/Response Options:	Checked / Unchecked

Conditions:	Hidden if Mailing Address Same As Permanent is checked.
Field Error Check:	None
Page Error Check:	None
Onscreen Label/Prompt Text:	[checkbox] "My current Mailing Address is **outside the United States**."
Help:	A *Confirmation* dialog box displays when the applicant selects the "My current mailing address is **outside the United States**" check box. The dialog box messaging displays: "My mailing address is outside the United States." followed by *Yes* and *No* radio buttons (the *No* radio button is selected by default). After selecting either *Yes* or *No* the applicant must click **Continue** to close the dialog box and can then continue their application.
Notes:	Clearing the check box toggles the fields back to *State* and *ZIP Code*.
Last Update	

No Mailing Address -Homeless

Data Field	<no_mailing_address_homeless>
Description	The applicant has indicated that they do not have a current mailing address because they are homeless.
Type/Format, Length	String Checkbox 0 = No/False; 1 = Yes/True
Values/Response Options:	Checked / Unchecked
Conditions:	Only display IF <no_perm_address_homeless> is not empty (True or Yes). Display in Apply, BOG, and International. Optional response. IF <no_perm_address_homeless> is unchecked (No) then do not display <no_mailing_address_homeless> in Apply, BOG, International; IF <non_us_address> is not empty (True or Yes), then do not display <no_mailing_address_homeless> in Apply, BOG. If user is **under 25 years of age, and** checks <no_mailing_address_homeless> checkbox (Yes or True) then display a confirmation and require a response. See "Pop-up Help" below.
Field Error Check:	None
Page Error Check:	None

Input Rules	If checkbox is NOT EMPTY, then hide/replace checkbox field in Current Mailing: "My current mailing address is the same as my permanent address in my OpenCCC account above." with new checkbox and data field: <no_mailing_address_homeless> on all applications: Apply, BOG, and IA):
	remove validation in current mailing address fields and zip up fields from view.
	Check/Uncheck toggles the display of the Mailing Address data fields and display of the "My current mailing address is the same as my permanent address in my OpenCCC Account" checkbox.
Onscreen Label/Prompt Text	[checkbox] I have no current mailing address because I am currently homeless.
Help text:	If User is **under 25 years of age,** a *Confirmation* dialog box displays when the applicant selects the "I have no current mailing address because I am currently homeless" <no_mailing_address_homeless> check box. The dialog box messaging displays:
	Confirmation:
	I confirm that I have no current mailing address because I am currently homeless.
	[Radio button] Yes - I'm homeless and I have no current mailing address.
	[Radio button] No - I need to update my current mailing address.
	After selecting either *Yes* or *No* the applicant must click **Continue** to close the dialog box and can then continue their application.
Notes	Implementation approved by Steering per state mandate AB801 Homeless Youth
Last Update	

Dependency Status Page

Marital Status

Data Name:	marital_status
Description:	Applicant's marital status as stated for CC Promise Grant Application
Data Type/Format:	Char(1)

Length:	1
Values/Response Options:	Blank/null [internal default] S – Single M – Married D – Divorced X – Separated W – Widowed R – Registered Domestic Partner
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:	
Onscreen Label/Prompt Text:	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}
Help Text:	None
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.
MIS Correlation:	None

Last Update:	April 17, 2005

Registered Domestic Partnership

Data Name:	reg_dom_partner
Description:	Whether applicant or parent is in a Registered Domestic Partnership
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
Characteristics:	Downloadable
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."
Onscreen Label/Prompt Text:	(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.)
Help Text:	None
Notes/Constraints:	None

MIS Correlation:	None
Last Update:	April 17, 2005

Born Before <23 Year Date>

Data Name:	born_before_23_year
Description:	Whether applicant was born before <23_year_date>.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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).
Onscreen Label/Prompt Text:	Were you born before <23_year_date>? {drop-down menu}
Help Text:	None
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	July 9, 2012

Currently Married or in RDP

Data Name:	married_or_rdp
Description:	Whether applicant is currently married or in a registered domestic partnership.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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 responses to Marital status and 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:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Onscreen Label/Prompt Text:	"As of today, are you married or in a Registered Domestic Partnership (RDP)?"
Additional Onscreen Text:	(Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)
Help Text:	"Select Yes if you are married or in a Registered Domestic Partnership, otherwise select No."
Notes/Constraints:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
MIS Correlation:	None
Last Update:	

Veteran of US Armed Forces

Data Name:	us_veteran
Description:	Whether applicant is a veteran of the U.S. Armed Forces.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 – No
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).
Onscreen Label/Prompt Text:	Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? {drop-down menu}
Help Text:	Select Yes if you are a member of the Armed Forces or serving on active duty, otherwise select No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	April 17, 2005

Dependents Living with You

Data Name:	dependents
Description:	Whether applicant has dependents
Data Type/Format:	Boolean

Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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).
Onscreen Label/Prompt Text:	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?
Help Text:	Select Yes if you have children who live with you, or receive more than half of their support from you, or other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you."
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

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.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
Characteristics:	Downloadable

Input Rules:	Required user response; else error message, " Select Yes or No if, at age 13 or older, applicant's parents were deceased, applicant was in foster care, or applicant was a dependent/ward of the court.
Usage:	If this value is Yes, the BOG Dependency Flag will be set to I (Independent).
Onscreen Label/Prompt Text:	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?
Help Text:	Select Yes if since age 13 both of your parents were deceased, you were in foster care or a ward of the court, otherwise select No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March, 2009

Emancipated Minor

Data Name:	emancipated_minor
Description:	Whether applicant is currently an emancipated minor as determined by a court.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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).
Onscreen Label/Prompt Text:	Are you or were you an emancipated minor as determined by a court in your state of legal residence?

Help Text:	Select Yes if have ever been an emancipated minor as determined by a court in your state of legal residence, otherwise select No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March, 2009

In Legal Guardianship

Data Name:	legal_guardianship
Description:	Whether applicant is in legal guardianship as determined by a court.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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).
Onscreen Label/Prompt Text:	Are you or were you in legal guardianship as determined by a court in your state of legal residence?
Help Text:	Select Yes if have ever been in legal guardianship as determined by a court in your state of legal residence, otherwise select No
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March, 2009

Homeless Youth per School

Data Name:	homeless_youth_school
Description:	Whether, on or after July 1, <RDDYear minus 2 years> applicant was determined to be an unaccompanied youth who was homeless by high school or school district homeless liaison.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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, <RDDYear minus 2 years>, 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).
Onscreen Label/Prompt Text:	At any time on or after July 1, <RDDYear minus 2 years>, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
Help Text:	Select Yes if your high school or district determined that you were an unaccompanied youth who was homeless since the date specified, otherwise select No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March 31, 2017

Homeless Youth per HUD-Funded Program

Data Name:	homeless_youth_hud

Description:	Whether, on or after July 1, <RDDYear minus 2 years>, 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.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 – Yes 0 - No
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, <RDDYear minus 2 years>, 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).
Onscreen Label/Prompt Text:	At any time on or after July 1, <RDDYear minus 2 years>, 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?
Help Text:	Select Yes if at any time on or after the date specified, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless, otherwise answer No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March, 2009

Homeless Youth per Center or Program Director

Data Name:	homeless_youth_other
Description:	Whether, on or after July 1, <RDDyear minus 2 years>, 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.

Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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, <RDDYear minus 2 years>, 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).
Onscreen Label/Prompt Text:	At any time on or after July 1, <RDDYear minus 2 years>, 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?
Help Text:	Select Yes if at any time on or after the date specified, 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, otherwise answer No.
Notes/Constraints:	"BOG" data field names have not changed with Promise Grant re-branding
MIS Correlation:	None
Last Update:	March 2017

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 <year> US Tax Returns.
Data Type/Format:	Char(1)

Length:	1
Values/Response Options:	Blank/null [internal default] 2 - Parent(s) did not file 1 - Yes 0 - No
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.
Onscreen Label/Prompt Text:	If your parent(s) or his/her RDP filed a <RDDYear minus 2 years> U.S. Income Tax Return, were you claimed on their <RDDYear minus 2 years> tax return as an exemption by either or both of your parents?
Help Text:	Select the correct response to the question "If your parent(s) or his/her RDP filed or will file a U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents for the tax year specified?"
Notes/Constraints:	Database field names that include the word "BOG" were not changed to CC Promise Grant or CCPG at the time of the application UI re-branding. The CCCCO 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.
MIS Correlation:	None
Last Update:	2019-2020 December 2018

California College Promise Grant Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

Living with Parent(s)

Data Name:	living_with_parents
Description:	Whether applicant currently lives with one or both parents, and/or his/her RDP.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 – No
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.
Onscreen Label/Prompt Text:	Do you live with one or both of your parent(s) and/or his/her RDP?
Help Text:	Select Yes if you live with one or both of your parent(s) and/or his/her RDP, otherwise select No.
Notes/Constraints:	The CCCCO 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.
MIS Correlation:	None
Last Update:	2017-2018 Updated March 31, 2017

Dependency Status

Data Name:	dependency_status
Description:	Whether applicant is determined to be dependent or independent.
Data Type/Format:	Char(1)
Length:	1
Values/Response Options:	Blank/null [internal default] D – Dependent I – Independent
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.
Onscreen Label/Prompt Text:	None
Help Text:	None
MIS Correlation:	None
Last Update	April 17, 2005

Special Eligibilities Page

Veteran Eligibility

Data Name:	cert_veteran_affairs
Description:	Whether applicant has certification of waiver eligibility from Veterans Affairs.
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."
Onscreen Label/Prompt Text:	Do you have certification from the California Department of Veterans Affairs that you are eligible for a dependent's fee waiver?
Help Text:	Select Yes if you have certification from the California Department of Veterans Affairs that you are eligible for a dependent's fee waiver, otherwise select No.
Values/Response Options:	Blank/null [internal default] 1 – Yes 0 - Yes
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 21, 2006

National Guard Eligibility

Data Name:	cert_national_guard
Description:	Whether applicant has certification of waiver eligibility from the National Guard.

Data Type/Format:	Boolean
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 – No
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."
Onscreen Label/Prompt Text:	Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?
Help Text:	Select Yes if you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver, otherwise select No.
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 21, 2006

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.
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable

Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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."
Onscreen Label/Prompt Text:	Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?
Help Text:	Select Yes if you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, otherwise select No..
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 21, 2006

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.
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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."
Onscreen Label/Prompt Text:	Are you eligible as a dependent of a victim of the September 11, 2001 terrorist attack?
Help Text:	Select Yes if you are eligible as a dependent of a victim of the September 11, 2001 terrorist attack, otherwise select No.
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 21, 2006

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
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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".

Onscreen Label/Prompt Text:	Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?
Help Text:	Select Yes if you are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, otherwise select No.
Notes/Constraints:	
MIS Correlation:	None
Last Update:	

Exonerated of Crime/Pardon Eligibility

Data Name:	eligExoneratedCrime
Description:	Whether applicant has ever been exonerated of a crime by writ of habeas corpus or pardon.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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 from the Department of Corrections and Rehabilitation that you have been exonerated of a crime by writ of habeas corpus or pardon ".
Onscreen Label/Prompt Text:	Have you been exonerated of a crime by writ of habeas corpus or pardon? (if this does not apply to you, select no).
Help Text:	Select Yes if Have you been exonerated of a crime by writ of habeas corpus or pardon, otherwise select No.
Notes/Constraints:	Special Eligibilities section
MIS Correlation:	AB 703

Last Update:	January 2022

COVID-19 Eligibility

Data Name:	eligCovidDeath
Description:	Whether applicant is eligible for waiver as a dependent/spouse/RDP of a deceased first responder who died of COVID-19 during the COVID-19 pandemic in California.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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 record that you are a dependent/spouse/Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 state of emergency in California".
Onscreen Label/Prompt Text:	Are you eligible as a dependent/spouse/Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California?
Help Text:	Select Yes if you eligible as a dependent/spouse/Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California, otherwise select No.
Notes/Constraints:	Special Eligibilities section
MIS Correlation:	AB 1113
Last Update:	January 2022

Eligibility Methods Page

Receiving TANF/CalWorks

Data Name:	tanf_calworks
Description:	Whether applicant is currently receiving TANF/CalWorks.
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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)."
Onscreen Label/Prompt Text:	Are you currently receiving monthly cash assistance for yourself or any dependents from: Temporary Assistance for Needy Families (TANF) / CalWorks? {Yes or No}
Help Text:	Select Yes if you are receiving Temporary Assistance for Needy Families (TANF) or CalWorks, otherwise select No.
Notes/Constraints:	Method A Enrollment Fee section.
MIS Correlation:	None
Last Update:	April 17, 2005

Receiving SSI/SSP

Data Name:	ssi_ssp
Description:	Whether applicant is currently receiving SSI/SSP.

Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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)."
Onscreen Label/Prompt Text:	Are you currently receiving monthly cash assistance for yourself or any dependents from: Supplemental Security Income (SSI) / State Supplementary Payment (SSP)?
Help Text:	Select Yes if you are receiving Supplemental Security Income (SSI) / State Supplementary Program (SSP), otherwise select No.
Notes/Constraints:	Method A Enrollment Fee section.
MIS Correlation:	None
Last Update:	April 17, 2005

Receiving General Assistance

Data Name:	general_assistance
Description:	Whether applicant is currently receiving General Assistance.
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No

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."
Onscreen Label/Prompt Text:	Are you currently receiving monthly cash assistance for yourself or any dependents from: General assistance?
Help Text:	Select Yes if you are receiving General Assistance, otherwise select No.
Notes/Constraints:	Method A Enrollment Fee section.
MIS Correlation:	None
Last Update:	April 17, 2005

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.
Data Type/Format:	Boolean
Length:	1
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] 1 – Yes 0 - No
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)."

Onscreen Label/Prompt Text:	Are your parent(s) receiving monthly cash assistance from TANF/ CalWORKs or SSI/SSP as a primary source of income?
Help Text:	None
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
MIS Correlation:	None
Last Update:	March 21, 2006

Persons in Household – Dependent

Data Name:	dep_number_household
Description:	If applicant is dependent, how many persons in household?
Data Type/Format:	Integer
Length:	2
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default] Integer from 2 to 99
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.
Onscreen Label/Prompt Text:	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, [YYYY].) {textbox}
Help Text:	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.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).

MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Persons in Household – Independent

Data Name:	ind_number_household
Description:	If applicant is independent, how many persons in household?
Data Type/Format:	Integer
Length:	2
Values/Response Options:	Blank/null [internal default] Integer from 1 to 99
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.
Onscreen Label/Prompt Text:	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, 2019 {textbox}
Help Text:	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.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent).
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

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?
Data Type/Format:	Integer
Length:	10
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default]
Input Rules:	Required user response; else error message, "Dependent student: You must enter the adjusted gross income."
Onscreen Label/Prompt Text:	a. Adjusted Gross Income (If 2016 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
Help Text:	If you are a dependent enter the adjusted gross income of your parents/RDP If you are independent enter the adjusted gross income of yourself and spouse/rdp.
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Adjusted Gross Income – Independent

Data Name:	ind_gross_income
Description:	If applicant is independent, what is adjusted gross income of applicant (and spouse) for [YYYY]?
Data Type/Format:	Integer
Length:	10
Values/Response Options:	Blank/null [internal default]

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).
Onscreen Label/Prompt Text:	a. Adjusted Gross Income (If 2016 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
Help Text:	If you are independent enter the adjusted gross income of yourself and spouse/rdp.
Notes/Constraints:	
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Other Income – Dependent

Data Name:	dep_other_income
Description:	If applicant is dependent, what is the other income of parent(s) for [YYYY]?
Data Type/Format:	Integer
Length:	
Values/Response Options:	Blank/null [internal default]
Characteristics:	Downloadable
Input Rules:	Required user response; else error message, "Dependent student: You must enter the other income."
Usage:	

Onscreen Label/Prompt Text:	b. All Other Income (Include ALL money received in [YYYY] that is not included in line (a) above (such as Disability, child support, military living allowance, Workman's Compensation, untaxed pensions.) $ {textbox}.00
Help Text:	If you are a dependent enter other income of your parents/RDP If you are independent enter other income of yourself and spouse/rdp.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent). Other income [YYYY] is updated annually.
MIS Correlation:	None
Last Update:	March 31, 2017

Other Income – Independent

Data Name:	ind_other_income
Description:	If applicant is independent, what is other income of applicant (and spouse) for 2016?
Data Type/Format:	Integer
Length:	
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default]
Conditions:	Appears only if the BOG Dependency Flag is I (Independent).
Input Rules:	Required user response; else error message, "Independent student: You must enter the other income."
Usage:	
Onscreen Label/Prompt Text:	b. All Other Income (Include ALL money received in [YYYY] that is not included in line (a) above (such as Disability, child support, military living allowance, Workman's Compensation, untaxed pensions.)

	$ {textbox}.00
Help Text:	If you are a dependent enter other income of your parents/RDP If you are independent enter other income of yourself and spouse/rdp.
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent). Other income for [YYYY] is updated annually.
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Total Income – Dependent

Data Name:	dep_total_income
Description:	If applicant is dependent, what is the total income of parent(s) for year?
Data Type/Format:	Integer
Length:	
Characteristics:	Downloadable
Values/Response Options:	Blank/null [internal default]
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.
Onscreen Label/Prompt Text:	**Total** income for [YYYY] (Sum of a. + b.): $ {textbox}.00
Help Text:	None

Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent). Income year [YYYY] is updated annually.
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Total Income – Independent

Data Name:	ind_total_income
Description:	If applicant is independent, what is total income of applicant (and spouse) for year?
Data Type/Format:	Integer
Length:	10
Values/Response Options:	Blank/null [internal default]
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.
Onscreen Label/Prompt Text:	Total income for 2016 (Sum of a. + b.): $ {textbox}.00
Help Text:	None
Notes/Constraints:	Included on application only if the BOG Dependency Flag is I (Independent).
MIS Correlation:	None
Last Update:	2017-2018 March 31, 2017

Certification & Submission Elements

Confirmation – Parent/Guardian

Data Name:	confirmation_parent_guardian
Description:	Whether applicant's parent or guardian confirms all information is true, etc.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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.
Onscreen Label/Prompt Text:	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}
Help Text:	None

Notes/Constraints:	Included on application only if the BOG Dependency Flag is D (Dependent).
MIS Correlation:	None
Last Update:	March 31, 2017

Parent/Guardian Name

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

Financial Aid Acknowledgement

Data Name:	ack_fin_aid
Description:	The applicant acknowledges understanding the availability of financial aid.

Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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.
Onscreen Label/Prompt Text:	{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.
Help Text:	Click this box to confirm that all information on the application is true and complete to the best of your knowledge. Click this box to confirm understanding of the following financial aid statements.
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 31, 2017

Confirmation – Applicant

Data Name:	confirmation_applicant
Description:	Whether applicant certifies that all the information they've provided is true, etc.
Data Type/Format:	Boolean

Length:	1
Values/Response Options:	Blank/null [internal default] 1 - Yes 0 - No
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.
Onscreen Label/Prompt Text:	{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. If 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 2016 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.
Help Text:	None
Notes/Constraints:	
MIS Correlation:	None
Last Update:	March 31, 2017

Confirmation Number

Data Name:	confirmation_number

Description:	The confirmation number assigned by the system for a single CCPG application at the time of submission.
Data Type/Format:	Character
Length:	25
Values/Response Options:	Unique number assigned by the system for every application.
Characteristics:	Downloadable
Input Rules:	None
Usage:	Used to uniquely identify a single application. For colleges and applicants, this is the number that identifies a particular submitted application. It is displayed on Application Confirmation page and elsewhere
Notes/Constraints:	The value of the confirmation number for a **CC Promise Grant Application** will be a concatenation of "BOG-" + app_id. Example: BOG-10765. Application confirmation displays on the 'My Applications' page after an application is submitted.
Last Update:	

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:	
Last Update:	~~

Download Status

Data Name:	Status
Description:	The download status of a submitted CCPG application.
Data Type/Format/Length:	Character(1)
Values/Response Options:	Blank – In progress I = Application has been initially written to the submitted application database. D= Application has been downloaded by college (using the Download Client process).
Characteristics:	System-generated. Downloadable
Allows Null:	No
Input Rules:	None
Usage:	
Notes/Constraints:	CCCApply Download Client is only supported through June 30, 2022.
Last Update:	July 9, 2012

IP Address

Data Name:	ip_address
Description:	Applicant's IP address.
Data Type/Format:	varchar
Length:	15
Values/Response Options:	Blank/null [internal default]
Characteristics:	Downloadable Auto-populates upon application submission
Usage:	
Notes/Constraints:	None
Last Update:	

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:	
Last Update:	~~

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:	
Last Update:	~~

Method A Eligibility Flag

Data Name:	elig_method_a

Description:	Whether applicant is eligible for Promise Grant (BOG) fee waiver using method A.
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] Yes No
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:	Special Eligibilities updated with eligibilities for: exonerated of crime/pardon (AB 703) and COVID-19 first responder deaths in 2022-2023.
Last Update:	January 2022

Method B Eligibility Flag

Data Name:	elig_method_b
Description:	Whether applicant is eligible for Promise Grant (BOG) fee waiver using method B (income).
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] Yes No
Characteristics:	Temporary System-generated Hidden

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:	
Last Update:	2017-2018 March 31,2017

Method D Eligibility Flag

Data Name:	elig_method_d
Description:	Whether applicant is eligible for Promise Grant (BOG) fee waiver using method D (homeless youth Under 25).
Data Type/Format:	Boolean
Length:	1
Values/Response Options:	Blank/null [internal default] Yes No
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 D for AB 801 Homeless Youth Under 25.
Last Update:	March 31, 2017

BOG Eligibility Flag

Data Name:	elig_bogfw
Description:	Whether applicant is eligible for Promise Grant (BOG) fee waiver, and method (A, B and/or D) that determined eligibility.
Data Type/Format:	Character(1)
Values/Response Options:	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
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:	
Last Update:	March 31, 2017

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
dependent_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 Flags

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" or
eligExoneratedCrime = "yes" or
eligCovidDeath = "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 Promise Grant (BOG) 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 the year the applicant selects.

2022-2023 California College Promise Grant (CCPG) - Type B Income Standards*

For the 2022-2023 application years, calculation of the maximum income is based on the table below.

Family Size	Base Year Income
1	$19,320
2	$26,130
3	$32,940
4	$39,750
5	$46,560
6	$53,370
7	$60,180
8	$66,990
Each Additional Family Member	$6,810

5CCR § 58620: Student (dependent or independent) household income in the prior year equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines for a family of that size.

5CCR § 58620(b)(1)(F): For purposes of this subdivision, U.S. Department of Health and Human Services Poverty Guidelines used each year shall be the most recently published guidelines immediately preceding the academic year for which a fee waiver is requested.

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.

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 (AB 801).

If <determined_homeless> = "Yes"

Then elig_method_d = "Yes"

Else elig_method_d = "No"

Note: In addition to the Method D eligibility flag, an expedited user flow (skip logic) is enabled if the response to the "determined homeless" question on the Application Year page is Yes (determined_homeless = Yes). See the "Application Page Dependencies" section for details on which pages/questions are displayed and which are required as part of this expedited workflow.

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: Table of CCPG Application Data Fields

Data Element (column)	Type	Length	Down-loadable	Superglue	Report Center	Admin Rules	Notes
ack_fin_aid	boolean		Yes	Yes	Yes	Yes	
acceptedTerms	Boolean		No	No	No	No	*Account 2022*
acceptedTermsTimestamp	date timestamp	255	No	No	No	No	*Account 2022*
addressHomeless	boolean		No	No	No	No	*Account 2022*
address_same	boolean		Yes	Yes	Yes	Yes	
addressValidationOverride	boolean	1	No	No	No	No	*Account 2022*
addressValidationOverrideTimestamp	date timestamp	255	No	No	No	No	*Account 2022*
app_id	bigint		Yes	Yes	Yes	No	
app_lang	string	2	Yes	Yes	Yes	Yes	
birthdate	date		Yes	Yes	Yes	Yes	
born_before_23_year	string	1	Yes	Yes	Yes	Yes	
campaign1	string	255	Yes	Yes	Yes	No	
campaign2	string	255	Yes	Yes	Yes	No	
campaign3	string	255	Yes	Yes	Yes	No	
ccc_id	string	8	Yes	Yes	Yes	Yes	
cert_national_guard	string	1	Yes	Yes	Yes	Yes	
cert_veteran_affairs	string	1	Yes	Yes	Yes	Yes	
city	string	50	Yes	Yes	Yes	Yes	
college_id	string	3	Yes	Yes	Yes	Yes	
college_name	string	50	Yes	Yes	Yes	Yes	
confirmation_applicant	boolean		Yes	Yes	Yes	Yes	
confirmation_number	String	25	Yes	Yes	Yes	Yes	
confirmation_parent_guardian	boolean		Yes	Yes	Yes	Rules	
country	string	2	Yes	Yes	Yes	Yes	
dep_gross_income	integer		Yes	Yes	Yes	Yes	
dep_number_household	integer		Yes	Yes	Yes	Yes	
dep_other_income	integer		Yes	Yes	Yes	Yes	
dep_total_income	integer		Yes	Yes	Yes	Yes	
dependency_status	string	1	Yes	Yes	Yes	Yes	
dependent_on_parent_taxes	string	1	Yes	Yes	Yes	Yes	
dependents	string	1	Yes	Yes	Yes	Yes	

California College Promise Grant Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

determined_ab540_eligible	string	1	Yes	Yes	Yes	Yes	
determined_homeless	String	1	Yes	Yes	Yes	Yes	*Added 2017*
determined_non_res_exempt	string	1	Yes	Yes	Yes	Yes	
determined_residentca	string	1	Yes	Yes	Yes	Yes	
elig_bogfw	String	1	Yes	Yes	Yes	Yes	
eligCovidDeath	String	1	Yes	Yes	No	No	*Added 2022-2023*
eligExoneratedCrime	String	1	Yes	Yes	No	No	*Added 2022-2023*
elig_medal_honor	string	1	Yes	Yes	Yes	Yes	
elig_method_a	boolean		Yes	Yes	Yes	Yes	
elig_method_b	boolean		Yes	Yes	Yes	Yes	
elig_method_d	boolean		Yes	Yes	Yes	Yes	*Added 3.31.17*
elig_police_fire	string	1	Yes	Yes	Yes	Yes	
elig_sept_11	string	1	Yes	Yes	Yes	Yes	
email	character varying	254	Yes	Yes	Yes	Yes	
emailVerified	boolean		No	No	No	No	*Account 2022*
emailVerifiedTimestamp	Date Timestamp	255	No	No	No	No	*Account 2022*
emancipated_minor	string	1	Yes	Yes	Yes	Yes	
firstname	string	50	Yes	Yes	Yes	Yes	
general_assistance	string	1	Yes	Yes	Yes	Yes	
homeless_youth_hud	string	1	Yes	Yes	Yes	Yes	
homeless_youth_other	string	1	Yes	Yes	Yes	Yes	
homeless_youth_school	string	1	Yes	Yes	Yes	Yes	
ind_gross_income	Integer		Yes	Yes	Yes	Yes	
ind_number_household	integer		Yes	Yes	Yes	Yes	
ind_other_income	integer		Yes	Yes	Yes	Yes	
ind_total_income	integer		Yes	Yes	Yes	Yes	
ip_address	string	15	Yes	Yes	No	No	
last_page	string	25	Yes	Yes	Yes	Yes	
lastname	string	50	Yes	Yes	Yes	Yes	
legal_guardianship	string	1	Yes	Yes	Yes	Yes	
living_with_parents	string	1	Yes	Yes	Yes	Yes	
mainphone	string	14	Yes	Yes	Yes	Yes	
mainphone_auth_text (no longer used)	boolean		Yes	Yes	Yes	Yes	*Deprecated 2022*

California College Promise Grant Application
California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

mainphone_ext (no longer used)	string	4	Yes	Yes	Yes	Yes	*Deprecated 2022*
marital_status	string	1	Yes	Yes	Yes	Yes	
married_or_rdp	string	1	Yes	Yes	Yes	Yes	
middlename	string	50	Yes	Yes	Yes	Yes	
no_mailing_address_homeless	boolean		Yes	Yes	Yes	Yes	*Added 3.31.17*
no_perm_address_homeless	boolean		Yes	Yes	Yes	Yes	*Added 3.31.17*
otherfirstname	string	50				No	
othermiddlename	string	50				No	
otherlastname	string	50				No	
othername	string	50				No	
parent_guardian_name	string	60	Yes	Yes	Yes	Yes	
parents_assistance	string	1	Yes	Yes	Yes	Yes	
parents_deceased	string	1	Yes	Yes	Yes	Yes	
postalcode	string	20	Yes	Yes	Yes	Yes	
preferredMethodOfContact	VarChar	255	No	No	No	No	*Account 2022*
preferred_firstname	string	50	Yes	Yes	Yes	Yes	
preferred_lastname	*string*	*50*	*Yes*	*Yes*	*Yes*	*Yes*	*Deprecated 2022*
preferred_middlename	*string*	*50*	*Yes*	*Yes*	*Yes*	*Yes*	*Deprecated 2022*
preferred_name	*boolean*		*Yes*	*Yes*	*Yes*	*Yes*	*Deprecated 2022*
province	string	30	Yes	Yes	Yes	Yes	
reg_dom_partner	string	1	Yes	Yes	Yes	Yes	
ssi_ssp	string	1	Yes	Yes	Yes	Yes	
ssn	string	11	Yes	Yes	No	No	
ssn_exception	boolean		Yes	Yes	Yes	Yes	
ssn_hash	string		No	No	No	No	*Restricted*
ssn_last4	string	4	Yes	Yes		Yes	
ssn_no	boolean		Yes	Yes	Yes	Yes	
ssn_type	string	1	Yes	Yes	Yes	Yes	
state	string	2	Yes	Yes	Yes	Yes	
status	String	1	Yes	Yes	Yes	Yes	
streetaddress1	string	50	Yes	Yes	Yes	Yes	
streetaddress2	string	50	Yes	Yes	Yes	Yes	
student_college_id	string	20	Yes	Yes	Yes	Yes	

tanf_calworks	string	1	Yes	Yes	Yes	Yes	
term_code	String	15	No	No	No	No	
tstmp_create	date		Yes	Yes		Yes	*tstmp w/ time zone*
tstmp_download	date		Yes	Yes		Yes	*tstmp w/ time zone*
tstmp_submit	date		Yes	Yes		Yes	*tstmp w/ time zone*
tstmp_update	date		Yes	Yes		Yes	*tstmp w/ time zone*
us_veteran	string	1	Yes	Yes	Yes	Yes	
verificationCode	Text string	255	No	No	No	No	*Account 2022*
year_code	bigint		NO	Yes		Yes	*Not downloadable*
year_description	string	100	Yes	Yes	Yes	Yes	