



California  
Community  
Colleges

CCCApply

# Noncredit Application

**PHASE 2: Pilot Project**

CCCApply Pilot Project CCCApply  
February - May 2019

# One Application - Two Workflow Paths

The Standard Application has been modified to include two unique workflow paths - one that includes residency questions and one that does not

1. **Standard App Credit Path**  
**Residency Questions & Logic**
2. **Noncredit Path**  
**NO Residency Questions or Logic**  
(Different URL into the same code base)



The image shows a screenshot of the Contra Costa College application form. The header features the college's logo and name: "CONTRA COSTA COLLEGE a premier community college right in your backyard". The form is divided into sections, with a sidebar on the left containing "Introduction", "Enrollment Information", "Account/Mailing Information", "Personal Information", "Education", and "Citizenship/Military". The "Education" section is currently active, indicated by a yellow arrow. It includes an "Entry Level" section with the text "Your enrollment status as of 07/31/2011" and a dropdown menu set to "First time at this college; have attended another college". Below this is the "High School Education" section, which includes a date field for "High school education level as of 07/31/2011" and a "Received a" dropdown. At the bottom, there are fields for "High school completion date" (with "June" selected) and "Month" (with "June" selected).

*Both paths are modified to only collect data that is required at the time of application.*

# One Application - Two Workflow Paths

NO CHANGES were made to the Standard Application with the implementation of the Noncredit App

## Standard Application

- NO change to your current CCCApply Standard application
- No change to the Standard application URL
- Includes all residency questions and logic
- Includes all mandated questions (federal, state, MIS)
- Includes all existing algorithms (AB 540, Financial Aid, Ineligibility)

*Both paths are modified to only collect data that is required at the time of application.*

# One Application - Two Workflow Paths

NO CHANGES were made to the Standard Application with the implementation of the Noncredit App

## Noncredit Application

- **NO** Residency questions or logic
- New (unique) URL, branded for each college
- Includes mandated questions (federal, state, MIS)
- Does NOT calculate algorithms (AB 540, Financial Aid, Ineligibility)

*Both paths are modified to only collect data that is required at the time of application.*

# Getting to the Noncredit Application

## Navigate to Pilot Noncredit URL

Paste your college-branded Noncredit App URL into a new browser window

## Sign In on the CCCApply Landing Page

From the landing page, click on “Sign In”

## Sign In to OpenCCC

From login modal, add your username & password and click “Sign In”  
OR Click on “Create Account” to create a new account

## Start a New Application

If you have an account, you’ll land on the My Applications page  
If you created a new account, you’ll land on the Enrollment page

# Getting to the Noncredit Application

## Noncredit Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

[Create an Account](#) or [Sign In](#)

[Create an Account](#) or [Sign In](#)

**New student?**  
Start by creating  
an OpenCCC  
Account

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



California  
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OpenCCC

To continue to a California Community College secure web application, please sign in or create a new account.

[Sign In](#) [Forgot?](#)

Username

Password

[Sign In](#)

[Create a New Account](#)

A Service Of The  
California Community Colleges Chancellor's Office

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# Starting New & Resuming In-Progress Noncredit Applications

## My Applications

Patricia Anne Donohue | [Edit My OpenCCC Account](#)

Your last application was submitted to Cuyamaca College on 02/05/20

Yes  No

To save time, would you like to copy this information into your new application?

Note: Fields left blank are to be filled in by you to determine your Residency statu

[Start A New Application](#)

### Applications in Progress

If you have previously started an application but not yet submitted it, you can resume it or delete it at any time.

College	Current Page	Begun	Last Modified	Confirmation No.	Action
CCCTC College A	Submission	10/18/2016 12:30 PM	11/16/2018 3:43 PM	242825	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Submission	09/10/2018 1:11 PM	01/15/2019 5:32 PM	775945	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Submission	01/03/2019 4:07 PM	01/30/2019 3:42 PM	NC-778604	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Citizenship/Military	01/18/2019 10:34 AM	01/18/2019 11:40 AM	779452	<a href="#">Resume</a> <a href="#">Delete</a>

## New and In-Progress Noncredit Applications

both start on the My Applications page.

Confirmation numbers for Noncredit applications have a unique prefix: "NC-" which is easily identifiable in the In-Progress and Submitted applications tables.

# Completing the Noncredit Application pages

## Complete the Enrollment Page

Terms, Rules, & Messages are the **same ones configured for your Standard Application**; these are set up in the CCCApply Administrator

**REQUIRED: Majors/Programs of Study** must be configured in order to use the Noncredit Application. See the **CCCApply Administrator 2.0 User Guide** for details.

## Complete the Account Info & Mailing Page

All the fields on this page should be reviewed for accuracy by user.

## Complete the Education Page

All the fields on the Education page must be completed by the user.

## Complete the Needs & Interests Page

Only the “Programs & Services” checkboxes appear; optional response.

Continue to Demographic Info & Submit pages,

# Completing the Noncredit Application pages

Complete the  
**Demographic Info page**

All fields on this page are Optional response questions for the user but CCCApply is mandated to include them on the application.

View the  
**Review Your Application**

Review Application is optional but gives the user an opportunity to make sure all responses are accurate before submission.

Complete the  
**Consent to Release**

The user must read and complete the Consent to Release Information section..

Complete the  
**Submit Application**

The user must click the Submit Your Application button to finish the application process.

Continue to view the post-submission pages

# After Submission of the Noncredit Application

## View the Confirmation Screen

After submission, the confirmation screen appears displaying the Confirmation number with an “NC-” prefix.

## Complete the Satisfaction Survey

The Student Satisfaction Survey is optional.

## View the Special Links & Opportunities page

The user is encouraged to read the Special Links & Opportunities presented to them.

## Complete the Finish & Continue to MyPath

The user is encouraged to click the “Finish” button to exit the application process.

Continue to view the post-submission info

# Identifying the Submitted Noncredit Application

Return to the  
**My Applications page**

The My Applications page is accessible after the user has submitted their first CCCApply application.

View the  
**Submitted Applications Table**

The user can view a submitted application, or resume an in-progress app from the tables on the My Applications page.

[Start A New Application](#)

## Applications in Progress

If you have previously started an application but not yet submitted it, you can resume it or delete it at any time.

College	Current Page	Begun	Last Modified	Confirmation No.	Action
CCCTC College A	Submission	10/18/2016 12:30 PM	11/16/2018 3:43 PM	242825	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Submission	09/10/2018 1:11 PM	01/15/2019 5:32 PM	775945	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Submission	01/03/2019 4:07 PM	01/30/2019 3:42 PM	NC-778604	<a href="#">Resume</a> <a href="#">Delete</a>
CCCTC College A	Citizenship/Military	01/18/2019 10:34 AM	01/18/2019 11:40 AM	779452	<a href="#">Resume</a> <a href="#">Delete</a>

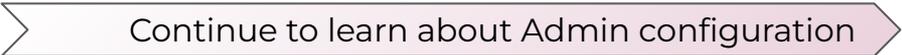
# Noncredit Application Reports

Log in to the  
**Report Center**

Noncredit applications are available for reporting in the Report Center. The Report Center is for college staff only.

View the  
**Full Applications Report**

College staff can look-up a full “Noncredit Application” using the Standard “Application Look-Up” template in the Report Center.



Continue to learn about Admin configuration

# Comparison Chart: One Application - Two Paths

	Standard Application	Noncredit Path
<b>Unique URL</b>	Your college-branded URL	NONCREDIT VERSION College-branded URL
<b>Pages &amp; Questions Displayed</b>	Enrollment Account Info & Mailing Education Citizenship & Military Residency Needs & Interests w/Programs & Services Demographic Information Review, Consent, Submit	Enrollment Account Info & Mailing Education Programs & Services section only Demographic Information Review, Consent, Submit
<b>Staff Tools</b>	CCCApply Administrator - CCCApply CCC Report Center Reports Download Client & Download XML Files	SAME CCCApply Administrator - CCCApply App SAME Report Center Reports SAME Download Client & Download XML Files
<b>Shared Admin Elements</b>	Terms Majors & Categories Rules & Messages Supplemental Questions Reset Downloads Spam Filter	SAME Terms <a href="#">Intended Majors/Programs of Study*</a> (Proposed change request) Rules & Messages <a href="#">Supplemental Questions</a> (Proposed change request) SAME Reset Downloads - Do not add "NC" to conf # Spam Filter

# Comparison Chart: Optional Features & Benefits

	Standard Application	Noncredit Path
<b>Major Categories</b>	Optional. College controls whether they implement meta majors (or categories) in the application or not.	*4.20.19 - Major categories are not displayed in the Noncredit Application, even if they are setup for the Standard application..
<b>High School Transcript Info</b> (Multiple Measures)	Required for all colleges (as of 2.19.19)	NOT Included in the Noncredit App.
<b>Supplemental Questions</b>	Optional feature; college controls the questions and whether they display	SAME supplemental questions will display for the Noncredit app path
<b>Transgender / Sexual Orientation</b> (AB 620)	Federal law; requires these questions appear for all applicants age 18 or older	Federal law; requires these questions appear for all applicants age 18 or older
<b>Auto-population</b>	User permission required to activate auto-fill from the <i>My Applications</i> page	Auto-population is automatic in the Noncredit application
<b>Campaign ID Fields</b>	Optional. Limited to three unique campaign IDs available at any one time	Optional. Limited to three unique campaign IDs available at any one time



# Admin Configuration & Reporting

The Noncredit App is a path is within the Standard App, but there is some separate admin configuration required:

- **Terms** - The same terms are used in the Standard and Noncredit Apps; no extra setup
- **Majors** - **REQUIRED Set Up** - Different Programs of Study can be displayed.
- **Major Categories** - DO NOT APPEAR in the Noncredit Application
- **Rules** - Email Rules are customizable; new NC fields are available
- **Messages** - Messages can be customized for the Noncredit App
- **Supp Questions** - Different Supp Questions can be displayed with admin set up.
- **Reset Downloads** - The same Reset Downloads utility works for both apps
- **Spam Filter** - The Spam Filter utility works for both applications



# Changes to Data Elements / Fields

Colleges use the same Standard app download files for the Noncredit data fields

## New Fields

- Noncredit Status Flag: <non\_credit>
- Integrity Flag 81: <int\_fg\_81>

## Changed Fields

- Residency Status <res\_status>: **NEW value** added (“N” = Res Exempt)
- Residency Area fields: **NEW values** added to Area A, B, C, D = “9”

## Changes to Other Data Values

For the questions/fields hidden on the Noncredit app path, your existing Standard App download file will show blank or null values - these do not need to be adjusted on your downloads, but colleges should thoroughly test their downloads and imports



# Changes to Download Processes

## Colleges Using the Standard Application Download Client & XML Files

- To download new Noncredit fields, add them to your Format Definition XML file, there are no other changes required
- No changes are required to your existing Download Client
- Be aware that there will be a number of blank fields and/or null values in place of all the hidden residency, citizenship, and military questions responses

## Colleges Using SuperGlue for CCCApply

- The new Noncredit fields will be added to the SuperGlue for Apply download file, which will download to your staging table or directly into your SIS (if you have implemented the College Adaptor for CCCApply)



# Changes to Residency Process

- Logic was added to bypass the Submission Calculation Service (residency calculation) using the Noncredit URL flag
- A new value (N) was added to the Residency Status field <res\_status> “residency exempt”
- A new Integrity Flag (81) was added and is triggered if the Noncredit URL = “True”
- The Residency page questions are hidden on the Noncredit path
- The Citizenship/Military page questions are hidden on the NC path
- Several Needs & Interests page questions are hidden on the NC path
- Logic was added to allow an applicant to re-apply to the same college, same term, using the Standard Application URL to transition from noncredit to credit status; but not allowed to go from standard to noncredit.
- (Auto-population was implemented to streamline the re-application process if a Noncredit applicant needs to re-apply for the same term, same college

# College Implementation

For all intents and purposes, the Noncredit application IS the Standard Application

Things that colleges should know:

- Using the Noncredit Application is optional;
- Colleges can embed the Noncredit application URL on their website or any HTML page
- The Noncredit App does not identify noncredit students.  
Colleges control who uses the Noncredit App
- If a student submits a Noncredit application and then transitions to credit, they can submit a Standard Application for the same term, same college
- Questions not on the Noncredit App can be added to your Supplemental Questions

# Noncredit App Pilot Project

## College Pilot Project

### Project Info

- **February 19 - Soft launch to Pilot environment** - commence Pilot project
- **College Pilot Project begins:** Bi-weekly meetings - UAT & Bug Review Board
- **Pilot Colleges: UAT & Feedback meetings** - Bi-weekly meetings
- **Pilot Colleges: Majors/Programs Category Review** - Meeting TBD
- **Change Requirements Deadline** - April 7, 2019 (Code freeze: April 30)
- **Pilot Release Schedule** - TBD - Planned updates monthly through May 15
- **Documentation Update** - Final specification deadline - May 1, 2019
- **Feedback Approval:** Work with CO Workgroup, advisories, & Ideas42 on changes



[Administrator  
Report Center  
Downloads](#)



# Pilot Project Objectives

User Acceptance Testing (UAT) and proposed success criteria for the college pilot project include, but are not limited to, the following:

1. **MVP Development:** Do the features meet the needs of the majority of colleges?
2. **Bug-free Development:** Is the first phase of development free of bugs?
3. **Collects Required Data:** Is it successful in collecting only the data required by state, federal, and MIS for noncredit students?
4. **Easy IT Setup:** Is the implementation easy and require minimal IT resources?
5. **Functional Downloads:** Are there any problems with the downloads or fields?
6. **Programs & Categories:** Does the Majors/Programs fields meet the needs of the majority of colleges?



# Concerns about Policy & Procedures

In order to comply with AB 3101, colleges have expressed concerns about these issues

**If noncredit students are exempt from residency classification, then...**

1. What is their official residency status?
2. Are colleges supposed to automatically classify them as a nonresident?
3. What tuition fees should they be charged?
4. Nonresident or resident fees if taking credit courses at the same time or transitioning to credit courses?
5. If we are not determining residency classification, how does this impact apportionment?
6. Are noncredit, nonresidents not included in apportionment?



# Concerns about Policy & Procedures

If noncredit students are exempt from residency classification, then...

1. Are students allowed to transition to credit while they're taking noncredit courses?
2. If so, would they have to submit a new application before transitioning to credit? (Yes)

**Response:** Allow the student to re-apply with the Standard Application to get residency status. Auto-population will fill responses from the Noncredit application.

3. Should applicants agree to "Terms" that they understand the noncredit status?
4. Does CCCApply need to incorporate a disclaimer that noncredit students are completing the noncredit application?

**Response:** Currently, this requirement was not included in the v.1.0 version, scheduled to release in March 2019