

CCCApply.org

Online Application Suite

A world of opportunity awaits you...



CALIFORNIA COMMUNITY COLLEGES
ONLINE APPLICATION CENTER

- About This Site
- About the Colleges
- Financial Aid
- Ask for Help



[Apply for Admission](#)

Common Standard Application

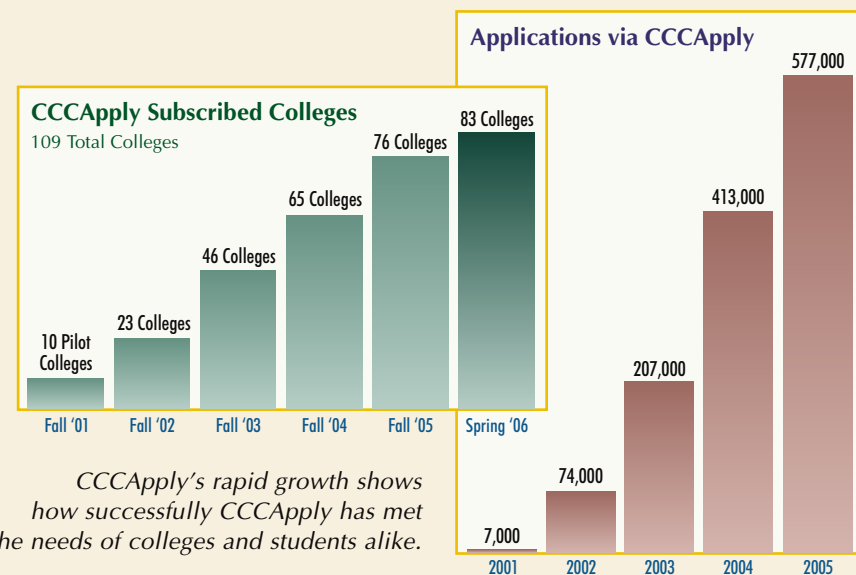
Spanish Application

International Application

BOG Fee Waiver Application

Sweet!





CCCApply's rapid growth shows how successfully CCCApply has met the needs of colleges and students alike.

CCCApply

a "one-stop shop" for student access to the California Community Colleges

- College Facts
- Campus Tours
- College Comparison and Searches (CaliforniaColleges.edu)

- Standard Application
- Spanish Application
- International Application



BOG Fee Waiver Application
FAFSA data transfer and link

What Makes CCCApply Such a Sweet Solution?

CCCApply is the statewide online application center for California Community Colleges, streamlining the application process for students and colleges alike. Through *CCCApply.org*, students can easily access college information and a suite of application forms:

- A common **Standard Application** for admission and enrollment that also maintains each college's unique identity.
- A **Spanish Application** allowing applicants to toggle at will between Spanish and English versions of the standard application.
- An **International Application** that gathers the data specific to international students, and follows up with a powerful **Process Manager** to facilitate collection of all of the additional documentation required.
- A **BOG Fee Waiver Application** with smart algorithms to determine dependency status and method of eligibility.

Since its introduction in the fall of 2001, CCCApply has become the choice of over three quarters of the California Community Colleges. Colleges using CCCApply typically receive 80% to 100% of their applications online, significantly reducing staff workloads because CCCApply:

- Automates application processing and preliminary evaluation of residency and eligibilities.
- Facilitates financial aid with the BOG Fee Waiver, AB540 Waiver, and FAFSA data transfer.
- Automatically emails acknowledgments and instructions using custom business rules.
- Ensures legal and regulatory compliance, including ADA, MIS, and Office of Civil Rights.
- Supports electronic signatures in accordance with recent state legislation based on E-SIGN.

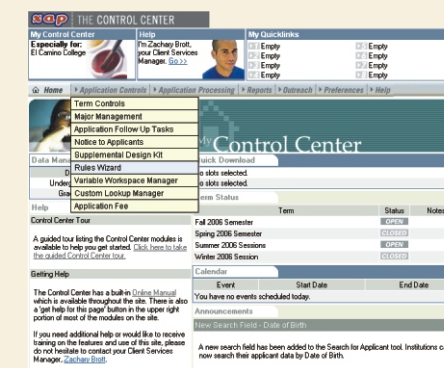
Designed and maintained by IT and Student Services professionals from the community colleges, verified and approved by governing agencies, and fully supported by the Chancellor's Office, CCCApply is truly a comprehensive solution. Annual updates and a pipeline of new applications and modules ensure that the CCCApply suite is steadily enhanced to improve performance, meet new requirements, and take advantage of evolving opportunities.

Student data is shared between all applications in the CCCApply suite (plus FAFSA), improving consistency while making multiple applications easier. CCCApply also integrates with Student Friendly Services, providing access to detailed college information and campus tours.

CONTROL CENTER

The **Control Center**

provides powerful back-end control capabilities for all applications in the CCCApply Suite, with tools for customizing, processing, and analyzing CCCApply applications. Through the Control Center, colleges can:



- Specify the college's terms and majors, introductory text, supplemental questions, and confirmation email.
- Set up business rules to customize requirements, target email communications, and filter downloads.
- View reports, including demographics and residency determination.
- Search for applicant by name, SSN, date of birth, etc.
- Print applications.
- Export to common student information systems (via the Export Wizard).
- Manage application downloads.

About CCCApply's Vendor Partner, Xap

Xap Corporation is the leading developer of online student services systems for colleges and universities across the U.S., including the pioneering CSUMentor system.

Xap provides in-depth training and individualized support to the colleges for all CCCApply applications. Xap also offers bilingual technical support to applicants via email and an 800 number.

PROCESS MANAGER

The **Process Manager** is a first-in-the-field tool that enables colleges to define and manage both custom documents and workflow, building a single integrated process for following up on application submissions. Delivered as an essential part of the International Application, the Process Manager is also available separately to support any other application(s) in the CCCApply Suite.

Document Management

- Define custom documents that are interactive or static, combining text, images, even audio and video.
- Permit applicants to upload required documents or provide instructions for mailing or faxing them.
- Set controls on the types and sizes of electronically uploadable files.

Workflow Management

- Define the steps and stages of the process from the time the online application is submitted to the time it is approved with all additional requirements for acceptance, such as proofs of residency or eligibility.
- Stages can be used for linear progress, one stage being completed before the next.
- Steps within a stage can be linear or parallel sequences.

Communications

- Instructions to the applicant can accompany any step and stage, as can automated email messages.
- All activities and email messages in the process are tracked in a chronological log.
- Colleges can add notes to any part of the process, either confidentially or visible to the applicant.
- Applicants can see where they are in the process and what is required next at any time.
- Colleges can monitor the process for both individual students and for all students at a given step or stage.

STANDARD APPLICATION

CCCApply Standard is the landmark application for admission and enrollment that combines individual college identity and processing with system-wide consistency, compliance, and support.

Features and Benefits

- Smart algorithms like Residency determination, eligibility for AB540 and other potential assistance.
- Extensive editing and error checking, plus data integrity checking to alert colleges to inconsistent answers.
- USPS CASS address verification and correction.
- College-customized graphics, contact information, introductions, instructions, and supplemental questions.
- College control over open and closed terms.
- Custom business rules and automatic email communications.
- First large-scale ADA-compliant application and first OCR-approved application.
- Automatic data transfer into federal financial aid forms (FAFSA) and BOG Fee Waiver.
- *Newly approved electronic signature!*

Implementation

- Average 1-2 months after initial college materials are provided to Xap.
- Involves staff training and technical assistance to customize and set up downloads, email, interfaces to student information system.
- Contact Xap for details.

Cost

See back of brochure for cost, discounts, and grants.

SPANISH APPLICATION

CCCApply-en-Español presents the Standard Application in Spanish, and enables applicants to switch between Spanish and English as desired with just a click. Stored data is not affected by the language chosen, except for a flag indicating the language at the time of submission.

Features and Benefits

- The 2006 Release includes Spanish translations for all questions • answers • error messages • help pop-ups • navigation • submission • links • account creation • logon • privacy policy • tech support and • printable version of submitted app.
- Colleges provide Spanish versions of customizations such as introduction, terms, supplemental questions.
- Colleges can customize emails in Spanish.
- All data stored and downloaded in English.
- Future releases will extend Spanish translations to the home page and entire website (except SFS interface modules) and offer improved management for college-customization translations.
- Bilingual tech support for applicants.

Implementation

- Estimated 1-2 weeks.
- Just add translations for your college's customizations and email messages, then "flick the switch".
- For more details about implementation, see the CCCApply-en-Español QuickStart Guide (available online at www.cccapply.org/Expert/college_support.asp).

Cost

See back of brochure for cost and discounts.

INTERNATIONAL APPLICATION

CCCApply-International is a comprehensive form designed by international student admissions specialists and IT representatives to gather the special information needed from international applicants and to manage the collection and tracking of additional documents required by the college.

Features and Benefits

- College-customized graphics, contact information, introduction, instructions, supplemental questions.
- Sophisticated error checking to ensure meaningful, consistent responses.
- Data includes Passport, SEVIS, TOEFL, dependents, and a calculation of months of English instruction.
- Powerful Process Manager to facilitate collection of follow-up documentation and track student progress.
- Add your own forms, such as financial certifications, sponsor forms, photos, essays, etc.
- Define the requirements in your application process in the order you need, with steps, status, and instructions visible to the applicant and college.
- Automate email messages for any or all steps and track correspondence and actions over time.

Implementation

- Preparation for first-time implementation can be long or short, depending on how much follow-up processing you want automate in the Process Manager from the outset.
- For more details about implementation, see the CCCApply-International QuickStart Guide (available online at www.cccapply.org/Expert/college_support.asp).

Cost

See back of brochure for cost and discounts.

BOG FEE WAIVER APPLICATION

The CCCApply BOG Fee Waiver application extends the smart design and robust features of CCCApply's online admission applications to a financial aid application. Much easier to use than the paper form, the CCCApply BOG Fee Waiver Application also enables colleges to process applications faster and more effectively.

Features and Benefits

- College-customized graphics, contact information introduction, and instructions.
- Pre-population of applicant data from CCCApply and inclusion of residency determination status.
- Questions and instructions tailored to dependency, registered domestic partnership, and other responses.
- Sophisticated error checking to ensure meaningful, consistent responses.
- Eligibility method determination based on special classifications, status, and income tables.
- E-Sign electronic signature.
- Reminders to provide specific documentation to support answers and eligibilities.
- Automated email based on custom business rules.

Implementation

- Typically accomplished in two weeks.
- Involves some minor customization, downloading, and interfacing to your student information system.
- For more details about implementation, see the BOG Fee Waiver QuickStart Guide (available online at www.cccapply.org/Expert/college_support.asp).

Cost

See back of brochure for cost and discounts.

CCCApply Pricing

Pricing for the CCCApply suite is extremely reasonable. There is a one-time setup fee for the Standard Application, and **you must subscribe to the Standard Application in order to be eligible to subscribe to additional CCCApply applications.** For 2007-08, the prices are:

CCCApply Initial Setup (one-time fee)	\$5,796
Standard Application annual fee	\$10,822
Spanish Application annual fee	\$3,677
International Application annual fee (includes Process Manager)	\$8,930
BOG Fee Waiver Application annual fee	\$2,101

The following discounts apply to the base prices above:

- 15% discount for multi-college sign-up (3 or more).
- 35% discount for small college (5000 FTES or less).
- 10% discount for the complete CCCApply suite.

Annual price increases for CCCApply are capped at 2%.

Applications can be contracted per district or per college, depending on customization and support requirements.

CCCApply applications rapidly pay for themselves with cost savings and resulting gains in number of students. But to make choosing CCCApply even simpler ...

The Chancellor's Office Mini-Grant

The three-year **CCCApply Mini-Grant Program** covers 100% of the CCCApply Standard Application setup and annual operation/maintenance fees for the first year. For the second year it covers 75%, and for the third year it covers 50%.

The mini-grant program does not cover the Spanish, International, and BOG Fee Waiver Applications.

A form for applying for the Mini-Grant Program is provided in the right column of this page.

For information about the mini-grant, which is provided by the CCC Chancellor's Office, contact:

Catherine McKenzie
cmckenzi@cccco.edu
916.322.0833

How To Subscribe

To subscribe to CCCApply, or to get more information about CCCApply, contact:

Tony Spencer
tony@xap.com
310.842.9800

California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95814-6511
916.445.8752 www.cccco.edu

Mini-Grant Application

Please provide the following information for each district and each college applying.

Check here if application is for district only.

District/College _____

Address _____

City _____

State/ ZIP _____

Administrative Contact Person _____

Telephone _____

Fax _____

Email _____

Technical Contact Person _____

Telephone _____

Fax _____

Email _____

Administrative System Datatel PeopleSoft

SCT Banner Other _____

Desired Start Date _____

Forward completed applications to:

Catherine McKenzie
California Community Colleges
Chancellor's Office
1102 Q Street, 3rd Floor
Sacramento, CA 95814-6511

Fax: 916.327.5889

