CCCApply Noncredit Path

> **Highlights:**
>
> **The Noncredit path WILL NOT include the following pages (and other details)**
> Citizenship & Military Status page
> Residency page
> Colleges can opt to display or hide the Needs & Interests page questions:
> Comfortable with English
> Financial Assistance
> Athletic Interest
> Programs & Services
> Implementation of CCCApply is not mandatory
> Students who apply through CCCApply credit path can't apply using the noncredit path; may be changed in future versions
>
> **The Noncredit path WILL include the following pages and questions:**
> Enrollment page
> Account Information/Mailing - including the Dependency Status for minors
> Education page
> Demographic Information
> Review, Consent, & Submission
> Changes in how "major and program of study is captured"
> Can add supplemental questions tailored to your college's needs

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SCE Focus Group Summary/CCCApply Noncredit Path
June 17, 2019

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Attendees:
Faculty: Yvette Santillan, Dana Miho, Michael Ngo, Lorena Velazquez, Susan Wright, Maribel Gonzalez, Sherrie Jansen
Classified: Krystal Yeo, Renu Katoch, Raul Sanchez Ayala, Sabeena Soni, Surekha Chaplot, Minerva Avila
Managers: Omi Miri, Liza Becker

Context/Background
Seventeen SCE staff representing different roles and departments attended a focus group on the noncredit CCCApply path. The purpose of the group was to review the noncredit application, provide feedback on the feasibility of implementation for each department, and suggest modifications. The CCCApply Noncredit application is expected to go live, statewide, on 6/28/2019.

Benefits:
- Available online anywhere
- Can be modified, including supplemental questions and eliminating items that may not be relevant to noncredit students
- NO RESIDENCY OR CITIZENSHIP QUESTIONS!!!
- Students can indicate if they would like additional information about programs and services. This programs and services section of the form can be customized. We can add additional programs and services, as we see fit. Information entered on the form would be available to the relevant department(s).

Considerations and Realities:
- Students would have to re-apply for each term (current practice)
- If a student completes the CCCApply **credit** application first, they cannot apply to noncredit via the noncredit CCCApply path. If implemented now, students who have applied via the CCCApply credit application, would need to complete the SCE noncredit registration form in person.
- The CCCApply Noncredit application does not require a SSN. If a student chooses not to include a SSN then a message pops up urging the student to enter the SSN. It is not required, but the pop-up message, nevertheless, appears to warn students that no SSN was entered.
- The CCCApply Noncredit application is only for registration purposes. Students cannot select courses when registering online. They would still need to come to campus to register for courses and complete orientations.
- Students can enter a major (certificate for us), but only one. This would be a problem for students who are enrolled in more than one program.
- Students who apply via noncredit CCCApply path would still need to fill out part of the paper form because some of the required fields for state reporting are not on this form.
- Because of the requirements for state adult education data collection and reporting, students would still need to fill out a separate registration form to capture some of the elements not available in CCCApply.

Challenges with the CCCApply noncredit path:
- Majority of students in some programs will not be able to complete this application without intensive help (someone sitting with the student)
- ESL students will have particular difficulty; form is only currently available in English
- Application is not "live." Students could complete CCCApply noncredit at home, then drive to campus and have to complete the SCE registration form on paper because their information would not yet be available online. (Two day wait possible).
- Although modifications would be available, some items would not be able to be changed.
- If there are problems with information entered, Mt. SAC staff will not be able to pinpoint the issue and assist students with corrections.
- Too long and cumbersome; current registration form is much easier, quicker to process

Conclusions
This is the first release of CCCApply noncredit path, so it's likely that modifications will be made in future versions. At this time, SCE staff and leadership do not see the benefit of implementing CCCApply as the application method **for most programs**. The current enrollment process is currently better and allows students to apply and enroll in class at the same time. A more effective process would be to have our SCE registration form online and then to still have a paper version available.

One SCE program that may benefit from implementation of noncredit CCCApply is the Off-campus HS program, which does not have the same state requirements for data collection. An enormous amount of staff time is dedicated for staff to manually create records for concurrent HS students in addition to registering students into classes. Thus, the CCCApply noncredit application for off-campus high school students will be piloted in fall. The online application allows for restrictions, which may be necessary for students under 18 years of age. Some of the questions would be irrelevant or inappropriate. SCE staff will work with IT to customize the noncredit application for HS students wishing to take a noncredit high school program. Krystal Yeo or Minerva Avila will submit the focus group suggestions to the Chancellor's Office workgroup for noncredit CCCApply.