



California
Community
Colleges

California
Virtual Campus

**Best Practices Guide:
Data Usage for MIS with SuperGlue
for Teaching Colleges**

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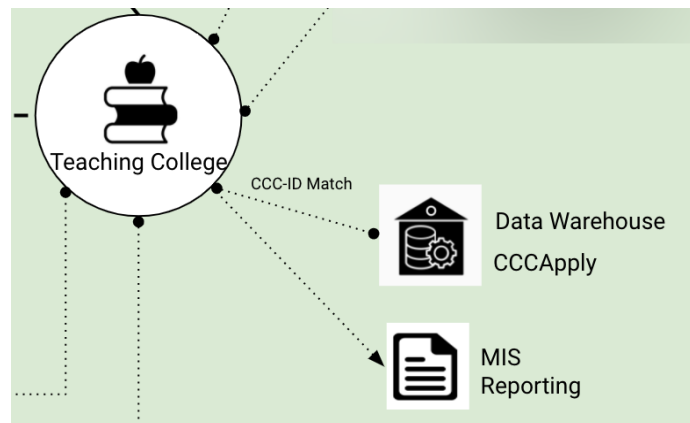
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Overview

The Management Information Systems (MIS) unit within the California Community College Chancellor's Office (CCCCO) provides critical services in support of the collection and reporting for the term and annual data from the 72 districts (115 colleges) within the California Community Colleges (CCC) system.

Following a successful cross-enrollment via the CVC Exchange and registration into a course, the Teaching College offering the course is required to submit completion data to MIS. Since the Teaching College does not receive all of the necessary student data during the cross-enrollment process, CVC has partnered with the California Community College Technology Center (CCCTC) to enable automated delivery of the student's CCCApply Home College application data to the Teaching College.

This process triggers the California Community College Technology Center (CCCTC) to send all of the standard CCCApply data fields so the Teaching College has the data available through the SuperGlue college adaptor for MIS reporting purposes.



How It Works: Behind-The-Scenes Technical Process

Obtaining the most relevant and up-to-date data associated with a student is extremely important. The CCCTC has made available an API endpoint that allows CVC to request the delivery of the student's CCCApply standard data fields previously submitted to the Home College to the Teaching College.

Triggered by a successful cross-enrollment attempt, CVC will perform a call to the CCCTC's API which will initiate the workflow that will deliver the student's most recent application data to the Teaching College. The API request body parameters will include the following fields:

- Student's CCCID
- Student's Home College MIS Code
- Teaching College MIS Code

Once the request is received, the CCCTC will use the parameters to search for and extract the most current CCCApply application data that the student submitted to their Home College. Leveraging the *GLUE for Apply* college adapter, the Teaching College will receive the standard application fields of the CCCApply data fields available. The delivery of the student's Home College application data will be delivered asynchronously to the CVC Shared Application Tables.

After reviewing/comparing the data, the Teaching College should import the necessary student's application data into the SIS and supplement the data that was populated in the Teaching College SIS during the cross-enrollment process. The Teaching College should then manage, migrate, and submit for MIS reporting per established local procedures.

Working with the Data

During the cross-enrollment process, a limited amount of student data is written to the Teaching College Student Information System (SIS). The minimal data that is populated through cross-enrollment allows CVC to register the student into courses at the Teaching College. However, there are several additional data fields needed to fulfill the Teaching College's MIS Reporting requirements.

The goal of the MIS solution is to help create a more complete Student Record at the Teaching College. A "complete" student record provides the necessary information to allow the Teaching College to perform important downstream processes and fulfill MIS reporting requirements. A "complete" student record is created at the Teaching College by marrying up the data that's written during the cross enrollment process (Create/Update AND Registration) with the student's Home College application data provided via the SuperGlue infrastructure.

When a student cross-enrolls through the CVC, the Teaching College is responsible for reporting the following to MIS:

- Student data,
- Registration data, and
- Financial aid data, if applicable

Where does the data come from?

Student data:

The required student data comes from two sources:

1. Data written directly to the Teaching College SIS during the cross-enrollment process
2. Data written to the CVC Shared Application Tables from the student's Home College CCCApply application

Registration data:

There are two steps in the cross-enrollment workflow:

1. Enrollment - creates the student record and enrolls the student to be eligible for registration.
2. Registration - registers the student into the selected course section.

CVC writes student enrollment data to a Teaching College SIS in order to allow the student to register for courses at the Teaching College. Following the enrollment process, CVC calls a registration API to register the student into the selected course section. All of the required registration information is available within the Teaching College SIS and there is no dependency on additional data for MIS reporting requirements.

Financial Aid data:

If the student received a CCPG waiver from the Teaching College, the Teaching College will have all of the necessary MIS data from the student's submitted CCPG application. Reminder: in

order for a CVC student to qualify for CCPG at the Teaching College, the student must apply for CCPG at the Teaching College. If a student does not apply for CCPG at the Teaching College, the Teaching College is not responsible for reporting the financial aid data to MIS.

Since registration and financial data do not require special handling or combining with external data sources to meet MIS requirements, the remainder of this document is dedicated to combining the data sources to create a complete student record for MIS reporting requirements. Please see the Frequently Asked Questions section for more information.

Student Data

CVC Cross-Enrollment Data Fields Written to Teaching College on Create Enrollment

CVC obtains specific student data at the time of cross-enrollment. CVC then writes that data to the Teaching College's SIS so a student record is created. The following table provides the data dictionary for the data elements that are written to the Teaching College SIS during cross enrollment:

createEnrollment API Request Body

Ethos Integrations

field	type	description	example	comments
cccid	string	CCCID of the Student		Required. Accepts any CCCID (even if it does not exist)
studentDetails	object	Information about the student		Required

demographicInfo	object	Information about the student's demographics		Optional
firstName	string	First name of the student		Required
lastName	string	Last name of the student		Required
middleName	string	Middle name		Optional
dateOfBirth	string	Students date of birth	e.g. YYYY-MM-DD	ISO_8601 date format(Required)
emails	array of objects	Array of email address objects		Optional, If an email is sent - emails.[address] is required
address	string	Email address of the students		Required

phones	array of objects	Array of phone number objects		Optional, If a phone is sent - phones.[number] is required Number format = "number": "123-456-7890"
number	string	Student's phone number		Optional
addresses	array of objects	Array of address objects		Optional, If an address is sent StreetLine1, city, state, country, zip are required
StreetLine1	string	Street line 1 of the address		Required
StreetLine2	string	Street line 2 of the address		Required
city	string	City		Required

state	string	State	e.g. Georgia	Required
Zip	string	Zip code		Required
country	string	Country	e.g. USA	Optional
campusCode	string	Campus code		Required
termCode	string	Term to which the student enrollment is being processed		Required
residency	string	In / Out state status of the student		Required
residencyValue	string	Y if In-State, N if Out-of-State		Required
homeCollegeInfo	string	Information about the student's home college		Required

canvasRootAccount	string	Canvas root account		Required
sisUserId	string	User ID for SIS		Required

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field	type	description	example	comments
cccid	string	CCCID of the Student		Required. Accepts any CCCID (even if it does not exist)
studentDetails	object	Information about the student		Required
demographicInfo	object	Information about the student's demographics		Optional

firstName	string	First name of the student		Required
lastName	string	Last name of the student		Required
middleName	string	Middle name		Optional
dateOfBirth	string	Students date of birth	e.g. YYYY-MM-DD	ISO_8601 date format(Required)
emails	array of objects	Array of email address objects		Optional, If an email is sent - emails.[address] is required
address	string	Email address of the students		Optional
phones	array of objects	Array of phone number objects		Optional, If a phone is sent - phones.[number] is required Number format =

				"number": "123-456-7890"
number	string	Student's phone number		Optional
addresses	array of objects	Array of address objects		Optional, If an address is sent StreetLine1, city, state, country, zip are required
StreetLine1	string	Street line 1 of the address		Required
StreetLine2	string	Street line 2 of the address		Required
city	string	City		Required
state	string	State	e.g. Georgia	Required
Zip	string	Zip code		Required
country	string	Country	e.g. USA	Optional

campusCode	string	Campus code		Required
termCode	string	Term to which the student enrollment is being processed		Required
residency	string	In / Out state status of the student		Required
residencyValue	string	Y if In-State, N if Out-of-State		Required
source*	string	<i>HC if API pulled from HC or if the HC verified. Student if the student self reports.</i>		<i>Required</i>
source*	string	<i>HC if API pulled from HC or if the HC verified. Student if the student self reports.</i>		<i>Required</i>

homeCollegeInfo	string	Information about the student's home college		Required
<i>FICECode*</i>	<i>string</i>	<i>Home college FICECode</i>		<i>Required</i>
<i>MISCode*</i>	<i>string</i>	<i>Home college MIS college code</i>		<i>Required</i>
<i>collegeName*</i>	<i>string</i>	<i>Name of the college</i>		<i>Required</i>
canvasRootAccount	string	Canvas root account		Required
sisUserId	string	User ID for SIS		Required
<i>canvasLoginId*</i>	<i>string</i>	<i>Canvas Login ID</i>		<i>Required</i>

**Data available on a staging table*

Data written to the CVC Shared Application Tables from the student's Home College CCCApply application

Following a successful cross enrollment, the student's Home College CCCApply application data is written to the CVC Shared Application Tables through the SuperGlue infrastructure. The dataset includes all CCCApply data fields except Supplemental Questions and Needs & Interest.. Please reference the [CCCApply Standard & Noncredit Specification and Data Dictionary](#) for the complete list of the data elements.

When SuperGlue writes the latest CCCApply application data to the CVC Shared Application Tables, the Teaching College must then move the data from the Shared Application Tables to the SIS through a locally-developed and managed process.

Best Practices for Moving the Data from the CV Shared Application Tables to the SIS

Similar to the locally-created process that moves the CCCApply data into the SIS for students who apply directly to the District, a Teaching College is required to develop a process that moves data from the CVC Shared Application Tables to the SIS. The locally-developed process that moves the student data from the Shared Application Tables to the SIS can focus on only the additional required data elements (specifically those required for all downstream processes) or can work with all of the data fields written to the CVC Shared Application Tables. CVC recommends that the Teaching College pay close attention to the following guidelines in the design and implementation of the process.

Focus on Required Data Elements

MIS reporting establishes the minimal dataset required for submission. Teaching Colleges should ensure compliance with MIS data requirements by reviewing the data dictionary for the MIS data elements that must be reported. For additional details, please visit the following website: <https://webdata.cccco.edu/ded/ded.htm>

CVC recommends importing the student's Social Security Number when available.

The minimum required data fields for MIS submission are as follows:

	Element	Source	Default Value
SB00	Student-Identifier	Local	
SB01	Student-Identifier-Status	Local	
SB03	Student-Birth-Date	AER	
SB04	Student-Gender	Default	X
SB06	Student-Citizenship	Default	X
SB08	Student-Zip-Code	AER	
SB09	Student-Residence-Code	AER	
SB11	Student-Education-Status	Default	XXXXX
SB12	Student-High-School-Last	Default	XXXXXX
SB14	Student-Educational-Goal	Default	X
SB15	Student-Enrollment-Status	Default	X
SB16	Student-Units-Earned-Local	Local	
SB17	Student-Units-Earned-Transfer	Local	
SB18	Student-Units-Attempted-Local	Local	
SB19	Student-Units-Attempted-Transfer	Local	
SB20	Student-Total-Grade-Points-Local	Local	
SB21	Student-Total-Grade-Points-Transfer	Local	
SB22	Student-Academic-Standing	Default	X

SB23	Student-Apprenticeship-Status	Default	X
SB24	Student-Transfer-Center-Status	Local	
SB26	Student-WIA-Status	Local	
SB29	Student-Multi-Ethnicity	CCCApply	
SB30	Student-Basic-Skills-Waiver-Status	Local	
SB31	Student-First-Name	AER	
SB32	Student-Last-Name	AER	
SB33	Student-Parent/Guardian-Education-Level	Default	XX
SB34	Student-CCC-ID	AER	
SB35	Student-SS-ID	Default	XXXXXXXXXX
SB36	Student-Transgender	Default	X
SB37	Student-Sexual-Orientation	Default	X
SB38	Student-Expanded-Ethnicity	CCCApply	

Color Coding

Color	Description
	Sourced from CVC AER process
	Sourced from CCCApply Shared Application
	Default applied by local Teaching College to cross-enrolled students based on CVC Identifier
	Dependent based on student activity at local Teaching College
	Dependent on student supplied data from CCCApply Shared Application
	Dependent based on student activity at local Teaching College, may not apply to cross-enrolled students

Don't Override Data

The data written to a Teaching College during cross enrollment will likely be much more current than data in the Home College CCCApply data. Teaching Colleges should avoid importing any data into your SIS production tables that may override more up-to-date student data. CVC recommends NOT overriding any of the following data elements following a successful cross enrollment:

- First and Last name
- DOB
- Residency
- Address

- Phone number
- Email address
- Enrollment record

Possible Stale Data

Depending on when the student submitted their application to the Home College, there may be discrepancies in the data/status that was provided on the CCCApply application that was delivered in the CVC Shared Application Tables versus the data written during cross enrollment. Teaching Colleges will receive the Home College application submission date which may be used for conditional logic in the import process.

If Discrepancies Are Found

If there is a discrepancy in the data delivered to the CVC staging tables, it's the Teaching College's responsibility to follow up with the student to check/obtain documentation needed to resolve the discrepancy. The SIS is the source of truth and must be kept up-to-date by the college, and, as such, CVC recommends erring on the side of caution when writing potentially bad data to the SIS.

SuperGlue Tables

Below are the naming conventions of the tables for the 3 main SIS at the CCCTC in SuperGlue'.

Colleague Staging Tables

XCTC_CCC_APPLY_APPL (Standard Application)
XCTC_CCC_APPLY_INTL_APPL (International Application)
XCTC_PLMT_PLACEMENT (Multiple Measure Placement Service - MMPS)
XCTC.CCPG.APPL (California Promise Grant Application)
XCTC.SHARED.APPL (CVC Shared Application)

Banner Staging Tables

SZRAPLY (Standard Application)
SZRINTL (International Application)
SZRPLMT (Multiple Measure Placement Service - MMPS)
SZRPGRT (California Promise Grant Application)
SZRSAPP (CVC Shared Application)

PeopleSoft Staging Tables

PS_CCTC_APPL_STG (Standard Application)
PS_CCTC_INTL_STG (International Application)
PS_CCTC_PLMT_STG (Multiple Measure Placement Service - MMPS)
PS_CCTC_PMGT_STG (California Promise Grant Application)
PS_CCTC_SHARED_STG (CVC Shared Application)

Data Dictionary for MIS Data Elements

The data dictionary for the MIS data elements that must be reported on can be found here:
<https://webdata.cccco.edu/ded/ded.htm>

CCCApply Data Dictionary

The data fields sent via SuperGlue will include all Apply data fields except Supplemental Questions and Needs & Interest.. Please reference the [CCCApply Standard & Noncredit Specification and Data Dictionary](#) for the complete list of the data elements.

Current MIS Short Term Jasper Reports

Even though we have developed an automated process to deliver the information needed for the Teaching College to report to MIS, there is a report that can be manually run in Jasper to obtain the same data. This was created as a short term solution until this automated solution was developed.

The *CVC/OEI Enrollment Report* is based on CCCApply submitted application data and designed exclusively for CVC authorized users. This report can be run by authorized college staff on behalf of students who have enrolled through CVC for one or more courses at the college querying the report. The report is titled "Full Application by CCCID and MIS Code" and allows users to query any submitted application by student CCCID and college MIS code.

The report does not include LGBTQ data (note that the Full Application Report contains a field labeled as "orientation" which indicates whether the applicant completed a college orientation and is not related to data found in the LGBTQ report), and contains the last 4 digits of the SSN.

The CVC/OEI Enrollment Report is generated from CCCApply data in the CCC Data Warehouse which is updated nightly, and is not based on real-time production data as found in the CCCApply Report Center.

This report will be sunseting and no longer be available as of June 30, 2023. Therefore, it is important to ensure your college is set up for the CVC Pilot and Production Staging Tables within SuperGlue and start using SuperGlue. Below are table specifics for each SIS.

FAQs

1. Testing Expectations:

Q: If we do an enrollment via the CVC exchange in the Test environment, will the application delivery get loaded into our shared app table? We need some actual student data so we can work on the mapping we will have to do so the data can be loaded into our tables for MIS reporting.

A: This record will look exactly the same as your current standard application with the exception that the supplemental questions will always be NULL. The CCCTC can loop a few standard applications, which may have been received by your district recently, and place them into the staging table for the CVC Shared App. From there, you will simply need to treat the Collegeld as if it was received by a home college outside your district. Otherwise the field mappings should be the same as the standard application and you can develop the mapping from this table as if it were received from the CVC Shared App table.

Revision History

Version No.	Change Made By:	Section or Page Number:	Changes Made:
3/24/23	Mike Vogt	Pages 16-17	Added definitions for which elements are derived from the AER and which items must be sourced from the shared application
2/13/23	Donna Miranda	Pages 5-14	Updated Student Data Elements; Included verbiage on importing SSN
2/2/23	Amanda Mason		Added TOC