

Single Point Application for the District

Feasibility Research

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In order to help increase accessibility and completion rates of students, we have received a request to research the feasibility of allowing students to complete one application to enroll in courses at both colleges. Currently, this can only be accomplished if the student completes an application at each college. Since this change would impact both the functional and instructional areas at each of the colleges, we need your help in analyzing the key business and instructional processes to identify the feasibility and the level of effort it would take to implement these changes.

Below are a list of areas that we identified during some initial discussions within TESS and discussions within the DAWG Work Group. This list is not complete, but should help to start the process of working through what impacts and changes we would need to make to have one application for both colleges.

Admissions and Registration:

1. Currently each of the colleges have their own applications. Would this process continue, or would it be beneficial to move to a standard application at both colleges?
2. To establish California residency Title 5 Education Code requires the college to determine residency through the application process. Explore how student can apply at either college and enroll at the sister college.
- 1-3. Common application would require colleges to agree on pathways.
4. Need to work out an approach for fees.
5. Need to review policies for establishing residency.
6. How would we identify the primary college for the student, to provide support for Financial Aid, Education plans, etc?
- 2-7. Need to identify and agree on rules for financial aid, etc.
- 3-8. How would we identify the courses that would be available to students at both colleges, and those that are only supported at one of the colleges?
- 4-9. Would only the primary college need to do the orientation and assessments?
- 5-10. Would we need to standardize the assessments across both colleges? What about waivers?
AB 540? Credit for prior work? Course challenges?
- 6-11. Would both colleges need to standardize on transfer credits from other institutions?
- 7-12. How would both colleges deal with priority registration
- 8-13. Since students can have an active academic program at one college and be inactive at the other college, will we need to determine an alternate method to determine an active student?

Advising and Educational Planning:

1. Would matriculation only need to take place at the primary college?
2. Would educational planning need to change to support courses that might only be offered at one college but meet the overall degree requirements?
3. Would Starfish need to be modified to support education/degree planning?
4. When Starfish is able to support registration directly from the Education Plan will this support courses at both colleges?
5. As part of the Starfish implementation, will the Early Alert system also need to be revisited?
6. Are there any changes to the Transcript Evaluation process? Do these differ at each of the colleges and could this impact placement, etc?
7. Will the degree audit processes need to be modified?

Financial Aid and Accounts Receivable:

1. Do we need to review the processes in Colleague and Campus Logic?
2. Are the packaging rules and processes the same for both colleges?
3. How about the processes for ISIRs, SAP, R2T4, Pell, Work Study, scholarships, and refunds?

Course, Program and Catalog Development:

1. There are currently different requirements for pre-requisite courses at each of the colleges. What would it take to create a common set of pre-requisites for all courses at both colleges?
2. When curriculum changes at one college, what would the process look like to support making this change at both colleges?
3. What about new courses that are created at one of the colleges?
4. Would there need to be any changes to the catalogs or catalog rights?

Colleague and Data Integrations:

1. Need to research the following data integrations to see what would need to be changed:
 - a. Starfish
 - b. Canvas
 - c. CurricuNet
 - d. EIS
2. Based on the findings by the colleges, TESS would need to research the customizations that would be required in Colleague.
3. TESS is researching a new cross-registration module that Ellucian is building that allows students to register for a sub-set of classes at the other college.

Note: We would like to see for each of the items listed above, and for any new items that are added in, to included the level of effort (High, Medium, Low) along with a description of the work that would be needed to address the item.