



BOG Fee Waiver Application

QuickStart Guide

What Is the BOG Fee Waiver Application?

The BOG Fee Waiver Online Application gathers all of the data gathered by the paper form, but in a much simpler, fully interactive online application. Features include:

- Intelligent processing to tailor questions and reminders to the applicant.
- Preliminary determination of dependency status and eligibility.
- Annual revisions to match changes in the paper form.
- Electronic signature.

All data from the BOG Fee Waiver Application is downloadable to the college, including residency from CCCApply.

Implementation Overview

Most colleges have already implemented CCCApply, and will find the BOG Fee Waiver Application simple to install and use. Implementation can usually be accomplished in one to two weeks.

Users new to CCCApply may take a little longer to become familiar with the Xap Control Center, through which applications are customized and downloaded to your college student information systems. *Xap provides standard training and assistance in all areas—don't hesitate to contact them for help as needed!* (Contact info is provided at the end of this document.)

Table A identifies the implementation tasks for the BOG Fee Waiver Application. The step numbers in *Table A* refer to the instructions in the **Implementation Step-by-Step** section.

Table A. Implementation Tasks and Recommendations

Step	Task	Recommendation
1	Identify staff and create accounts with Xap.	Required
2	Choose the logo for the top of the application.	Recommended
3	Add your customized introduction and special instructions.	Recommended
4	<i>If your award year runs Summer to Spring (rather than Fall to Summer), modify the term/year description.</i>	Recommended
5	Configure your download.	Recommended
6	Create the upload program to your student information system.	Recommended
7	Set up business rules and e-mail messages.	Optional
8	Provide a link from your college website.	Recommended

Implementation Step-by-Step

STEP 1: Identifying Staff and Creating Accounts with Xap

The staff who will be implementing, managing, and downloading your BOG Fee Waiver Application will need to have accounts on Xap's Control Center.

1. Identify to Xap staff the user(s) who need to manage and download BOG Fee Waiver applications.
2. If staff users do not already have Control Center accounts, you will need to provide users' names, e-mail addresses, and contact phone numbers, and determine access privileges with Xap.

STEP 2: Choosing the Logo and Contact Info for the Application

For the logo at the top of the BOG Fee Waiver Application, most colleges will probably use the same logo as they use for CCCApply, but some colleges may choose to specify "Financial Aid" or "Financial Aid Office". For an example, see *Figure 1*.

1. Determine what logo you will use.
2. If the logo is not the same one you are using for CCCApply, provide it to Xap as a high-quality bitmap (.bmp, .jpg, .tif, or .psd file; there is no size limit, as Xap can adjust the image to the appropriate size).
3. Determine the appropriate contact information (mailing address for required documents, telephone, fax, e-mail address) and provide it to Xap.

STEP 3: Adding Customized Introduction and Special Instructions

As shown in *Figure 1*, the top portion of the introductory page of the BOG Fee Waiver Application is reserved for your college’s custom introduction. Standard application instructions occupy the rest of the introductory page.

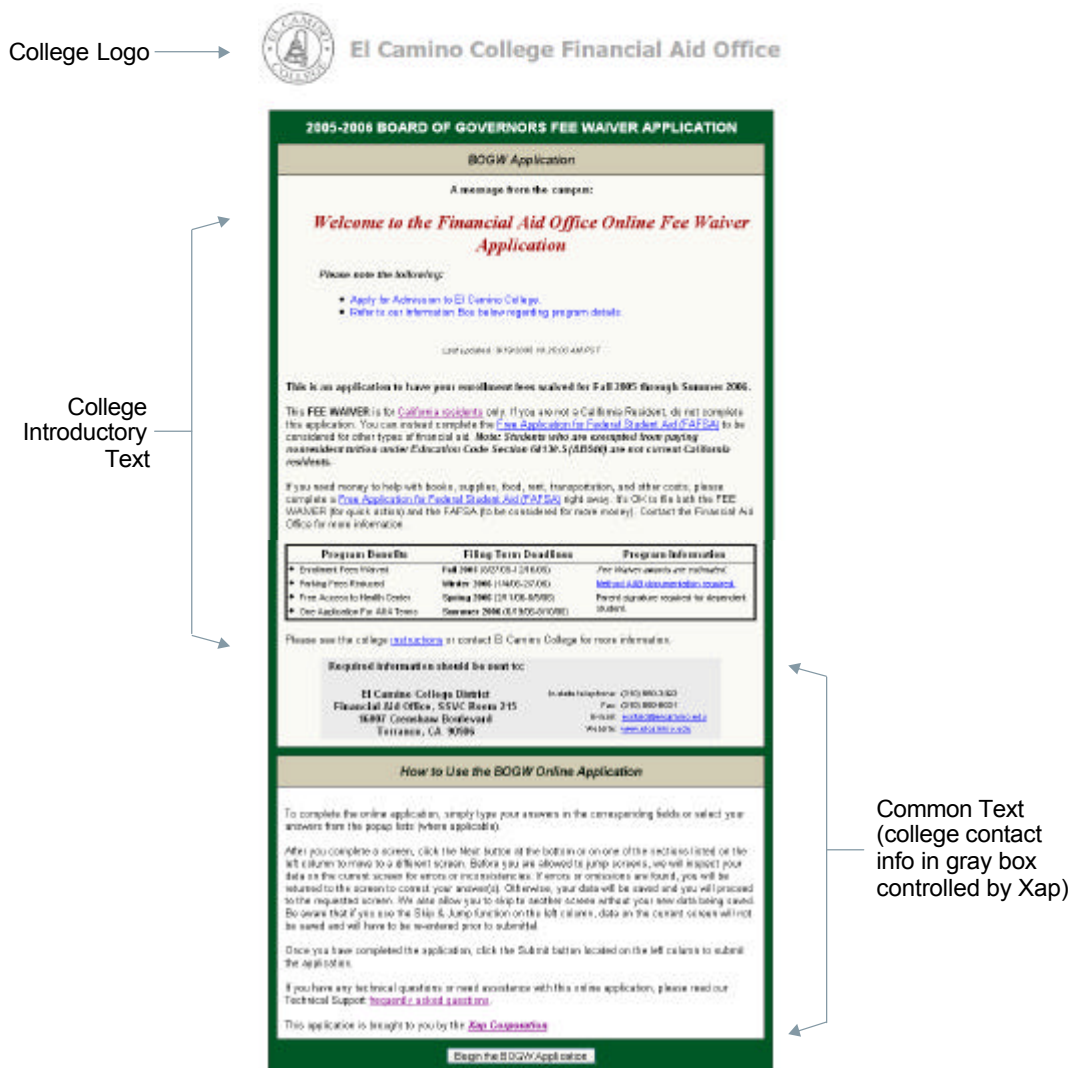


Figure 1. Customized Introduction Page

To add your custom introduction:

1. Compose the text and decide how you would like it to appear.
2. Log into the Control Center, select **Application Controls** from the menu bar, and select **Notice to Applicants**.
3. Enter your text in the **Introduction Notice to Applicants** box, and format it as desired. (To add HTML, click the **View Source** checkbox.)

You can also include or add *.pdf* forms to your introductory section. You can provide the form either as a *.pdf*, or in hardcopy that Xap will convert to *.pdf* format. If you are new to this function or need help, contact Xap for standard training.

STEP 4: Modifying the Term/Year Description

The default term/year description for the term of the BOG Fee Waiver Application is fall-to-summer—e.g., “Fall 2006 through Summer 2007”. However, if your school’s financial aid year runs from Summer to Spring, you will want to change the term/year description accordingly—e.g., “Summer 2006 through Spring 2007”.

To change the term/year description:

1. Log into the Control Center, select **Application Controls** from the menu bar, and select **Term Controls**.
2. Choose the desired term and click *edit*.
3. Modify the **Term/Year description** (but *not* the **Term/Year code**). Then click *update*.

STEP 5: Configuring Your Download

Currently, the BOG Fee Waiver Application employs the same download schedule as the CCCApply standard application, though the file locations are uniquely assignable. However, you can use the Windows Scheduler to set up unique schedules if desired.

Transactions for each different application project and slot are collected into different files and can be deposited into different directories on your local servers. The filename and location are specified in the download project slot. If you need help setting up projects or download schedules, contact Xap for standard training.

All data fields available for download are defined and described in the data dictionary for the BOG Fee Waiver Application, downloadable from the CCCApply project website at ccnnext.net/cccaply.

STEP 6: Creating Your Upload Program

Most colleges will want to automatically transfer BOG Fee Waiver applicants into their local SIS (student information system). Each college will need to provide its own upload program, though some interfaces may be available from the SIS vendor. (Other colleges will also share their interfaces, which can be copied and modified as needed.) The program can be triggered by the Communicator to run automatically when downloads are deposited locally.

STEP 7: Setting Up Business Rules and E-mail Messages

Determine whether you want automated email messages sent to applicants, and if so, the conditions on which you want them sent.

In addition to the answers for each question on the BOG Fee Waiver, two flags are provided:

- A flag identifying dependency status (BOGW Dependency Flag).
- A flag identifying the eligibility method (BOGW Eligibility Flag).

Any of these data fields can be used, singly or in combination, as the basis for a rule that causes customized automatic e-mail messages to be sent to applicants. Descriptions of all the data fields and values available for constructing rules are given in the data dictionary for the BOG Fee Waiver Application, available at ccnnext.net/cccaply.

Create business rules in the Control Center by selecting **Application Controls** and then selecting **Rules Wizard**. Then apply the rules to e-mail generation by selecting **Application Controls** and then selecting **Application Follow-up Tasks**. If you need help, contact Xap for standard training in business rules and email communications.

STEP 8: Providing a Link from Your College Website

Your BOG Fee Waiver Application can be linked directly from your college website without exposing applicants to any other colleges' applications. On the appropriate page(s) of your website, just place a link to the URL provided by Xap for your application.

**Xap Contact Information**

For information and support,
and to set up user accounts, contact:

CalCSM@xap.com

310.842.9800