



**TO:** Chief Information System Officers  
Chief Student Services Officers

**FROM:** Valerie Lundy-Wagner, PhD  
Vice Chancellor, Digital Innovation and Infrastructure

Erik Cooper, PhD  
Assistant Vice Chancellor, Research, Data and Visualization

**RE:** Update on Systemwide Use of the California Community Colleges Identifier (CCCID)

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Systemwide use of the California Community Colleges Student Identifier (CCCID) is fundamental to maximizing the state and local investments that benefit students. However, technical challenges have stood in the way of colleges and districts implementing CCCID systematically for students admitted outside of the online admission application (or OpenCCC Student Account System). This memo provides an update of Memo *DII 22-300-01* (dated January 12, 2022), which describes a need for systemwide use of CCCID in Fall 2023, and an extension to June 2024. This memo first describes the benefits from using CCCID systematically, how colleges/districts can expand use of CCCID, and the delayed timeline for systemwide implementation.

### **Overview of CCCID and Benefits of Use**

Implemented in 2012, the CCCID was designed in part to track CCC student journeys across colleges and districts. Currently, when students use the online systemwide application, a unique identifier is automatically generated and provides students with a secure, single sign-on to various cloud-based applications and allows for more accurate tracking of the highly mobile CCC student population across the system. This is important given that many students attend more than one college and oftentimes across districts, including students that shift between non- and for-credit courses and programs.

## **Update on Systemwide Use of the CCCID**

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Without the universal implementation of CCCID, key information about students can be obscured, which in turn undermines the system's ability to serve their needs. For example, students who attend multiple colleges and are not full-time at any one CCC but are full-time at the *system-level* often struggle to maximize financial aid due to administrative burdens to prove their full course load. In addition, CCCID provides a means for students already admitted to the system to access online classes offered by any of the 115 for-credit colleges through the Course Exchange without having to submit another admission application.

Use of CCCID can also assist colleges, districts, and the Chancellor's Office to better report the true number of students served across the system, a challenge that acutely surfaced in 2020. The unique identifier can also help institutional stakeholders identify bad actors posing as real students. Finally, the CCCID will facilitate more seamless participation in the Cradle-to-Career Data System, which will track students from early education through post-secondary education and beyond. If identified as a systemwide solution and implemented, universal adoption of CCCID would simplify use of a common, systemwide ERP and/or related digital innovations.

### **Ensuring All Students Have a CCCID**

More than 80% of CCC students currently have CCCID. However, students who enroll outside of the online systemwide application (i.e., CCCApply) are more unlikely to have a CCCID in their local college's Student Information System (SIS). This may include for example, students that are incarcerated or enrolled in non-credit courses.

To address the issue of missing CCCIDs, colleges and districts can currently request CCCID assignments for students one at a time by using the admin tool to enter data on behalf of students. To gain access to this tool, please reach out to your College Relationship Manager, or [crms@ccctechcenter.org](mailto:crms@ccctechcenter.org). Individual requests for access must be approved by a college administrator.

With guidance from the Chancellor's Office, the CCC Technology Center is creating a new user interface whereby college staff can upload a list of students, along with essential data elements, from which a new CCCID will be created and immediately returned to the college. Staff will then

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be able to add the CCCID into the SIS for MIS and other reporting purposes. This enhancement is expected to be available by end of January 2024 and be communicated via the appropriate channels. The OpenCCC release notes will also reflect this change once made and will be posted [here](#). To receive more information regarding this process, please follow-up with your College Relationship Manager, or if unknown use [crms@ccctechcenter.org](mailto:crms@ccctechcenter.org).

**Process and Timeline for Systemwide Implementation of CCCID**

When submitting CCCID to the Chancellor’s Office as part of MIS data submissions, the field [SB34](#) will be checked to ensure that it is compatible with the alpha-alpha-alpha-#### format. Starting in August 2023, the Chancellor’s Office will perform a quality check on submitted student data files that will require at least 20% of records for each college and term be reported with a valid (non-unknown “XXXXXXXX”) CCC ID in SB34. Districts who anticipate challenges can follow-up at [cccmisedit@cccco.edu](mailto:cccmisedit@cccco.edu).

The requirement for colleges/districts to use the systemwide CCCID for all MIS reporting (100% of SB34 records) has been extended from Fall 2023 to June 2024.

cc: Daisy Gonzales, Deputy Chancellor  
John Hetts, Executive Vice Chancellor  
Aisha Lowe, Executive Vice Chancellor  
Lizette Navarette, Executive Vice Chancellor  
Rebecca Ruan-O’Shaughnessy, Vice Chancellor  
Siria Martinez, Assistant Vice Chancellor  
Admissions and Registration  
Institutional Research, Planning and Effectiveness  
Management Information Systems Contacts