Functional Specifications for BOG Waiver on the Web
Initial Draft
2/2/2005

Following is a draft of Functional Specifications for a BOG Waiver on the Web. Results are from an initial workgroup meeting held Feb.2, 2005. The printed '2004-2005 Board of Governors Fee Waiver Application' was used as a source document, and may be modified slightly with the 2005-2006 application to be delivered by the end of February 2005.

Preliminary Design Considerations

1. Student must already exist as a student in Banner and have a WebSTAR account in order to access the 'BOG Waiver on the Web' application.

2. The application will be accessed via a button on the 'Financial Aid' menu of WebSTAR.

3. Applicants will be prompted with the terms and campus for which they are applying.

4. If the student already has a BOG waiver application on file for the campus and term for which they are applying, the system will prompt the student of this fact and not allow the student to continue with a new application.

5. Students will first be able to apply on the Web for a BOG waiver for the Fall 2005 term. The selection of term and campus will determine the aid year for which entries into Banner will be made. For instance, a student applying for Fall 2005 for Fullerton will have entries into Banner made under the aid year 'FC06'.

6. Summer term is considered a 'header' term for purposes of the BOG waiver. Processing Summer 2006 for BOG Waiver (which would fall into the future aid year) will need additional evaluation, and this functionality will not be critical for the initial delivery of BOG Waiver on the Web.

7. Yes/No fields should be radio buttons.

General Information Section

8. Name, ID, Email, SSN, Telephone Number, Address and Date of Birth will all be display only fields. The purpose of these fields is to show what currently exists for the student, and prompt them to change the data at Admissions and Records if the data is no longer correct. All data elements except for SSN and date of birth should print on the form for gathering the signature page.

9. The field 'Has the Admissions or the Registrar's Office determined that you are a California resident?' should be replaced with a display of the student's residency status from SGASTDN. Only students with residency status of 1 or 7 are eligible for a BOG Waiver. If a student does not have a valid residency status, he/she should be prompted of ineligibility and directed to Admissions and Records if this is incorrect. Students without valid residency should not be allowed to continue to complete the application.

Dependency Status Section

10. Questions 1, 2 and 3 should be asked of each applicant.

11. Questions 4 and 5 should be skipped and not displayed if a student answers 'yes' to any of questions 1, 2 or 3.

12. If a student answers 'yes' to any of questions 1 – 5, questions 6 and 7 should be skipped and not displayed. This student should be flagged as an 'Independent student' for further processing in this application.

13. If a student answers 'no' to question 6 and 'no' to question 7, the student should be flagged as an 'Independent student' for further processing in this application.

14. If a student answers 'parent's will not file' to question 6 and 'no' to question 7, the student should be flagged as an 'Independent student' for further processing in this application.

15. If a student answers 'yes' to either question 6 or question 7, the student should be flagged as a 'Dependent student' for further processing in this application.

16. The calculated value of 'Independent student' or 'Dependent student' must be stored in Banner for use during the award calculation routine.

Method B Section

17. Following question 7 (or question 5, if 6 and 7 are skipped), question 12 or 13 should be displayed. If the student was determined to be Dependent, display question 12. If Independent, display question 13.

18. If the student is Dependent, the value entered in question 12 must be 2 or more. If zero or one is entered, display a message that the value must be at least 2.

19. If the student is Independent, and question 3 is 'yes', the value entered in question 13 must be 2 or more. If question 3 is 'no', then the value entered in question 13 must be 1 or more.

20. The family size/income standards for the BOG waiver should not be displayed on the web.

21. The labels for currency fields 14 a, 14 b and 15 will be determined by the Dependency flag. Dependent students will be prompted for 'Parent (s) income'. Independent students will be prompted for 'Student (and Spouse's) income'.

22. Any text displaying the year on the form (i.e. 2003 income information) will be a calculated field based on the term selected in the beginning of the application. For instance, a student applying for Fall 2005 and/or Spring 2006 will be prompted for 2004 income information.

23. Total Income (question 15) should be a calculated field displaying the sum of 14 a and 14 b.

24. Applicants who state that their income is $0.00 should be prompted with a text box requiring input of an explanation as to how they live on zero income. This data will not be stored in Banner, but appear on the printed form submitted to Financial Aid.

Method A Section

25. Questions 8 – 12 should appear after question 15.

26. Students who answered 'yes' to any of questions 8 – 12 should be prompted that they are required to show proof of benefits.

Signature Page

27. Students should be prompted to print a copy of their answers to the questions. The printed copy should include a line for an applicant signature.

28. The signature page will include a line for the Parent signature if the student is a dependent student.

29. The printed form can be in simple text format, as concise as possible (preferably a single page) and include the instructions found on the current paper application.

30. After being prompted to print the form, the applicant will be prompted to submit the application, and receive feedback if the application was successfully submitted.

Technical Details

31. Data from the application will be stored in the Banner table ROBUSDF.

32. A daily batch process will be required to populate appropriate fields in RNANA06 (tables RCRAPP1 – RCRAPP4 and others – check the tables updated when a manual application is entered).

33. RORBPST is the Banner-delivered batch process that can be used to accomplish the following when scheduled on a nightly basis (setup is found in RORPOST):

    a. Create a budget based on values in ROBUSDF (consider terms for which student is applying)

    b. Create a tracking requirement (checklist item) for the signature page

    c. Post the award for students who submit the signature page (staff marks the checklist item as 'complete').