

CALIFORNIA COMMUNITY COLLEGES AUTOMATIC STUDENT VOTER REGISTRATION PROJECT

What is the project?

The project is a joint effort between the Office of the Secretary of State and the California Community Colleges to facilitate the voter registration process for students who are enrolled in community colleges statewide. The goal: to make it as easy as possible for students to register to vote.

The Automatic Student Voter Registration Project was initiated by City College of San Francisco in Fall 2003. Since then, 20 community college campuses have successfully integrated the voter registration project into their existing course registration systems with nearly 17,000 voter registration requests generated statewide.

What do community colleges have to do to participate in the project?

College/district participation in the CCC Automatic Student Voter Registration Project is encouraged as a public service, but is voluntary. There are 5 steps involved.

First, it is necessary to add the following question to the college/district's website, paper or telephone registration/application form, whichever system the college/district decides to use. The question asks not only about the student's interest in voter registration, but also re-registration. It is important that all participating colleges use the question as worded below, so should any voter education material be disseminated on a statewide basis to this database, students will already have provided their permission. The question has been designed so that the student clearly has to opt-in to receive the information.

I am a US citizen and want to register to vote, or
I have recently moved and need to re-register.

Please send me voter registration/education information. Yes No

Second, the college/district will have to modify the registration program to collect the students' responses. Depending on the particular system the college/district is using, it is anticipated that this could take between 10 to 40 hours of programming time.

Third, there needs to be changes made to table space in the database. We estimate 4 hours of programming time for this effort.

Fourth, an extract report has to be written that pulls the following information into a flat file in this exact format.

Community Colleges Input Record Format

<u>Field Name</u>	<u>Field Abbr.</u>	<u>Length</u>	<u>Start/End</u>
College ID	FICE_CODE	06	1/6
Last Name	LAST_NAME	33	7/39
First Name	FIRST_NAME	20	40/59
Middle Name	MIDDLE_NAME	19	60/78
Residence House No.	P_ADDR_NO_N_ST	34	79/112
Residence City	P_ADDR_CITY	20	113/132
Residence State	P_ADDR_STATE	02	133/134
Residence Zip	P_ADDR_ZIP	05	135/139
Mailing House No. or POB	M_ADDR_NO_N_ST	40	140/179
Mailing City	M_ADDR_CITY	20	180/199
Mailing State	M_ADDR_STATE	02	200/201
Mailing Zip	M_ADDR_ZIP	05	202/206
Birth Month	DOB_MM	02	207/208
Birth Day	DOB_DD	02	209/210
Birth Year	DOB_YY	04	211/214
Phone Area Code	PH_AREA_CODE	03	215/217
Phone Number	PH_NUMBER	07	218/224
Email Address	E_MAIL_ADDR	27	225/251

*Fifth, once the file has been extracted, it needs to be sent via a web-wrapped file transfer protocol process. **To complete this fifth step, it is imperative to first contact votereg@ccsf.edu to be assigned a username and password.***

CCSF Automatic Voter Registration Project staff are working on setting up prototypes for the larger systems, which should cut down on the programming time needed by individual districts. They hope that the software companies will help defray some of the cost as a public service. Additionally, they are looking into other funding sources to further facilitate district participation in this process.

Should your college wish to participate in the California Community Colleges Automatic Student Voter Registration Project, please contact votereg@ccsf.edu or call Tim Killikelly and Leslie Smith at City College of San Francisco at (415) 452-5278.

General questions about voter registration may be directed to the Help Desk at the Office of the Secretary of State at (916) 653-8905.