



TO: Admission and Records Officers
Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Financial Aid Officers
Distance Education Coordinators

FROM: Marty J. Alvarado
Executive Vice Chancellor, Educational Services and Support

RE: CVC Course Exchange: Preparing Your College for Student-Centered Cross Enrollment

The global pandemic has shifted the educational landscape and created opportunities for the California community colleges to reimagine how to support students in a virtual environment. The California Virtual Campus (CVC) expanded and redesigned the Course Exchange to serve as an important equity tool that provides greater flexibility for students to progress on their learning journey uninterrupted. Students will have a streamlined online experience when finding and enrolling in courses they need to complete their educational goals. This renewed focus not only removes barriers for students, but also improves coordination of cross-enrollment between colleges. Live in production October 14, all colleges are encouraged to leverage this enhanced technology platform and its functionalities to fully support student success. This memo and attached “Guidance for Implementing Cross-enrollment in the Course Exchange” provides details on how all colleges can better prepare to enable cross enrollment through the Course Exchange.

The CVC Course Exchange is the statewide platform where a California community college student can find and enroll in online courses offered by other colleges within the system. It is open to all California community college students. While the attached guidance provides details, here are a few key points:

- All California community colleges are designated as “Home Colleges” for a student enrolling in a course through the Course Exchange.
- “Teaching Colleges” are California community colleges offering courses in the Course Exchange.

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- Home Colleges will establish some technical and procedural processes to enable students to cross-enroll¹ in online courses available on the Course Exchange.
- Colleges must coordinate with CVC to:
 - Sign the Financial Aid Consortium Agreement (for all Home Colleges).
 - Set up technological permissions to allow data sharing.
 - Work with CVC to set up E-transcripts to receive electronic transcripts from Teaching Colleges.
- All colleges must designate Campus Administrators in both the Admissions and Records department and the Financial Aid department.
- While CVC continues to integrate all colleges into the statewide platform, colleges that are currently not integrated will receive an email request to validate students' residency status.
- To become a Teaching College offering courses in the CVC Course Exchange, additional and documents are required. Contact Andrea Hanstein, Director of Communications and Strategic Partnerships, at ahanstein@sdccd.edu.

For more information about CVC or the Course Exchange visit <https://cvc.edu/exchange/>. For questions about this guidance, contact Chief Student Services Officer/Director of Student Experience Bonnie Peters at bpeters@cvc.edu or for questions about this memo, contact Chancellor's Office Program Specialist, Erin Larson at elarson@cccoco.edu.

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¹ Education Code section 66770 (et seq.)

Guidance for Implementing Cross Enrollment in the CVC Course Exchange

All colleges are “Home Colleges” for a student enrolling in a course through the CVC Exchange. To ensure your college is prepared to serve students as a Home College:

APPROVE AND SIGN THE NEW FINANCIAL AID CONSORTIUM AGREEMENT

This signed document will allow students to aggregate their units across colleges and use their financial aid. [Link to information on the Financial Aid Consortium agreement](#)

CREATE TECHNOLOGY CONNECTIONS

To configure Canvas for cross enrollment, contact Mike Vogt, Supervisor for Project Management and Operations, at mvogt@cvc.edu. Colleges will:

- Create a CVC User in their district instance of Canvas for API data lookup (takes about 15 minutes and CVC will provide step-by-step instructions).
- Give Instructure the authorization to set up trust relationships between their district instance of Canvas and those of Teaching Colleges in the Exchange.

DESIGNATE AN ADMISSIONS AND RECORDS (A&R) CAMPUS ADMINISTRATOR FOR CVC EXCHANGE

Each college must have a designated A&R Campus Administrator for the CVC Exchange to validate students’ residency and to access student enrollment data that will be shared with the Teaching College. Periodically, the A&R Campus Administrator may receive an electronic notification from the CVC Exchange, asking for validation of a student self-reported resident status. To facilitate this data exchange, each designated A&R Campus Administrator must create an account by completing the [A&R Campus Administrator](#) form. If the college designated more than one person as A&R Campus Administrators, multiple forms may be submitted. Once the information is received and verified, the account will be created and the user(s) notified. A&R Campus Administrator account(s) should only be available to person(s) assigned the task of validating CVC Exchange students residency fee information.

DESIGNATE A FINANCIAL AID CAMPUS ADMINISTRATOR FOR CVC EXCHANGE

All Home Colleges must participate in the Federal Financial Consortium Agreement so students enrolling in the CVC Exchange may aggregate their units. Under the Financial Aid Consortium Agreement, the Home College will be responsible for determining financial aid eligibility, awarding, and disbursement. The link to the agreement and the instructions for electronic signing was detailed in the July 24, 2020, Educational Services and Support memorandum [ES 20-28 Maximizing Student Financial Aid in the CVC](#). In order to access and receive student enrollment data for determining a student’s Federal financial aid eligibility, each college’s Financial Aid department must have a designated Financial Aid Campus Administrator for the CVC Exchange.

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To facilitate this data exchange, each designated Financial Aid Campus Administrator must create an account by completing the [Financial Aid Campus Administrator form](#). If the college designated more than one person as Financial Aid Campus Administrator, multiple forms may be submitted. Once the information is received and verified, the account will be created and the user notified. Financial Aid Campus Administrator account(s) should only be available to person(s) assigned the task of validating CVC Exchange students' financial aid eligibility.

BECOMING A CVC EXCHANGE TEACHING COLLEGE

In order to become a CVC Exchange Teaching College, colleges must sign the CVC Master Consortium Agreement and Federal Financial Aid Consortium Agreement. Copies of these documents, and other related materials, may be found on [the CVC's Consortium webpage](#). Teaching Colleges are encouraged to schedule a technical implementation call by contacting consortium@cvc.edu. These 30-minute calls allow the CVC Implementation Team to go over the technical implementation process in depth and also provides colleges the opportunity to ask questions.

For questions about this guidance contact the CVC Chief Student Services Officer/Director of Student Experience, Bonnie Peters at bpeters@cvc.edu or (619) 204-7684.