



CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Course Exchange 2.0 for College Administrators

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About Course Exchange

What is Course Exchange?

Course Exchange, facilitated by the California Community College Chancellor Online Education Initiative (OEI), provides a seamless pathway for California community college students to register for online classes within the system. Course Exchange uses a streamlined online registration process developed between colleges that are members of the OEI Exchange Consortium.

All courses in Course Exchange are provided by an accredited California Community College. Through Course Exchange, students who have difficulty accessing courses at their Home College now have the opportunity to enroll in additional courses offered by another Teaching College (a consortium member college). These courses have equivalent articulation to those at the Home College.

How does Course Exchange work?

Course Exchange is a web application that handles enrollments for Online Education Initiative (OEI) courses. Colleges submit their online courses using Course Exchange. CCC students from participating OEI consortium colleges can enroll in these online courses using Course Exchange. While seats in each course are allocated by the system, colleges can reserve seats as needed. Students fees for the course(s) are paid to the Teaching College and credit for the course is stored with the student's Home College.

The focus of this guide is on the CCC Administrator and the tasks to submit online courses using Course Exchange.

The Student Course Exchange Experience

1. After registering for one or more courses at their Home College, if a student finds that they are unable to register and get into a specific course section at their Home College (because it's full or is not offered at a time the student is able to take the class) they can explore Course Exchange by .
2. The student clicks a link from within their college's course registration system to go to the Course Exchange web application.
3. The student logs into Course Exchange, selects a term and then their eligibility is determined. If a student is eligible, a message displays informing them of Course Exchange policy and they are allowed to continue upon agreement.
4. The student searches for the course(s) they need. Search results display a list of upcoming course sections by course (C-ID) along with their earliest registration dates.



Note: The online course may be taught by either the student's Home College or faculty from another college (Teaching College).

5. The student selects an open course section.
 - If the student has never applied to the Teaching College before, they will be prompted to complete a pre-filled CCCApply application for that college via a link. When they complete the CCCApply application, the student can view the status of their course enrollment on their *My Dashboard* screen.
 - The student is prompted during the enrollment process to elect to share their BOG Fee Waiver status at the Home College with the Teaching College. They are also prompted to elect to share the course units from the Teaching College with their Home College so that Financial Aid may be applied.
6. Once the student has completed their open course selection and a CCCApply application for the college, their enrolment is confirmed.



Note: The course/section registration for the student is stored in the Teaching College's SIS for the student.

7. The student is directed to the Teaching College to pay fees. Upon fee payment, the student's registration is complete and the course appears in the student's Canvas account.
8. The student takes the online course and completes it. Upon course completions, credit for the course is stored at the Home College's SIS.

- The student will need to request a transcript from the Teaching College, following their Home College's transcript request procedures, and have it evaluated for credit to be awarded at the Home College.

Logging In to Course Exchange

The remaining sections of this guide provide information on how to submit your college's courses to Course Exchange and are intended for CCC Administrators.



Note: The steps below apply to two different environments: PILOT and PRODUCTION.

- The PILOT environment is your college sandbox, where you can set up your Course Exchange courses to see how they'll appear, out of the public view.
- Once you're satisfied with the step above, you'll repeat those same set up steps for public view by logging into the PRODUCTION environment, where your courses will then be visible to college students.

- In your web browser, navigate to either:

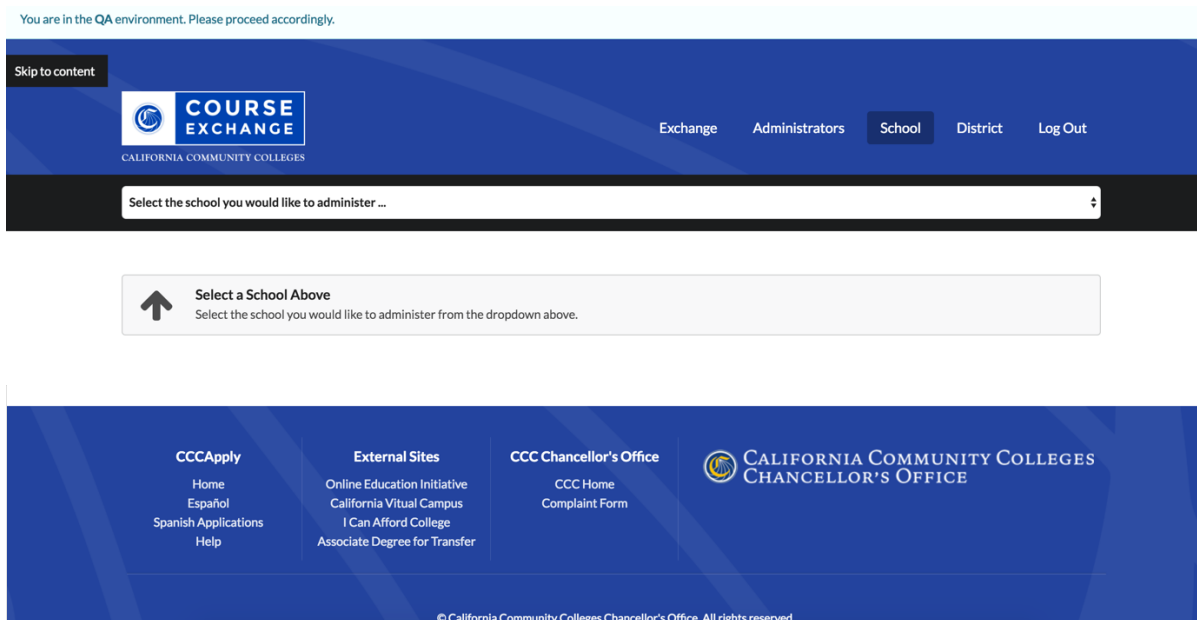
- PILOT: <https://course-exchange-admin-pilot.ccctechcenter.org>
- PRODUCTION: <https://course-exchange-admin.ccctechcenter.org>

- Enter your Course Exchange administrator user name and password in the *User ID* and *Password* fields. See [Course Exchange Admin Credentials](#) for information about the different type of administrator roles are available in Course Exchange and which screens display for each one.



Note: If you have trouble with your login, click the *Need help?* link beneath the **Sign In** button and follow the links to get password or user ID help or contact information for other login issues.

- Click **Sign In** to open the home page in Course Exchange.

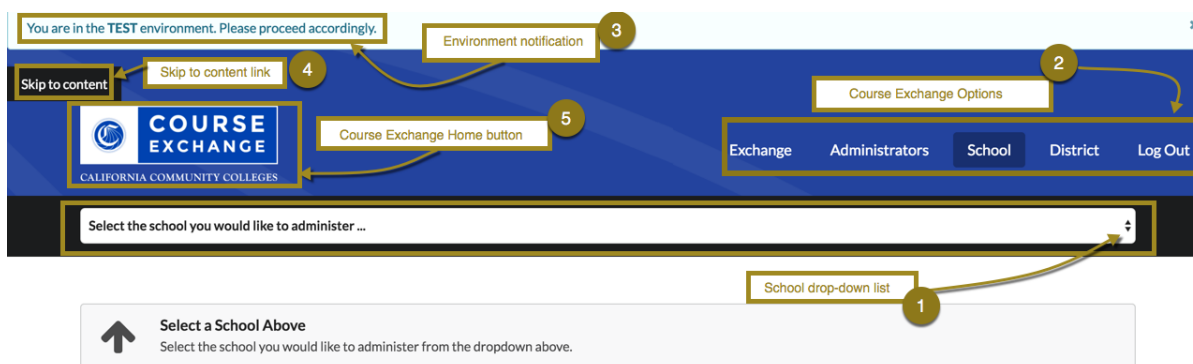


The menu options that display will depend upon your assigned Course Exchange Admin user role. See [Adding a New Course Exchange Admin User](#) on page 10 to see the different roles and the options and screens they access.

4. Click *Log Out* at any time to log out of the Course Exchange Admin application.

Getting Started Using Course Exchange

When you first log in to Course Exchange you always arrive at the home page, with the *School* option in focus. Your school's name automatically displays in the *School* drop-down list. If you are part of a multi-school district you may need to click the *School* drop-down list to select your school before you can access the administration screens.



The table below provides details about Course Exchange Home page elements.

Course Exchange Home Page Element	Function
1: <i>School</i> drop-down list	The <i>School</i> drop-down list is where your school name displays. If you're part of a multi-school district, you will need to select your school from the drop-down list in order to manage administrative tasks in Course Exchange for your school.

Course Exchange Home Page Element	Function
2: Course Exchange Options	<p>The Course Exchange Options are links that take you to the different administration tasks you can manage for your school's Course Exchange information and classes.</p> <p>See:</p> <ul style="list-style-type: none"> • Exchange Screen on page 7 • Administrators Screen on page 8 • School Screen on page 13 • District Screen on page 40 • Preferences Screen on page 42 • Log Out: Click the <i>Log Out</i> link to log out of Course Exchange. A <i>Sign In</i> link displays afterward so you can choose to log in again as needed.
3: Environment Notification	<p>The Environment Notification that displays in the top left corner of the Home screen, displays as a reminder to let you know if you are in the Pilot or Production environment. You can close the notification by clicking the Close (X) icon to the far-upper right of the screen.</p>
4: <i>Skip to content</i> link	<p>The <i>Skip to content</i> link displays for keyboard users who would like to skip the navigational elements on the Course Exchange Home page and put the main page content in focus. the <i>Skip to content</i> link displays on all Course Exchange screens.</p>
5: Course Exchange home button	<p>The Course Exchange home button displays on every Course Exchange screen and returns focus to the Home page when clicked.</p>

Exchange Screen

The *Exchange* screen is used by the Exchange Administrator (CCC Tech Center) to configure Exchange Messages and Feature Flags. The Exchange screen only displays for users with the role of Exchange Administrator.

The screenshot shows the Exchange Settings page. At the top, there is a notification: "You are in the QA environment. Please proceed accordingly." Below this is a "Skip to content" link. The main header area includes the "COURSE EXCHANGE" logo and navigation links for "Exchange", "Administrators", "School", "District", and "Log Out". Underneath, there are tabs for "Exchange Messages" and "Feature Flags". The "Exchange Messages" tab is active, displaying "Exchange Settings". This section contains two cards: "Course Exchange Policy" with an "Edit" button and a paragraph of text, and "Ineligibility Message" with an "Edit" button and the text "Sorry your not eligible for the course exchange."

Exchange messages display to all users of the Course Exchange Student application and are considered system-level messages.

Feature flags are made available to Course Exchange Admin application users at the school, district, and/or role level.

Related information

[Feature Flags Subscreen](#) on page 21

[District Screen](#) on page 40

Administrators Screen

The *Administrators* screen is used by the Exchange Administrator and/or the School System Administrator to view and add Course Exchange Admin users.

Use the following steps to view and add users on the *Administrators* screen.

1. Log in to Course Exchange Admin as an Exchange Administrator or a School System Administrator.



Note: You can only access the *Administrators* screen if you are an Exchange Administrator or School System Administrator. All other roles will not have access.

2. Click the *Administrators* option to display the *Administrators* screen details.

The screenshot shows a navigation bar with four tabs: 'Exchange', 'Administrators', 'School', and 'Log Out'. The 'Administrators' tab is selected and highlighted in a darker blue. Below the navigation bar, the 'Administrators' section is visible, featuring a blue 'Add User' button. Below this, there are two input fields: 'User Name' and 'Email', each with a placeholder text 'User Name' and 'Email' respectively. To the right of these fields is a blue 'Search' button with a magnifying glass icon.

From the *Administrators* screen you can search for current administrators or add a new Course Exchange Admin user.

For more information, see: [Searching Course Exchange for Admin Users](#) on page 8 and [Adding a New Course Exchange Admin User](#) on page 10.

Searching Course Exchange for Admin Users

Use the following steps to search for a Course Exchange Admin user from the *Administrators* screen.

1. Enter a user name or email in the *User Name* or *Email* fields, respectively.



Note: Wild card characters are not allowed. You must enter only alpha-numeric characters.

2. Click **Search** to display search results based on the values you entered.

The screenshot shows the 'Administrators' screen with the search results displayed. The 'User Name' field contains the text 'Tester' and is highlighted in yellow. The 'Email' field is empty. The 'Search' button is blue with a magnifying glass icon. Below the search fields, there is a section titled 'Users' with a person icon. A blue badge indicates '1 User'. Below this, there is a table with the following data:

Username	Name	Email		
Tester	Test McTesterson	test@test.com	Delete	Edit


From the *Users* search results, you can view, edit, or delete the existing Administrator user account.

Viewing Administrator User Details

To view Administrator user details:

1. Click the linked *Username* to display user details in a pop-up box.

Test McTesterson



User name: Tester

Name

First name
Test

Last name
McTesterson

Test McTesterson

Authorization

User name
Tester

Role
District Admin

District
Butte Community College District

Contact information

Email
test@test.com


Phone
555-111-2222

2. When you're done viewing the details, click the *X* icon to close the details view.

Deleting an Administrator User

To delete an Administrator user:

1. Click the *Delete* link to display a *Delete User* prompt asking you to confirm your deletion.



Delete User

Name

Are you sure you want to delete Tester?

Test McTesterson
ID: 191

User ID: Tester

Email

test@test.com

Name: Test McTesterson

Email: test@test.com


2. Click **Yes** to delete the user and return to the *Administrators* screen.

Editing an Administrator User

To edit an Administrator user:

1. Click the *Edit* link to display the *Edit Administrator* screen, which displays the user's details.

Edit Administrator

User ID *
  Account enabled

User Information

First name *

Last name *

Email address *

Phone


Phone


Phone other

Cell phone

Fax

Authorization

Role * 

District * 

2. Make changes to the user record and then click **Save** to display the success message.

Administrator Update Success

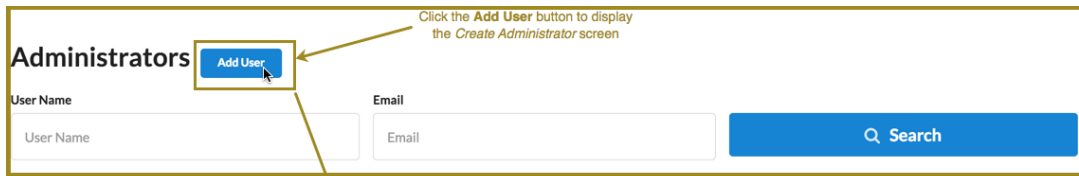
Success ... Keep up the good work; good job!

3. Click **Manage Administrators** to return to the *Administrators* screen.

Adding a New Course Exchange Admin User

Use the following steps to add a Course Exchange Admin user from the *Administrators* screen.

1. Click the **Add User** button to display the *Create Administrator* screen.



Create Administrator

User ID *
 Account enabled

Password *

Confirm Password *

Password Requirements

- Must be 6-24 characters
- Must contain a letter
- Must contain a number
- May contain uppercase and lowercase letters, numbers and special characters

Note: Passwords are case sensitive, so be sure to enter upper and lowercase letters carefully.

User Information

First name *

Last name *

Email address *

Phone

Phone

Phone other

Cell phone

Fax

Authorization

Role * **District ***

2. Enter values in the required fields (indicated with a red asterisk). Fields are group by *User ID/Password*, *User Information*, *Phone*, and *Authorization*.

Note: The *Create Administrator* screen's *Account enabled* slider button is set to an enabled state by default.

3. In the *Authorization* section, select the admin role from the *Role* drop-down list. The table below provides information about the Course Exchange Admin roles and the varying access in the application.

Note: School System Administrators can create new users for their assigned school with the roles of *School Admin*, *Reports Admin*, or *School Systems Administrator*.

Role	Purpose and Access
District Admin	<p>Administers all the colleges in their district and has access to:</p> <ul style="list-style-type: none"> • <i>School screen</i> <ul style="list-style-type: none"> • School Profile subscreen • Feature Flags subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen • <i>District screen</i> • <i>Preferences screen</i>

Role	Purpose and Access
Exchange Admin	Administers the Course Exchange web site for all schools and has access to: <ul style="list-style-type: none"> • <i>Exchange screen</i> • <i>Administrators screen</i> (create new users) • <i>School screen</i> <ul style="list-style-type: none"> • School Profile subscreen • Feature Flags subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen • <i>District screen</i>
School Admin	Administers only their college and as access to: <ul style="list-style-type: none"> • <i>School screen</i> <ul style="list-style-type: none"> • School Profile subscreen • Feature Flags subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen • <i>Preferences screen</i>
Reports Admin	Administers reporting for all Course Exchange schools and has access to: <ul style="list-style-type: none"> • <i>Enrollments</i> • <i>Reports</i>
School System Administrator	Administers only their college and has access to: <ul style="list-style-type: none"> • <i>Administrators screen</i> (create new users) • <i>School screen</i> <ul style="list-style-type: none"> • School Profile subscreen • Feature Flags subscreen • Terms subscreen • Courses subscreen • Enrollments subscreen • Reports subscreen • <i>Preferences screen</i>

4. Select the college or district from the *District/School* drop-down list. The *District/School* drop-down list only displays for the Exchange Admin and does not display for School System Administrator users.



Note: The *District* drop-down lists displays when the selected *Role* is *District Admin*. For all other admin roles, the *School* drop-down list displays, with the exception of the *Exchange Admin* role (in which case neither drop-down list displays).

5. Click **Create** to create the new admin user and display the *Administrator Create Success* message.

Administrator Create Success

Success ... Keep up the good work; good job!

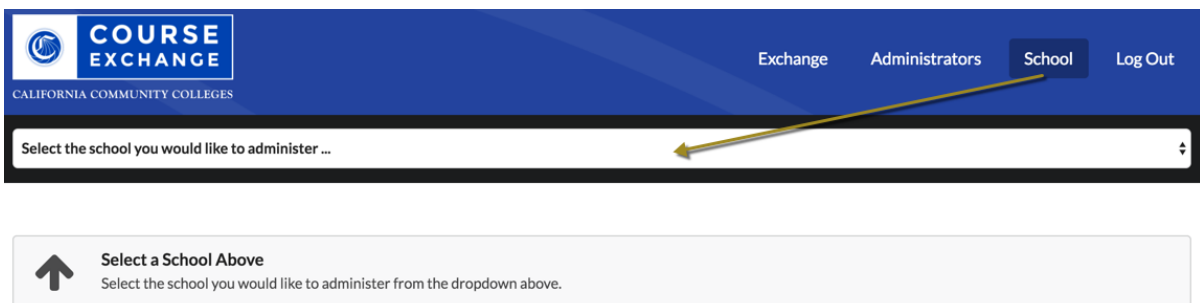
+ Manage Administrators

6. Click **Manage Administrators** to return to the *Administrators* screen.

School Screen

The *School* screen is used to configure your school's profile, terms, courses, enrollments, and report. Use the following steps to access the *School* screen.

1. Click the *School* option to display the *Select the School* drop-down list.




The screenshot shows the top navigation bar of the Course Exchange system. On the left is the logo for Course Exchange, California Community Colleges. On the right are navigation links: Exchange, Administrators, School (highlighted with a dark background), and Log Out. Below the navigation bar is a dropdown menu with the text "Select the school you would like to administer ...". A yellow arrow points from the "School" menu item to the dropdown menu. Below the dropdown menu is a callout box with an upward-pointing arrow icon and the text "Select a School Above" followed by "Select the school you would like to administer from the dropdown above."

2. Select a school from the *Select the School* drop-down list to display the *School Profile* for the selected school.

Barstow Community College
⌵

School Profile
Terms
Courses
Enrollments
Reports



Barstow Community College

Disabled

School Information

School name	Barstow Community College	Term Type	Semester
District	Barstow Community College District	SIS Type	—
Address	2700 Barstow Rd Barstow, CA 92311		
		MIS Code	911

Messages

Impact Withdrawal/Dropping Message

Canvas Access Message

Fee Opt Out Message

End of Year Transcript Message

DSPS Message

Ed Plan Incomplete Message

Payment System Message

Ineligibility Message

Readiness Message

Non-Resident Message

Financial Aid Message

Orientation Incomplete Message

Assessment Incomplete Message

Edit

In addition to the *School Profile*, four other school configuration subscreens display based on your credentials. All five subscreens are outlined in the table below.

Subscreen	Purpose
<i>School Profile</i>	The <i>School Profile</i> subscreen is where you configure messaging that you want to display to students who sign up for Course Exchange courses offered by your school.
<i>Terms</i>	The <i>Terms</i> subscreen is where you configure term settings for the Course Exchange courses that your school offers. There is an option to pre-populate term information from your SIS.

Subscreen	Purpose
<i>Courses</i>	The <i>Courses</i> subscreen is where you add courses that your school offers through Course Exchange. There is an option to pre-populate course information from your SIS.
<i>Enrollments</i>	The <i>Enrollments</i> subscreen is where you can view enrollments in your college's Course Exchange courses. Students who are dropped or are enrolled display.
<i>Reports</i>	The <i>Reports</i> subscreen is where you can find pre-defined reports that provide details for your school's Course Exchange activity.

School Profile Subscreen

The *School Profile* subscreen displays your school's current information (school name, district, address, term and SIS type, and MIS code) as well as your Course Exchange message settings.

You are in the QA environment. Please proceed accordingly.

Skip to content



COURSE EXCHANGE
CALIFORNIA COMMUNITY COLLEGES

Exchange Administrators **School** District Log Out

Butte College

School Profile Feature Flags Terms Courses Enrollments Reports

Click the *Edit* icon to display the *Edit School Profile* subscreen

Butte College

School Information

School name	Butte College	Term Type	Semester
District	Butte Community College District	SIS Type	Colleague
Address	3536 Butte Campus Dr Oroville, CA 95965-8303	MIS Code	111

Active

Messages

Messages As Teaching School Messages As Home School All Messages

Messages to Student As Teaching School

Impact Withdrawal/Dropping Message

Impact Withdrawal for students

Canvas Access Message

Readiness Message

Click the *Edit* link to display the *Edit School Profile* subscreen

Edit

The messages you've configured to display to your college's Home College and Teaching College students appear below your school information. These are the messages that are triggered under certain conditions.

Click the message type to view just the Teaching College messages, the Home College messages, or both.

The screenshot displays the 'School Profile' page for Butte College on the Course Exchange platform. The header includes the 'COURSE EXCHANGE' logo and navigation links for 'Exchange', 'Administrators', 'School', 'District', and 'Log Out'. A search bar contains 'Butte College'. Below the header, a navigation menu lists 'School Profile', 'Feature Flags', 'Terms', 'Courses', 'Enrollments', and 'Reports'. The main content area features a graduation cap icon with a 'Butte College' label and an 'Active' status. To the right, a 'School Information' table lists details:

School Information	
School name	Butte College
District	Butte Community College District
Address	3536 Butte Campus Dr Oroville, CA 95965-8303
Term Type	Semester
SIS Type	Colleague
MIS Code	111

Below the information is a 'Messages' section with three tabs: 'Messages As Teaching School' (selected), 'Messages As Home School', and 'All Messages'. Under the selected tab, the heading 'Messages to Student As Teaching School' is visible, followed by a message titled 'Impact Withdrawal/Dropping Message'.

Editing Your School Profile and/or Messaging

Use the following steps to edit your school profile and/or messaging on the *School Profile* subscreen. Messaging displays in two section, for Teaching College messaging and Home College messaging, to keep messaging for each separate and clear.

1. From the *School Profile* subscreen click either the *Edit* icon or scroll down and click the **Edit** button to display the *Edit School Profile* view.

School Profile Feature Flags Terms Courses Enrollments Reports

Edit School Profile

Active

School name: District:

Term type: Semester Quarter SIS Type: MIS Code:

Address

Address line 1: Address line 2:

City: State: ZIP code:


Messages to Student As Teaching School

Impact Withdrawal/Dropping Message i

Payment System Message i

Back Save

2. Edit your school profile information as needed.
3. Create or edit any messaging you want to display to students who take Course Exchange courses your school offers in the *Messages to Student As Teaching School* section. Use the table below as a guide.

Field	Value
Impact Withdrawal/Dropping Message (Teaching College)	Edit the template to customize the message that displays to students about potential impact of dropping or withdrawing from classes on their financial aid eligibility.  Note: Withdraw/drop messages are based on <i>Section</i> dates, if available, which take precedence over <i>Term</i> dates.
Fee Opt Out Message	Edit the template to customize the message that displays to students about your college's process to opt out of fees they have already paid at their home college.
Non-Resident Message	Edit the template to customize the message that displays to students who are non-residents.

Field	Value
End of Year Transcript Message	Edit the template to customize the message that displays to students about their end-of-year transcript.
Accessing DSPS Services Message	Edit the template to customize the message that displays to students about Disabled Student Programs and Services.
Canvas Access Message	Edit the template to customize the message that displays to students about how to access course materials in Canvas and communicate with the instructor,
Readiness Message	<p>Edit the template to customize the message that displays to students about the online readiness modules for OEI courses at the time of registration so that students can begin working on the modules prior to the start of class.</p> <p>Your customized message might include a link to another web page or to Canvas; wherever your readiness module resides. The link may take the student to a self-enroll link for the readiness module and communicate information to the student about taking them and why they are being asked to do so.</p>
Ineligibility Message (Home College)	<p>Edit the template to customize the message that displays to students about whether or note they are eligible to register for a Course Exchange course. Students are not eligible for a Course Exchange course if they have a status of one of the following at their home college:</p> <ul style="list-style-type: none"> • International F1 Visa • Students with an address outside of California • Incarcerated • Vacation or Visitor Visas (B Visas) • AB540 with out of state addresses • High school dual enrollment
Fee Opt Out Message (Teaching College)	Edit the template to customize the message that displays to students about your college's process to opt out of fees they have already paid at their home college.
Non-Resident Message (Teaching College)	Edit the template to customize the message that displays to students who are non-residents.
End of Year Transcript Message (Teaching College)	Edit the template to customize the message that displays to students about their end-of-year transcript.
Financial Aid Message (Home College)	Edit the template to customize the message that displays to students about financial aid at their home college.

Field	Value
Accessing DSPS Services Message (Teaching College)	Edit the template to customize the message that displays to students about Disabled Student Programs and Services.
Orientation Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed orientation.
Ed Plan Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an Ed Plan.
Assessment Incomplete Message (Home College)	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an assessment.
Payment System Message	Edit the template to customize the message that displays to students communicating that they are responsible for paying fees for their Course Exchange course. The student will be redirected to the Teaching College payment system and messaging here should inform them of payment terms.

4. Create or edit any messaging you want to display to students who meet the requirements to be consider your college their Home College and are taking Course Exchange courses from other schools (or yours) in the *Messages to Student As Home School* section. Use the table below as a guide.

Field	Value
Ineligibility Message	Edit the template to customize the message that displays to students about whether or note they are eligible to register for a Course Exchange course. Students are not eligible for a Course Exchange course if they have a status of one of the following at their home college: <ul style="list-style-type: none"> • International F1 Visa • Students with an address outside of California • Incarcerated • Vacation or Visitor Visas (B Visas) • AB540 with out of state addresses • High school dual enrollment
Financial Aid Message	Edit the template to customize the message that displays to students about financial aid at their home college.
Orientation Incomplete Message	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed orientation.

Field	Value
Ed Plan Incomplete Message	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an Ed Plan.
Assessment Incomplete Message	Edit the template to customize the message that displays to students about their inability to participate in Course Exchange until they have completed an assessment.
Payment System Message	Edit the template to customize the message that displays to students communicating that they are responsible for paying fees for their Course Exchange course. The student will be redirected to the Teaching College payment system and messaging here should inform them of payment terms.

5. When your school profile information and/or messaging is correct and ready to display publicly in Course Exchange, click the **Active** button to activate it.

Edit School Profile

Active

School name

Folsom Lake College



Note: Colleges participating in Course Exchange are set to Active. Those not participating are set to Inactive. If a district has colleges participating in Course Exchange and others that are not, the district admin has the ability to set schools to Inactive.

6. Click **Save** to save your changes. A message displays indicating your changes were successfully saved.

School Profile Update Success

Success ... Keep up the good work; good job!

School Profile

7. When have saved all information, click **School Profile** to return to the *School Profile* subscreen.

Feature Flags Subscreen

The *Feature Flags* subscreen is used to enable new Course Exchange features for your school. Feature flags are created by Exchange Administrators at the CCC Tech Center and are made available to either your school or your school's district. District Admins, School Admins, or School System Admins can activate new Course Exchange features that have been made available to their school on the *Feature Flags* subscreen.

Feature Flags

Feature Flags	
Name	Active
Feature Flag School Administrator	<input checked="" type="checkbox"/>
Student Canvas Link	<input type="checkbox"/>
Financial Aid Report	<input checked="" type="checkbox"/>
Creating A Feature Flag	<input type="checkbox"/>

Feature flags make the following possible:

- for schools to implement new features as they are ready, independent of any features any other school implements
- for the CCC Tech Center to deliver specific features to target schools, districts, and/or roles in Course Exchange

Enabling Feature Flags at the School Level

Use the following steps to review feature flag details and then enable a Course Exchange feature for your school.

1. Log in to Course Exchange as a School Admin or School Systems Admin (or District Admin) and navigate to the *School* screen → *Feature Flags* subscreen to see the list of available feature flags for your school. Feature flags that appear here may have been supplied by either an Exchange Admin or your school's District Admin and are intended for schools to enable as they are ready.

Feature Flags

Feature Flags	
Name	Active
Feature Flag School Administrator	<input checked="" type="checkbox"/>
Student Canvas Link	<input type="checkbox"/>
Financial Aid Report	<input checked="" type="checkbox"/>
Creating A Feature Flag	<input type="checkbox"/>

2. Learn feature details to help you decide if your school is ready to activate it by reviewing Course Exchange release notes that correspond to the new feature here: <https://ccnext.jira.com/wiki/display/CEPD/Release+Notes>.
3. Determine if the feature is something you want to enable for your school.
4. Once you determine you want to turn on a Course Exchange feature for your school, click the *Active* slider-bar for that feature on the *School* screen's *Feature Flags* subscreen (as in the image, above). The new Course Exchange feature will now be available for either the Course Exchange Student application or the Course Exchange Admin application, depending on the feature.

Terms Subscreen

The *Terms* subscreen is used for adding and/or updating term information for your online courses.

School Profile Feature Flags **Terms** Courses Enrollments Reports

Terms

Add Term

Term Name

Term Name

Search

Searching for Terms

Use the following steps to search for terms.

1. Click the **Search** button to display all existing terms for your school. Or, enter a term name and click **Search** to narrow your results.

Terms

Add Term

Term Name

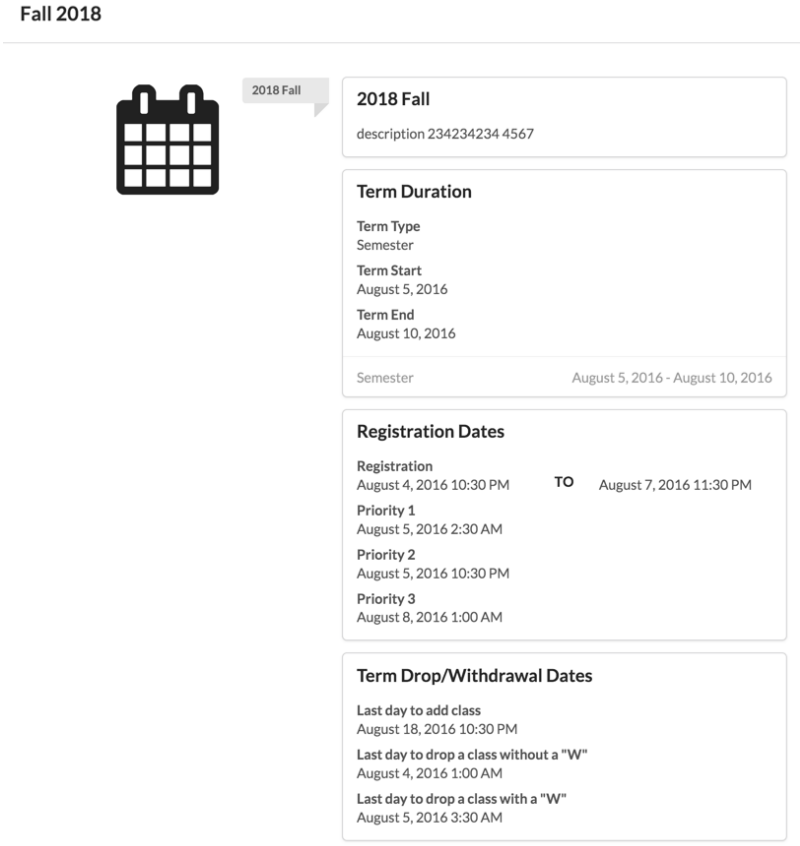
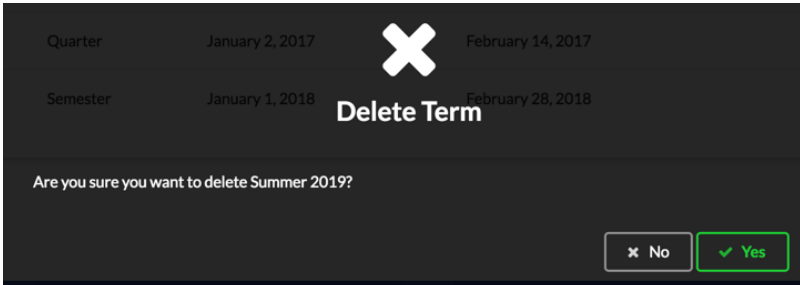
2017

Search

Terms

5 Terms						
Year	Term	Type	Start Date	End Date		
2017	Spring	Semester	January 22, 2017	May 25, 2017	Delete	Edit
2019	Summer	Semester	June 5, 2017	July 31, 2017	Delete	Edit
2017	Summer	Semester	June 12, 2017	July 20, 2017	Delete	Edit
2017	Fall	Quarter	January 2, 2017	February 14, 2017	Delete	Edit
2018	Spring	Semester	January 1, 2018	February 28, 2018	Delete	Edit

2. Several clickable links in the *Terms* list allow you to display summary term information, delete a term, and edit a term.

Click the...	To...
<p><i>Year or Term link</i></p>	<p>display a pop-up summary of the term information.</p>  <p>Fall 2018</p> <p>2018 Fall</p> <p>2018 Fall description 234234234 4567</p> <p>Term Duration Term Type Semester Term Start August 5, 2016 Term End August 10, 2016 Semester August 5, 2016 - August 10, 2016</p> <p>Registration Dates Registration August 4, 2016 10:30 PM TO August 7, 2016 11:30 PM Priority 1 August 5, 2016 2:30 AM Priority 2 August 5, 2016 10:30 PM Priority 3 August 8, 2016 1:00 AM</p> <p>Term Drop/Withdrawal Dates Last day to add class August 18, 2016 10:30 PM Last day to drop a class without a "W" August 4, 2016 1:00 AM Last day to drop a class with a "W" August 5, 2016 3:30 AM</p>
<p><i>Delete link</i></p>	<p>delete the term. A confirmation message displays asking you to confirm the term deletion.</p>  <p>Quarter January 2, 2017 February 14, 2017</p> <p>Semester January 1, 2018 February 28, 2018</p> <p>Delete Term</p> <p>Are you sure you want to delete Summer 2019?</p> <p>No Yes</p>

Click the...	To...
<p><i>Edit link</i></p>	<p>open the <i>Edit Term</i> screen where you can make changes to the term information. The <i>Edit Term</i> screen is the same as the <i>Create Term</i> screen.</p> <div data-bbox="617 294 1412 892"> <p>Edit Term</p> <p>Local Term ID * <input type="text" value="1234567890"/> <input type="button" value="Populate"/> <input type="button" value="← Pre-populate Term Information"/> Enter the Local Term ID and click populate to pre-populate term data from local terms.</p> <p>Term type <input checked="" type="radio"/> Semester <input type="radio"/> Quarter</p> <p>Term Year * <input type="text" value="2018"/></p> <p>Term <input type="text" value="Fall"/></p> <p>Description (500 characters or less) * <input type="text" value="description 234234234 4567"/></p> <p>Term Start Date * <input type="text" value="August 5, 2016"/></p> <p>Term End Date * <input type="text" value="August 10, 2016"/></p> <p>Registration Start Date * <input type="text" value="August 4, 2016"/></p> <p>Registration Start Time * <input type="text" value="10:30 PM"/></p> <p>Registration End Date * <input type="text" value="August 7, 2016"/></p> <p>Registration End Time * <input type="text" value="11:30 PM"/></p> <p>Term Deadline Dates</p> <p>Add Deadline Date * <input type="text" value="August 18, 2016"/></p> <p>Add Deadline Time * <input type="text" value="10:30 PM"/></p> <p>Drop Deadline Date * <input type="text" value="August 4, 2016"/></p> <p>Drop Deadline Time * <input type="text" value="1:00 AM"/></p> <p>Withdrawal Deadline Date * <input type="text" value="August 5, 2016"/></p> <p>Withdrawal Deadline Time * <input type="text" value="3:30 AM"/></p> <p>Priority Registration Dates</p> <p>Priority 1 Date * <input type="text" value="August 5, 2016"/></p> <p>Priority 1 Time * <input type="text" value="2:30 AM"/></p> <p>Priority 2 Date * <input type="text" value="August 5, 2016"/></p> <p>Priority 2 Time * <input type="text" value="10:30 PM"/></p> <p>Priority 3 Date * <input type="text" value="August 8, 2016"/></p> <p>Priority 3 Time * <input type="text" value="1:00 AM"/></p> <p><input type="button" value="Back"/> <input type="button" value="Save"/></p> </div> <p>Once your changes are complete, click Save → Manage Terms to return to the <i>Terms</i> subscreen.</p>

Creating a New Term

Use the following steps to create a new term.

1. From the *Terms* subscreen, click **Add Term** to display the *Create Term* screen. Required fields display a red asterisk next to them.

Create Term

Local Term ID*

Local Term ID

Pre-populate Term Information
Enter the Local Term ID and click populate to pre-populate term data from local term.

Term type
 Semester Quarter

Term Year* Term

Term Start Date* Term End Date*

Registration Start Date* Registration Start Time* Registration End Date* Registration End Time*

Description (500 characters or less)*
 Description (500 characters or less)

Term Deadline Dates

Add Deadline Date* Add Deadline Time*

Drop Deadline Date* Drop Deadline Time*

Withdrawal Deadline Date* Withdrawal Deadline Time*

Priority Registration Dates

Priority 1 Date* Priority 1 Time*

Priority 2 Date* Priority 2 Time*

Priority 3 Date* Priority 3 Time*

2. You can populate the *Create Term* fields manually or by populating them more programmatically from your SIS. Use one of the following two options below to create the term.

If you have <u>already defined</u> the term ID in your SIS:	If you have <u>not yet defined</u> the term ID in your SIS:
<ol style="list-style-type: none"> 1. Enter the term ID for the term you want in the <i>Local term ID</i> field. 2. Click Populate to auto-populate all the rest of the fields on this screen with information from your Student Information System. 3. Enter any remaining field values, as needed. <p> Note: <i>Priority Registration Dates</i> information must be manually entered, even if you populate the rest of the term information from your SIS.</p>	<ol style="list-style-type: none"> 1. Enter the new term ID in the <i>Local term ID</i> field. 2. Proceed to step 3, below.

3. Select and/or enter values in all the required fields to configure the term information for the online course, including *Term Year* field, *Term* drop-down list, *Term Start Date* field, *Term End Date* field, and the *Term Deadline Dates* field group and *Priority Registration Dates* field group. Clicking in any date or time field displays a *Date* pop-up box or *Time* pop-up box that allows you to select the date/time.

April 2017 < >						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

12:00 AM	1:00 AM	2:00 AM	3:00 AM
4:00 AM	5:00 AM	6:00 AM	7:00 AM
8:00 AM	9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM	3:00 PM
4:00 PM	5:00 PM	6:00 PM	7:00 PM
8:00 PM	9:00 PM	10:00 PM	11:00 PM



Note: In order to make Course Exchange available to students based on their assigned priority registration dates, Home Colleges participating in Course Exchange must assign students a registration date pursuant to the three enrollment priority levels identified in Section 58108 of article 1 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations.

The three enrollment registration priority levels, under Section 58108, are defined as:

Enrollment Registration Priority Level Definitions
students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9
students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services
students who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans

Districts or colleges may establish the relative order of priority for additional subcategories of students within each of the three state registration priority levels.

Source: http://extranet.cccco.edu/Portals/1/Legal/Regs/FINAL_AS_FILED_Enrollment%20priorities_regs.pdf

- Click **Create** to save your term. A success message displays indicating that your changes have been saved.

Term Create Success

Success ... Keep up the good work; good job!

Manage Terms

- Click **Manage Terms** to return to the *Terms* subscreen.

Courses Subscreen

The *Courses* subscreen is used for adding and/or updating course information for your online courses.

Courses

[Add Course](#)

Course Title

Searching for Courses

Use the following steps to search for courses.

1. From the *Courses* subscreen, click the **Search** button to display all existing courses for your school. Or, enter a course title and click **Search** to narrow your results.

Courses

[Add Course](#)

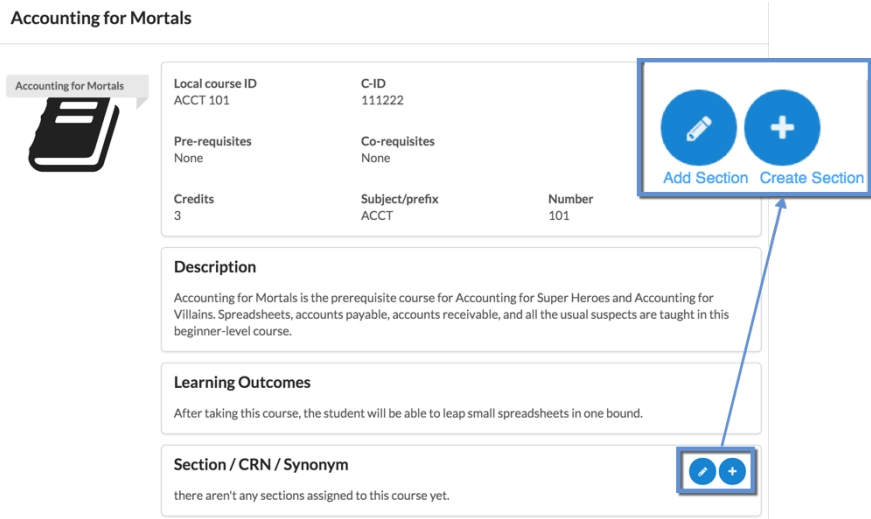

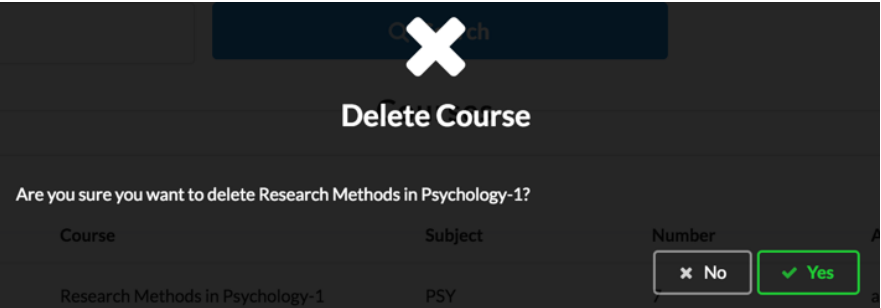
Course Title

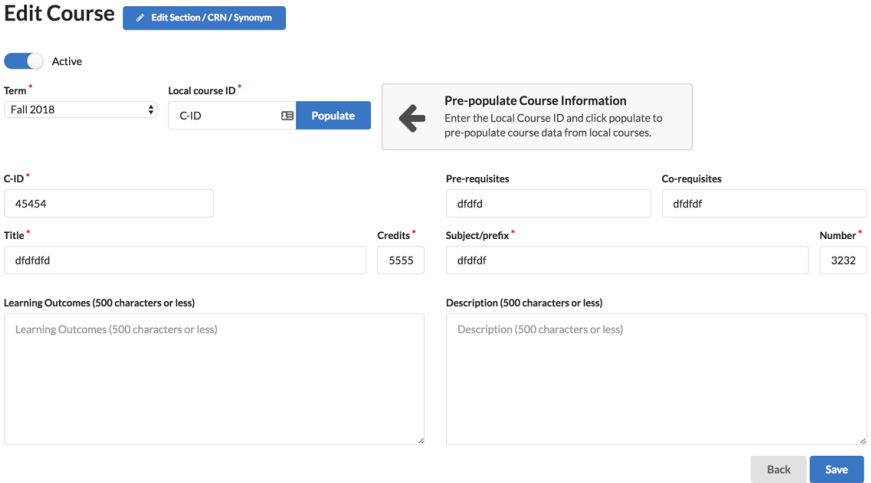
Courses

10 Courses

ID	C-ID	Course	Subject	Number	Active?		
72	PSY 200	Research Methods in Psychology-1	PSY	7	active	Delete	Edit
69	ANTH 120	Cultural Anthropology	ANTH	4	active	Delete	Edit
70	AJ 110	Admin of Justice	AJ	2	active	Delete	Edit
79	ENGL 100	Reading-Composition	ENGL	2	not active	Delete	Edit
68	HIST 140	U.S. History-1877-Prsnt	HIST	10	active	Delete	Edit
133	ENGL 100	Reading and Composition	College Composition	100	active	Delete	Edit

2. Several clickable links in the *Courses* list allow you to display summary course information, delete a course, and edit a course.

Click the...	To...									
<p><i>ID link</i></p>	<p>display a pop-up summary of the course information:</p>  <p>Accounting for Mortals</p> <p>Accounting for Mortals</p> <table border="1"> <tr> <td>Local course ID ACCT 101</td> <td>C-ID 111222</td> <td></td> </tr> <tr> <td>Pre-requisites None</td> <td>Co-requisites None</td> <td></td> </tr> <tr> <td>Credits 3</td> <td>Subject/prefix ACCT</td> <td>Number 101</td> </tr> </table> <p>Description</p> <p>Accounting for Mortals is the prerequisite course for Accounting for Super Heroes and Accounting for Villains. Spreadsheets, accounts payable, accounts receivable, and all the usual suspects are taught in this beginner-level course.</p> <p>Learning Outcomes</p> <p>After taking this course, the student will be able to leap small spreadsheets in one bound.</p> <p>Section / CRN / Synonym</p> <p>there aren't any sections assigned to this course yet.</p> <p> Note: The course pop-up summary includes <i>View Section and Create Section</i> icons.</p>	Local course ID ACCT 101	C-ID 111222		Pre-requisites None	Co-requisites None		Credits 3	Subject/prefix ACCT	Number 101
Local course ID ACCT 101	C-ID 111222									
Pre-requisites None	Co-requisites None									
Credits 3	Subject/prefix ACCT	Number 101								
<p><i>Delete link</i></p>	<p>delete the course. A confirmation message displays asking you to confirm the course deletion.</p>  <p>Delete Course</p> <p>Are you sure you want to delete Research Methods in Psychology-1?</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Subject</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Research Methods in Psychology-1</td> <td>PSY</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="No"/> <input checked="" type="button" value="Yes"/></p>	Course	Subject	Number	Research Methods in Psychology-1	PSY				
Course	Subject	Number								
Research Methods in Psychology-1	PSY									

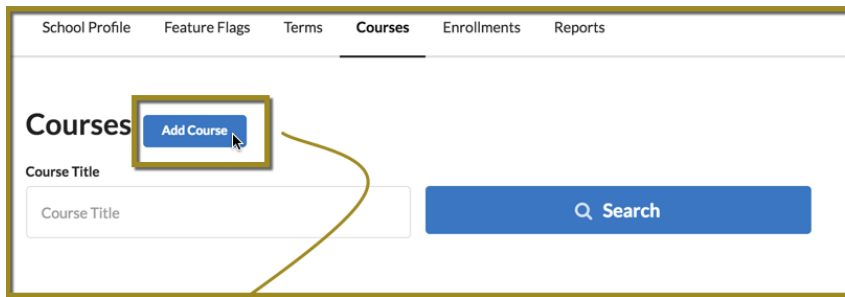
Click the...	To...
<p><i>Edit link</i></p>	<p>open the <i>Edit Course</i> screen where you can make changes to the course information. The <i>Edit Course</i> screen is the same as the <i>Create Course</i> screen.</p>  <p>Once your changes are complete, click Save → Manage Courses to return to the <i>Courses</i> subscreen.</p>

- Once your changes are complete, click **Save** and then the **Back** button to return to the *Courses* screen.

Creating a New Course

Use the following steps to create a new course.

- Click **Add Course** to display the *Create Course* screen. Required fields display a red asterisk next to them.



Create Course

Active

Term ^{*}

Local course ID ^{*}

← Pre-populate Course Information
Enter the Local Course ID and click populate to pre-populate course data from local courses.

C-ID ^{*}

Pre-requisites

Co-requisites

Title ^{*}

Credits ^{*}

Subject/prefix ^{*}

Number ^{*}

Learning Outcomes (500 characters or less)

Description (500 characters or less)

2. You can populate the *Create Course* fields manually or by populating them more programmatically from your SIS. Use one of the following two options below to create the course.

If you have <u>already defined</u> the course in your SIS:	If you have <u>not yet defined</u> the course ID in your SIS:
<ol style="list-style-type: none"> 1. Enter the course ID for the course you want in the <i>Local course ID</i> field. 2. Click Populate to auto-populate all the rest of the fields on this screen with information from your SIS. 3. Proceed to step 3, below, and enter any remaining field values, as needed. 	<ol style="list-style-type: none"> 1. Enter the new course ID in the <i>Local course ID</i> field. 2. Proceed to step 3, below.

3. Click the **Active** button to toggle the course to an active or inactive status. As a general rule:
- Make a course active once you are done making all changes for it and are ready to publish it to students so that they can see and enroll in the course in Course Exchange
 - Once the course's term is complete, remove the active status for the course before the next term begins
 - Districts can choose to not activate courses for colleges in their district that are not participating in Course Exchange
4. Select a term from the *Term* drop-down list. If you do not have any terms configured you must navigate to the *Terms* screen and create one.
5. In the *C-ID* field, enter the course identifier (C-ID).



Note: The *C-ID* value is validated against the C-ID database and an error message displays if an invalid value is entered. Correct the value if this message displays.

C-ID 'FILM123' does not exist, please enter a valid C-ID.

You may also receive a message requesting you choose to pull the C-ID numbers for your school.

C-ID 'ACCT120' does not exist

This can occur if the Course Exchange has not pulled the latest Course Identification Numbers from C-ID for your school. Would you like us to pull the Course Identification Numbers from C-ID for your school?

Update

- Enter values in the rest of the fields for the course (*Title, Credits, Learning Outcomes, Pre-requisites, Co-requisites, Subject/prefix, Number, and Description*).
- Click **Create** to save your course. A success message displays indicating that your changes have been saved.

Course Create Success

Success ... Keep up the good work; good job!

Manage Courses

- Click **Manage Courses** to return to the *Courses* subscreen.

Related information

[Adding/Creating Course Sections](#) on page 32

Adding/Creating Course Sections

Once you've created a course in Course Exchange, you need to create a course section. Use the following steps to add or create course sections by using the following steps. It is assumed you have already created a course. See [Creating a New Course](#) on page 30 for details on how to create a course.

- Log in to Course Exchange Admin as an Exchange, District, School, or School System Admin.
- Navigate to *School* → *Select the School* drop-down list → *School Profile* screen → *Courses* link to display the *Courses* subscreen.

The screenshot shows the Course Exchange Admin interface. At the top, there is a navigation bar with the following items: Exchange, Administrators, School (highlighted with a box), District, and Log Out. Below the navigation bar is a dropdown menu showing 'zz Test College' (highlighted with a box). Below the dropdown menu is a horizontal menu with the following items: School Profile, Feature Flags, Terms, Courses (highlighted with a box), Enrollments, and Reports. Below the horizontal menu is the 'Courses' subscreen, which includes an 'Add Course' button and a search section. The search section has a 'Course Title' label, a text input field containing 'Course Title', and a blue 'Search' button with a magnifying glass icon.

- Search for the course to which you want to add a course section by entering the title in the *Course Title* screen and clicking **Search**.



Note: You can also simply click **Search** to display all existing courses.

4. Locate the course in the *Courses* search results.

Courses [Add Course](#)

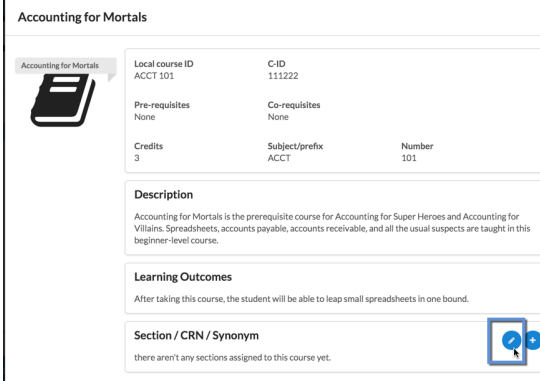
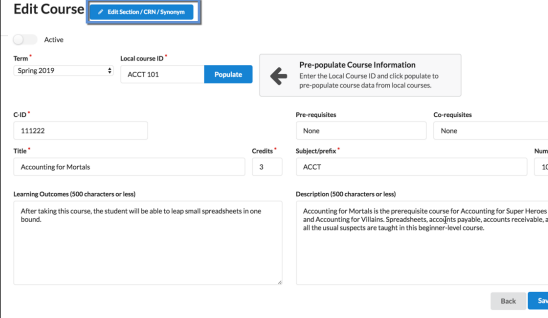
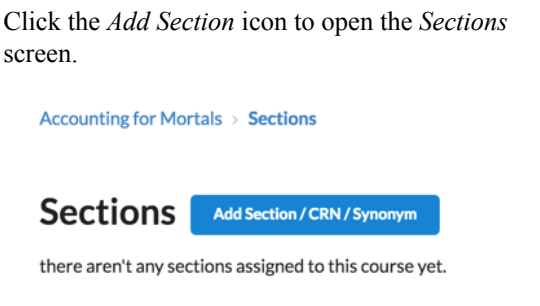
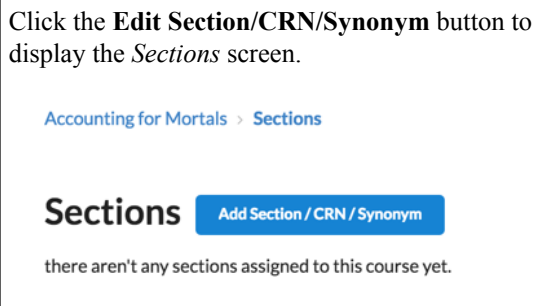
Course Title
Accounting [Q Search](#)

Courses

1 Course					
ID	C-ID	Course	Subject	Number	
26	111222	Accounting for Mortals	ACCT	101	Delete Edit

You can add sections to a course by clicking either the ID link or the Edit link on the search results page.

5. Access the *Course Section* screen for the course in one of the following two ways:

Access the <i>Course Section</i> screen from the <i>Course ID</i> link	Access the <i>Course Section</i> screen from the <i>Edit</i> link
<p>Click the course's <i>ID</i> link in the search results to open the <i>Course Details</i> pop-up window.</p> 	<p>Click the <i>Edit</i> link to display the <i>Edit Course</i> subscreen.</p> 
<p>Click the <i>Add Section</i> icon to open the <i>Sections</i> screen.</p> 	<p>Click the Edit Section/CRN/Synonym button to display the <i>Sections</i> screen.</p> 
<p>Proceed to step 6, below.</p>	<p>Proceed to step 6, below.</p>

6. On the *Sections* screen, click the **Add Section/CRN/Synonym** button to display the *Create Section/CRN/Synonym* screen.

Create Section / CRN / Synonym

Active

Term: Summer 2017

Section / CRN / Synonym ID: Local section ID

← Pre-populate Section Information
Enter the Section / CRN / Synonym ID and click populate to pre-populate section data from local sections.

Max enrollments:

Late start or short term section


Section Start Date:

Section End Date:

Instructor Information

Name:

Email:

 **Note:** CRN is the Course Record Number. In PeopleSoft, the CRN is referred to as the Synonym.

7. Select the term for the course section from the *Term* drop-down list. If you have not created any terms yet, you must create one on the *Terms* screen.
8. Enter a local section ID, if one is available, in the *Section/CRN/Synonym ID* field, and click **Populate** to pre-populate all the course section fields with values from another course.


--OR--

If there is no section ID available, enter a unique section ID in the *Section/CRN/Synonym ID* field.

9. Enter the maximum number of students allowed in the section in the *Max enrollments* field.
10. Enter or select dates in the *Section Start Date* and *Section End Date* fields.
11. Click the *Late start or short term section* slider bar if this particular section will start later than the selected term or will have a shorter duration than the selected term. Additional *Late Start Dates* fields display. (defined on the [Terms subscreen](#)).

Late Start Dates

<p>Add Deadline Date: <input type="text" value="Date"/></p>	<p>Add Deadline Time: <input type="text" value="Time"/></p>
<p>Drop Deadline Date: <input type="text" value="Date"/></p>	<p>Drop Deadline Time: <input type="text" value="Time"/></p>
<p>Withdrawal Deadline Date: <input type="text" value="Date"/></p>	<p>Withdrawal Deadline Time: <input type="text" value="Time"/></p>

 **Note:** Withdraw/drop messages are based on Section dates, if available, which take precedence over *Term* dates. Section start and end dates also take precedence over Term start and end dates.

- Enter the deadline date and time for adding, dropping, or withdrawing the course section in the date and time fields.
12. Enter the section's instructor name in the *Name* field and the instructor's email in the *Email* field.
 13. Click **Create** to display the Section Create Success message.

Section Create Success

Success ... Keep up the good work; good job!

+ Manage Sections

- Click **Manage Sections** to return to the *Sections* subscreen. The new section displays in the list of sections for the course.

Accounting for Mortals > Sections

Sections

Add Section / CRN / Synonym

Section / CRN / Synonym

1 Section

Section / CRN / Synonym	Term	Instructor		
1	Spring 2019	David Smith	Delete	Edit

Related information

[Courses Subscreen](#) on page 27

[Terms Subscreen](#) on page 23

Enrollments Subscreen

The *Enrollments* subscreen is used for viewing the students enrolled in your school/district Course Exchange courses and their status. Use the following steps to use the *Enrollments* subscreen.

- Click the *School* option → *Enrollments* to display the *Enrollments* subscreen.

Enrollments

School Term Section

- Select values from the *School*, *Term*, and/or *Section* drop-down lists and click **Search** to display enrollments.

Enrollments

School Term Section

Butte College Spring 2017

Enrollments

3 Enrollments

Enrollment	Registration	CCCID	Student ID	School	Term	CID	Course	Local ID	Semester Credits
Dropped	Enrolled and Paid	AAA		Butte College	Spring 2017	AJ 110	AJ-2	5266	3.759
Enrolled	Enrolled and Paid	AAA		Butte College	Spring 2017	AJ 110	AJ-2	5266	3.759
Enrolled	Pending Payment	AAA		Butte College	Spring 2017	HIST 140	HIST-10	5360	4.5

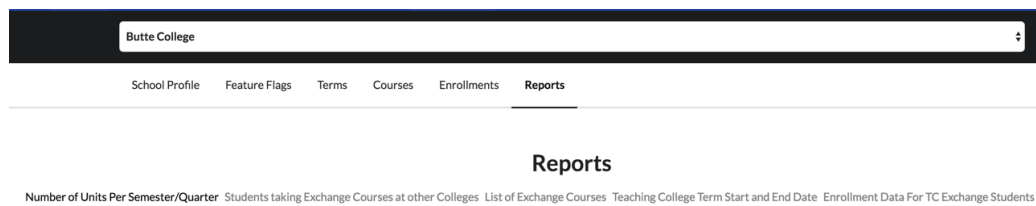
The *Registration* column can include the following values for the student's status:

- No Application
- Application Pending
- Application Accepted
- Application Denied
- Pending School Registration
- Pending Submitted Application
- Pending School Application
- Application Accepted
- Pending Payment
- Enrolled and Paid
- Payment Pending

3. Review the results and then select new values and click **Search** again to view other enrollments.

Reports Subscreen

The *Reports* subscreen is where you can access and run pre-defined reports for your schools Course Exchange activity.



Use the following steps to run any of the Course Exchange reports.

1. Click the *School* option → *Reports* to display the *Reports* subscreen.
2. Click any one of the report links to generate a .csv (comma-separated value) file output with the report data. Navigate to your download folder and open the downloaded file with your favorite text editor or your favorite spreadsheet application.




Note: If there are no student enrollments in Course Exchange for your school's student population, an error message ("Error retrieving report") displays in your browser when you click a report.

Use the table below as a reference for the information you get from each of the standard reports.

Report Title	Information Reported
Proof Added Courses	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Course drop deadline • Course withdraw deadline
Number of Units	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Course drop deadline • Course withdraw deadline • Census Date
Students taking exchange courses at other colleges	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • CCCID • Student ID for the student at the Home College
Exchange courses that students are taking	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • C-ID • Course Title • Instructor's email address

Report Title	Information Reported
Teaching College Term Start and End Date	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> • CCCID • C-ID • Credits • Term Type • Teaching College name • Student ID for the student at the Home College • Course section start and section finish dates • Term start and term finish dates • Census Date
Enrollment Data For TC Exchange Students	<p>This report is used by home college financial aid officers to help them process financial aid for home college students who are taking a Course Exchange class. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCID • home college's SIS Student ID • course C-ID • number of units for the course • census date of teaching college courses • quarter/semester • teaching college name • course start/end date • term start/end date • teaching college's drop/withdraw dates for the course • grade assignment date • the last date the student participated in a course at the teaching college • date of course enrollment

Report Title	Information Reported
Proof of Assigned Grades	<p>This report is used by home college financial aid officers to assist them in awarding financial aid and updating financial aid standing based on failed or passing grade for home college students who are taking a Course Exchange class. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCID • course C-ID • number of units for the course • teaching college's course census date • quarter/semester • teaching college name • home college student ID • course start/end date • term start/end date • teach college's drop/withdraw dates for the course • grade assignment date • last date the student participated in a course at the teaching college • date of course enrollment

Report Title	Information Reported
Proof of Drops/Withdrawals and Last date of participation	<p>This report is used by home college financial aid officers to assist them in contacting home college students taking a Course Exchange class regarding repayment of Financial Aid funds if withdrawal is not in keeping with Federal Financial Aid regulations. This information allows you to meet the Federal Financial Aid Consortium agreement.</p> <p>This report displays the following information for your students who are enrolled in a Course Exchange class:</p> <ul style="list-style-type: none"> • student's CCCCID • course C-ID • number of units for the course • teaching college's course census date • quarter/semester • teaching college name • home college student ID • course start/end date • term start/end date • teach college's drop/withdraw dates for the course • proof of withdrawal grade <p> Note: This value is calculated based on the date the student withdrew and the "Last Day to Drop Without a Withdrawal" date from the current Term setup.</p> <ul style="list-style-type: none"> • If "date of withdraw" < "last day to drop with a 'W'" then "Proof of W Grade" = NULL. • If "date of withdraw" > "last day to drop with a 'W'" then "Proof of W Grade" = W <ul style="list-style-type: none"> • last date the student participated in a course at the teaching college • date of course enrollment

District Screen

The *District* screen is used to enable new Course Exchange features for your district. Feature flags are created by Exchange Administrators at the CCC Tech Center and are made available on the *District* screen for your Course Exchange District Admin.

The screenshot shows the top navigation bar of the Course Exchange system. On the left is the Course Exchange logo with the text 'CALIFORNIA COMMUNITY COLLEGES'. On the right are navigation links: 'Exchange', 'Administrators', 'School', 'District' (highlighted), and 'Log Out'. Below the navigation bar is a dropdown menu showing 'San Diego Community College District'.

Feature Flags

The screenshot shows a table titled 'Feature Flags' with a sub-header '3 Feature Flags'. The table has two columns: 'Name' and 'Active'. The 'Active' column contains toggle switches for each row.

Name	Active
test212	<input type="checkbox"/>
test	<input type="checkbox"/>
Test123	<input type="checkbox"/>

Feature flags make the following possible:

- for schools to implement new features as they are ready, independent of any features any other school implements
- for the CCC Tech Center to deliver specific features to target schools, districts, and/or roles in Course Exchange

Enabling Feature Flags at the District Level

Use the following steps to review feature flag details and then enable a Course Exchange feature for your district.

1. Log in to Course Exchange as a District Admin and navigate to the *District* screen to see the list of available feature flags for your district. Feature flags that appear here are intended for districts and to be applied district-wide.

This screenshot is identical to the one above, showing the Course Exchange navigation bar and the 'San Diego Community College District' dropdown menu.

Feature Flags

This screenshot is identical to the one above, showing the 'Feature Flags' table with three rows and two columns: 'Name' and 'Active'.

Name	Active
test212	<input type="checkbox"/>
test	<input type="checkbox"/>
Test123	<input type="checkbox"/>

2. Learn feature details to help you decide if your district is ready to activate it by reviewing Course Exchange release notes that correspond to the new feature here: <https://cccnxt.jira.com/wiki/display/CEPD/Release+Notes>.
3. Determine if the feature is something you want to enable for your district.

- Once you determine you want to turn on a Course Exchange feature for your district, click the *Active* slider-bar for that feature on the *District* screen's *Feature Flags* table (as in the image, above). The feature flag you enabled for your district will display as available features for each school in your district on the *Schools* → *Feature Flags* screen. Either the District Admin or each schools' School Admin or School Systems Admin can implement the new feature on a school-by-school basis.



Note: If your school district consists of just one school, you will follow the same steps as above for enabling feature flags for the school.

Preferences Screen

The *Preferences* screen is used by Financial Aid officers at a school using Course Exchange to set email notification frequency (never, daily, weekly, or three specific dates) for alerts that a Home College student has enrolled in or dropped a Course Exchange course.



Note: You must be assigned a Course Exchange Admin role of one of the following in order to access the *Preferences* screen: School Admin, School System Administrator, and/or District Admin.



Financial Aid Notification Frequency

How often would you like to receive financial aid email notifications?

- Never
 Once a day
 Once a week
 Specific Dates

Cancel

Submit

The emails:

- are sent to your email address registered with your Course Exchange Admin account
- allow you to make the appropriate changes to the student's financial aid records
- include a link to the Course Exchange Admin *Reports* screen where changes can be viewed

Use the following steps to set your email preferences.

- Log in to the Course Exchange Admin application as either a School Admin, School Systems Administrator, or District Admin.
- Click the *Preferences* link to display the *Preferences* screen.



Preferences

[Financial Aid Notification Frequency](#)

- Click the *Financial Aid Notification Frequency* link to display the *Financial Aid Notification Frequency* screen.

Financial Aid Notification Frequency

How often would you like to receive financial aid email notifications?

- Never
 Once a day
 Once a week
 Specific Dates

Cancel

Submit

4. Select one of the following radio buttons to set your email frequency:

- *Never*
- *Once a day*
- *Once a week*
- *Specific Dates*



Note: When you select *Specific Dates*, three additional *Month* and *Day* drop-down list sets display so that you can select up to three specific dates.

Financial Aid Notification Frequency

How often would you like to receive financial aid email notifications?

- Never
 Once a day
 Once a week
 Specific Dates

Select up to three specific dates to receive financial aid email notifications

Month	Day
Jan	1
Month	Day
Jun	1
Month	Day
Sep	1

Cancel

Submit

5. Click **Submit** to save your email preferences. You will begin to receive email notifications for Course Exchange course enrollments/drops for your school's Home College students.

Appendix A: Financial Aid, BOG Fee Waiver, and Cohorts in Course Exchange

With Course Exchange V2.0, students with *financial aid* and/or *BOG Fee Waiver* eligibility are automatically identified by the Course Exchange student application and are prompted to share their information between their Home College and Teaching College.

By choosing to share financial aid and/or BOG Fee Waiver information, the student ensures that:

- any financial aid is applied to all of their course credits at the Home College, and
- any BOG Fee Waiver funding they may have received gets applied to their course credits at the Teaching College

Another feature in Course Exchange V2.0 is using *cohorts* to group and track Course Exchange students in your school's SIS.

Cohorts allow you to run functions on the students taking Course Exchange courses from your school, such as configuring your SIS to not run a specific function, like checking for BOG Fee Waiver eligibility (since this is already identified by those students' Home College).

Financial Aid in Course Exchange

When a student adds a course in the Course Exchange student application:

1. The system checks to see if the student is eligible for Financial Aid at their Home College for the current term. If they are eligible, Course Exchange prompts the student to opt in to sharing their Teaching College units with their Home College so financial aid may be applied across their entire course units for the term.




Combine Units for Financial Aid


Under a Federal Financial Aid Consortium Agreement, students participating in the Exchange may be able to combine units from a Teaching College with units from a Home College to ensure disbursement of the correct amount of financial aid for all combined units.



2. When the student consents to share their Course Exchange units with the Home College, their Course Exchange units are copied to the Home College's SIS. The Home College can apply the student's financial aid across all courses for the student, including those courses the student takes through Course Exchange.

 **Note:** If a student accidentally opts out of sharing their Course Exchange units with their Home College for financial aid purposes, they may need to contact their Home College's Financial Aid office and ask to have the units combined.

3. If the student drops the Course Exchange course, those Teaching College units are automatically removed from the Home College's SIS, keeping the student's total units up to date.

 **Note:** Course Exchange administrators can configure automatic emails to be sent to their college's Financial Aid contact with update to student enrollments and drops. See the [Preferences screen](#) for more information. If a Course Exchange student does not opt in to sharing Teaching College units, then no messages when that students adds or drops a Course Exchange course.

For the technically-inclined

When a student opts in to share their Teaching College units with their Home College for Financial Aid purposes, the Course Exchange API (Application Programming Interface) makes an API call to the College Adaptor API to GET the student's Financial Aid information and the College Adaptor API then POSTS that information in the Teaching College's SIS.

If the student then drops the Course Exchange course, the Course Exchange API makes an API call to the College Adaptor API to DELETE the student's Course Exchange units from their Home College's SIS.

For a list of the Financial Aid data elements in the college adaptor as well as a list of the data provided by SIS, see: <https://cccnexjira.com/wiki/display/CEPD/Course+Exchange+Implementation+Guides>. Once the Course Exchange Implementation Guides page opens, navigate to the SIS for your school (Banner, Colleague, or PeopleSoft) → Financial Aid & BOG Fee Waiver Information.

BOG Fee Waiver in Course Exchange

When a student adds a course in the Course Exchange student application:

1. The system checks to see if the student is eligible for the BOG Fee Waiver at their Home College for the current term. If they are eligible, Course Exchange prompts the student to opt in to sharing their BOG Fee Waiver status with the Teaching College so that it may be applied to those course units.



Transmit BOGFW

We have verified that you have been granted a Board of Governor's Fee Waiver (A B or C) (BOGFW) at your Home College. In order to have the fee waiver applied to your Exchange courses at the Teaching College, you must consent to have your BOGFW data electronically transmitted and shared with the Teaching College.



2. When the student consents to share their BOG Fee Waiver status with the Teaching College, their BOG Fee Waiver information is copied to the Teaching College's SIS. The Teaching College can apply any BOG Fee Waiver to the student's Course Exchange courses.



Note: If a student accidentally opts out of sharing their BOG Fee Waiver information by clicking **No Thank You**, they may need to ask the Teaching College for a BOG Fee Waiver application and complete and submit it for that college.

For the technically-inclined

When a student opts in to share their BOG Fee Waiver information with the Teaching College, the Course Exchange API (Application Programming Interface) makes an API call to the College Adaptor API to GET the student's BOG Fee Waiver information from the Home College's SIS. The College Adaptor API then POSTS the BOG Fee Waiver information into the Teaching College's SIS.

For a list of the BOG Fee Waiver data elements in the college adaptor as well as a list of the data provided by SIS, see: <https://ccnnext.jira.com/wiki/display/CEPD/Course+Exchange+Implementation+Guides>. Once the Course Exchange Implementation Guides page opens, navigate to the SIS for your school (Banner, Colleague, or PeopleSoft) → Financial Aid & BOG Fee Waiver Information.

Cohorts: Flagging Course Exchange Students

When a student signs up to take a Course Exchange course, that student is automatically flagged in the student's Teaching College SIS using cohorts. Cohorts is a term applied to the group of students in your SIS that are flagged as Course Exchange students. This allows you to run functions such as configuring your SIS to not run a specific function, like checking for BOG Fee Waiver eligibility (since this is already identified by those students' Home Colleges).

See the images below for examples of how cohorts appear in the three major supported SISs (i.e. Banner, Colleague, and PeopleSoft).

Cohorts in Banner

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In Banner, student cohort codes appear on the INB form SGASADD where more than one cohort code can be associated to a student.

The screenshot shows the 'Additional Student Information SGASADD 8.10.2 (OEI)' window. At the top, the ID is 20148651 and the student name is Abbadusky, Jennifer A. The Term is set to 201721. Below this, there are two main sections: 'Student Cohort' and 'Student Attribute'.
 In the 'Student Cohort' section, the 'From Term' is 201721 and the 'To Term' is 999999. A table lists cohort codes, with 'FHFYE' selected. The table has columns for 'Cohort Code', 'Description', 'Inactive', and 'Reason'. The row for 'FHFYE' has the description 'First Year Experience Foothill'.
 In the 'Student Attribute' section, the 'From Term' is 201721 and the 'To Term' is 999999. It has a table with columns for 'Attribute Code' and 'Description'.

Figure 1: SGASADD - Associate Cohort Codes

A start date (*From Term* field value) is assigned to the cohort when it is created. The end date (*To Term* field value) can be '999999'.

Cohort codes are set up on the STVCHRT form that holds the look-up values.

The screenshot shows the 'Cohort Code Validation STVCHRT 8.11 (OEI)' window. It displays a table with the following columns: Cohort Code, Description, Start Term, 100% Term, End Term, Degree Level, Print Indicator, and Activity Date. The 'Cohort Code' column is highlighted with a blue border. The first row is selected, showing 'AAPALI' as the cohort code and 'APALI' as the description. The 'Activity Date' for this row is '10-MAR-2009'. Other rows include 'AAPRENTI' (Apprenticeship Program), 'ABADMIN' (Athletics-Badminton De Anza), 'ABASEB1' (Athletics - Baseball Foothill), 'ABASEB2' (Athletics-Baseball De Anza), 'AFOOTB1' (Athletics-Football Foothill), 'AFOOTB2' (Athletics-Football De Anza), 'AMBASK1' (Athletics-Men's Basketball FH), 'AMBASK2' (Athletics-Men's Basketball DA), 'AMCROS1' (Athletics-Men's Cross Cntry FH), 'AMCROSS2' (Athletics-Men's Cross Cntry DA), 'AMGOLF1' (Athletics-Men's Golf FH), 'AMGOLF2' (Athletics-Men's Golf DA), 'AMSOC1' (Athletics-Men's Soccer FH), and 'AMSOC2' (Athletics-Men's Soccer DA).

Figure 2: STVCHRT - Look up Values

The underlying Oracle database table is SGRCHRT and the cohort code column name is SGRCHRT_CHRT_CODE.

In order to identify cohorts, a new cohort code must be set up by your school on the STVCHRT form so that the cohort code can be used/defined in the application.properties file. For e.g.: Ventura has set up different cohort codes for each school within the district to identify which school the student belongs to depending on the misCode.

Cohorts in Colleague

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In Colleague, cohorts are assigned using the *Other Cohorts* field on the STAL form.

STAL - Student Academic Level

Acad Level

Start Dt/End Dt

Acad Standing

Catalog

Start Term

Admit Status

Enroll Status

Class Level

Class Rank/Pct

Intended Load

Federal Cohort

Other Cohorts

Notes

Comments

Acad Programs

Catalog

Status

Status Dt

Figure 3: Colleague STAL Form

Cohorts are named using the following convention:

"CE" + T + YY

Where:

- T is Term (F = Fall, W = Winter, S = Spring, U = Summer), and
- YY is year

For example, CEF17 is Course Exchange Fall 2017. In addition to the cohort code name, a start date is assigned (in the *Start Dt* field) on the date that the cohort is assigned to the student. The end date (*End Dt* field) will always be blank.

To use this field in rules and/or reporting:

- The Colleague field name is STA.OTHER.COHORT.GROUPS (in STUDENT.ACAD.LEVELS)
- In SQL Server the field name is STA_OTHER_COHORT_GROUPS (in STA_OTHER_COHORTS)

Cohorts in PeopleSoft

To identify which students at a college are participating in Course Exchange and taking courses at other colleges, students are assigned to a "cohort" at their Home College.

In a school that uses PeopleSoft, a *Student Group 'CE'* is created in the *Student Group Table*. A student is identified as a Course Exchange Student if the student is a member of *Student Group 'CE'*.

Favorites Main Menu > Set Up SACR > Common Definitions > Student Group Table

New Window ? Help

Student Group Table

Academic Institution: MCCCCD MiraCosta Community College

Student Group: CE

Find | View All | First

*Effective Date: 03/28/2017 *Status: Active

*Description: Course Exchange Student

*Short Description: CE Student

A group for Course Exchange needs to be created as in the above image and added to table PS_STDNT_GROUP_TBL.

The *View Student Groups by Student* form displays the PeopleSoft table where a student's groups are maintained.

Favorites Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student

New Window ? Help

View Student Groups by Student

Academic Institution: MCCCCD MiraCosta Community College Effective Date: 01/01/1901

Student Group: BGA1 BOGWA1 Effective Status: Active

Select Effective Dates: Most Current Active

Range Selection: No Range Selection

Name	ID	Effective Date	Effective Status	Comment	Details
Rogers, M	0	02/12/2016	Active		Details

Personalize | Find | View All | First | 1 of 1 | Last

Table PS_STDNT_GRP can be used to identify Course Exchange students. When a student is added or updated, PS_STDNT_GRP will need to add this student to the Course Exchange group.

Glossary

CCC: California Community College.

CCCCO: California Community College Chancellor's Office.

C-ID: Course Identification Numbering System. <https://c-id.net/>

Common Course Management System (“CCMS”): The Common Course Management System and associated components that are required to implement the OEI Exchange. Instructure’s Canvas course management system is the core platform for the CCMS.

CRN: Course Record Number. CRN is used by Ellucian and Colleague. PeopleSoft uses the term Synonym for the same meaning and some other systems use the term Section.

Home College: Any OEI consortium member college where the student is currently enrolled, intends to complete a degree or certificate program; and where the student first completed the following matriculation steps: New Student Orientation, English/Math placement, and an official education plan developed by a counselor. The Home College receives credit for the degree completion and/or transfer attained.

Ineligible Student: If a student is ineligible, a message displays informing them that they cannot participate in Course Exchange when they log in. Ineligible students are generally those who have not completed: orientation, assessments, or an EdPlan.

OEI Course Exchange: The component of the OEI that facilitates students registering for online courses offered by participating colleges, reduces and/or eliminates barriers and duplication in the application and matriculation processes, and automates associated business processes. Enabling students to enroll in courses that are critical to completing their educational goals but are not readily available at their Home College, the Course Exchange is intended to facilitate the timely completion of educational goals that students establish at their Home Colleges.

Online Education Initiative (“OEI”): The overarching California Community College (CCC) initiative, funded by the CCC Chancellor’s Office, that provides support to college online teaching and learning programs and coordinates resources and services available to the entire CCC system. Resources include the CCMS and other components such as student resources, faculty resources, other technology resources, and research and policy documentation.

Synonym: A synonym is PeopleSoft's name for the Course Record Number or course Section.

Priority Registration Dates: The registration date assigned to the student by the Home College.

Teaching College: Any participating consortium member college with faculty teaching courses where students are enrolled using the CCC Course Exchange registration process. The Teaching College receives apportionment for enrollments. Fees for classes taught by faculty employed through the teaching college are paid to the Teaching College.



Note: The Teaching College can also be the same as the student's Home College if the online course they take is offered by the Home College in Course Exchange.