



CALIFORNIA COMMUNITY COLLEGES  
**ONLINE EDUCATION**  
INITIATIVE

## **Course Exchange 2.0 for College Administrators**

Published 11-9-2017

# Contents

- About Course Exchange.....4**
- Logging In to Course Exchange.....5**
- Getting Started Using Course Exchange.....6**
- Exchange View..... 7**
  - Exchange Settings Screen.....8
  - Feature Flags Screen.....9
  - Options Screen..... 12
  - Exchange Admin Reports Screen..... 13
- Administrators Screen.....16**
  - Searching Course Exchange for Admin Users..... 16
  - Viewing Administrator User Details..... 16
  - Deleting an Administrator User..... 17
  - Editing an Administrator User..... 17
  - Adding a New Course Exchange Admin User..... 18
- School Screen.....21**
  - School Profile Subscreen..... 23
    - Editing Your School Profile and/or Messaging..... 25
  - Feature Flags Subscreen..... 29
    - Enabling Feature Flags at the School Level..... 29
  - Terms Subscreen..... 30
    - Searching for Terms..... 30
    - Creating a New Term..... 32
  - Courses Subscreen..... 34
    - Searching for Courses..... 35
    - Creating a New Course..... 37
    - Adding/Creating Course Sections..... 39
  - Enrollments Subscreen..... 42
  - Reports Subscreen..... 43
- District Screen..... 46**
  - Enabling Feature Flags at the District Level..... 47
- Preferences Screen..... 48**

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

**Exchange..... 49**

- Financial Aid in Course Exchange..... 50
- BOG Fee Waiver in Course Exchange..... 50
- Cohorts: Flagging Course Exchange Students..... 51
  - Cohorts in Banner..... 51
  - Cohorts in Colleague..... 52
  - Cohorts in PeopleSoft..... 53

**Glossary..... 54**

# About Course Exchange

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## 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. Student 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. The student clicks a link from within their college's course registration system to go to the Course Exchange web application.
2. 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.
3. The student searches for the course(s) they need. Search results display a list of upcoming course sections by course ID (the course ID from the Teaching College's SIS) 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).

4. 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.
5. Once the student has completed their open course selection and a CCCApply application for the college, their enrollment is confirmed.



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

6. 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.
7. The student takes the online course and completes it. Upon course completion, credit for the course is stored at the Home College's SIS.
8. 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

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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.

1. In your web browser, navigate to either:

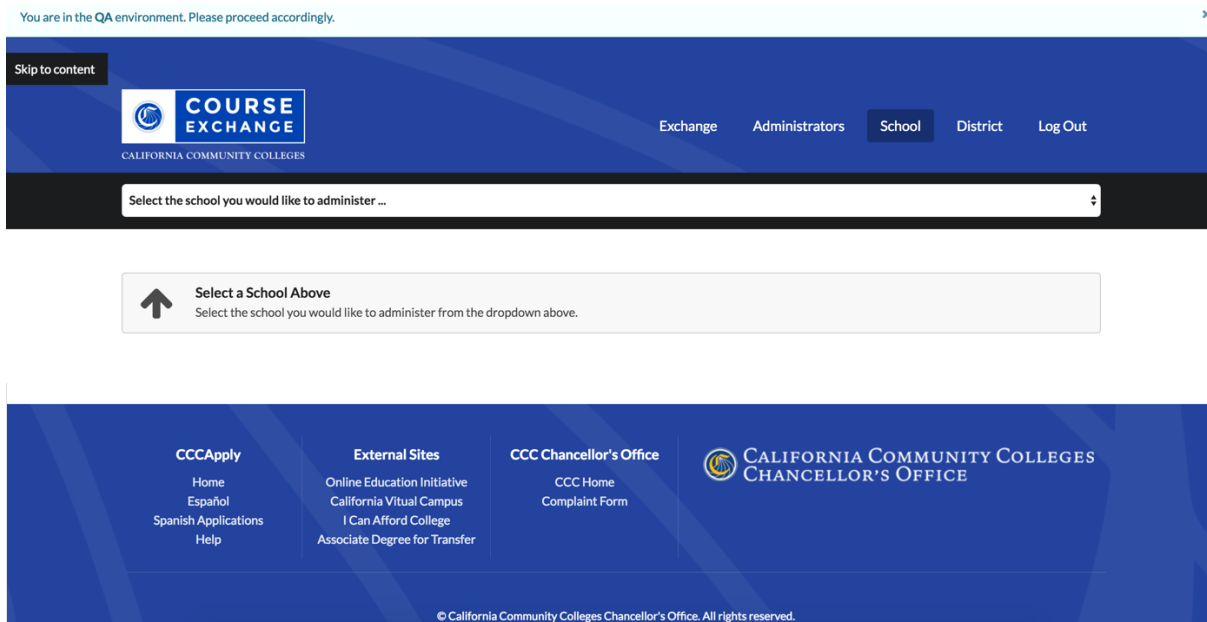
- PILOT: <https://course-exchange-admin-pilot.ccctechcenter.org>
- PRODUCTION: <https://course-exchange-admin.ccctechcenter.org>

2. 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 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.

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

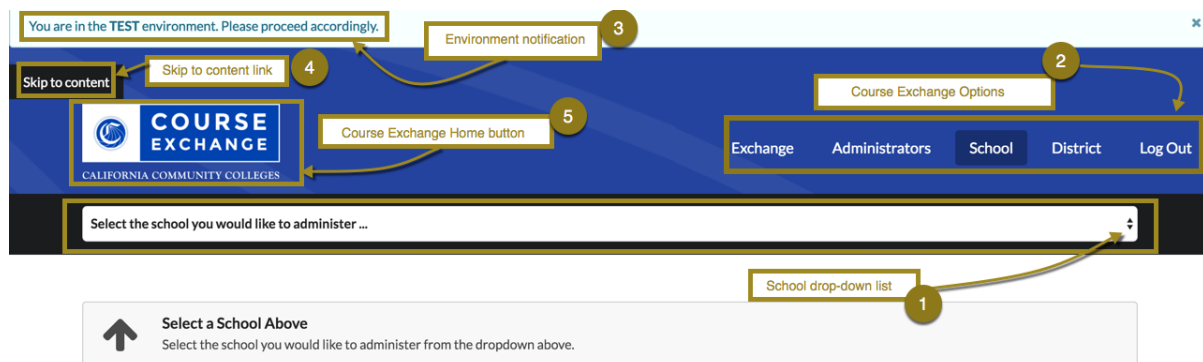


The menu options that display will depend upon your assigned Course Exchange Admin user role. See [Adding a New Course Exchange Admin User](#) on page 18 to see the different roles and the options and screens they access.

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"> <li>• <a href="#">Exchange View</a> on page 7</li> <li>• <a href="#">Administrators Screen</a> on page 16</li> <li>• <a href="#">School Screen</a> on page 21</li> <li>• <a href="#">District Screen</a> on page 46</li> <li>• <a href="#">Preferences Screen</a> on page 48</li> <li>• 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.</li> </ul>
3: Environment Notification	<p>The Environment Notification displays in the top left corner of the Home screen 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 in 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: <b>Course Exchange</b> home button	<p>The <b>Course Exchange</b> home button displays on every Course Exchange screen and returns focus to the Home page when clicked.</p>

## Exchange View

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The *Exchange* view is used by the Exchange Administrator (CCC Tech Center) to: configure Exchange Messages, Feature Flags, Options, and view Reports. The Exchange view only displays for users with the role of Exchange Administrator and the default display is the *Exchange Settings* screen.

**COURSE EXCHANGE**  
CALIFORNIA COMMUNITY COLLEGES

Exchange Administrators School District Log Out

Exchange Messages Feature Flags Options Reports

## Exchange Settings

**Course Exchange Policy** [Edit](#)

The 13-letter motto was suggested in 1776 by Pierre Eugene du Simitiere to the committee responsible for developing the seal. At the time of the American Revolution, the exact phrase appeared prominently on the title page of every issue of a popular periodical, *The Gentleman's Magazine*,<sup>[8][9]</sup> which collected articles from *manysources* into one "magazine". This in turn can be traced back to the London-based Huguenot Peter Anthony Motteux, who used the adage for his *The Gentleman's*

**Ineligibility Message** [Edit](#)

Sorry your not eligible for the course exchange.

**Student Hold Message** [Edit](#)

Students with a hold status at their home college are not eligible for the Course Exchange. Check the status of your hold with your home school.

... view

### Related information

[Exchange Settings Screen](#) on page 8

[Feature Flags Screen](#) on page 9

[Options Screen](#) on page 12

[Exchange Admin Reports Screen](#) on page 13

## Exchange Settings Screen

The *Exchange Settings* screen is where you configure messages that display to all users of the Course Exchange Student application and are considered system-level messages.



The screenshot shows the Course Exchange Admin interface. At the top, there is a blue header with the Course Exchange logo and navigation links: Exchange, Administrators, School, District, and Log Out. Below the header, there is a sub-header with links: Exchange Messages, Feature Flags, Options, and Reports. The main content area is titled "Exchange Settings" and contains three message cards:

- Course Exchange Policy**: Includes an "Edit" button and a long text block starting with "The 13-letter motto was suggested in 1776 by Pierre Eugene du Simitiere..."
- Ineligibility Message**: Includes an "Edit" button and the text "Sorry your not eligible for the course exchange."
- Student Hold Message**: Includes an "Edit" button and the text "Students with a hold status at their home college are not eligible for the Course Exchange. Check the status of your hold with your home school." Below the text is a "view" link.

1. Click **Edit** for any of the *Exchange Settings* messages to display an *Edit Message* screen where you can edit and save text changes.
2. Click the *view* link in the footer of any of the *Exchange Settings* messages to display the full text of any messaging that is longer than the display.

## Feature Flags Screen

The Exchange Admin's *Feature Flags* screen is used by an Exchange Admin to add new feature flags to the Course Exchange system that can then be turned on or off for colleges at their request.

The screenshot shows the Feature Flags screen. At the top, there is a sub-header with links: Exchange Messages, **Feature Flags**, Options, and Reports. The main content area is titled "Feature Flags" and includes an "Add Feature Flag" button. Below this, there is a "Feature Flag Name" label and a search bar with a "Search" button.

Once enabled by an Exchange Admin, feature flags are then made available to college users of the Course Exchange Admin application at the school, district, and/or role level.

From the *Feature Flags* screen you can either search existing feature flags or add a new feature flag.

### Searching Existing Feature Flags

1. Click **Search** to display the *Feature Flags* list.

**Feature Flags** Add Feature Flag

Feature Flag Name  Q Search



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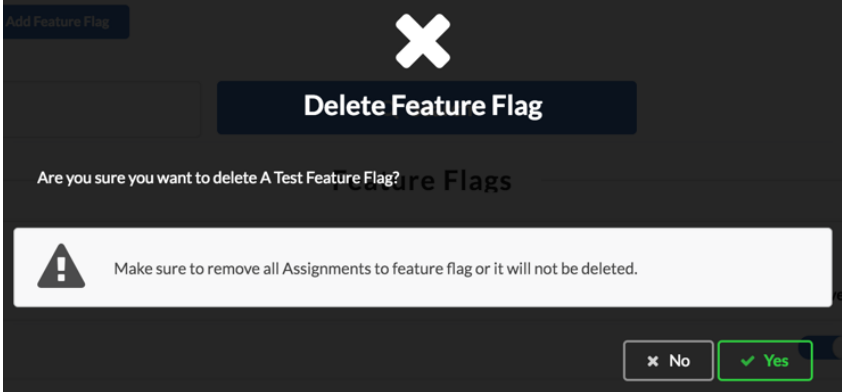
**Feature Flags**

14 FeatureFlags

Name	Active		
Test Feature Flag 42	<input checked="" type="checkbox"/>	Audit	Delete
Test123	<input checked="" type="checkbox"/>	Audit	Delete
A Test Feature Flag	<input checked="" type="checkbox"/>	Audit	Delete
test212	<input checked="" type="checkbox"/>	Audit	Delete

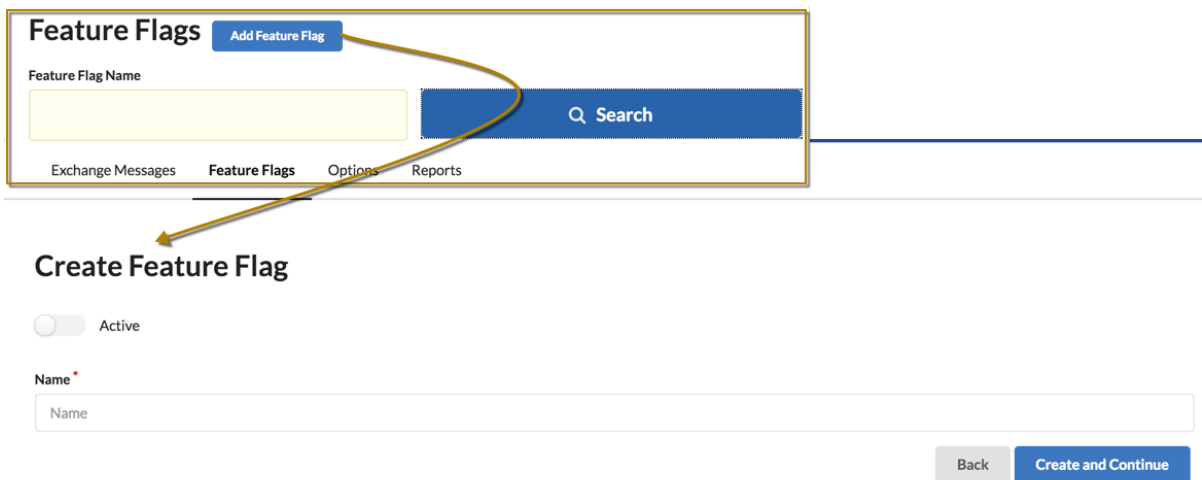
2. Scroll down until you find the feature flag you want and choose one of the following actions, as needed.

Click the...	To...																																													
<i>Active</i> slider button	<p>make the feature flag active or inactive.</p> <ul style="list-style-type: none"> <li>When the <i>Active</i> slider bar is to the far right, showing a blue shading to the left, the feature flag is active.</li> </ul>  <ul style="list-style-type: none"> <li>When the <i>Active</i> slider bar to placed to the far left, showing a gray shading to the right, the feature flag is inactive.</li> </ul> 																																													
<i>Audit</i> link	<p>to display a <i>Feature Flags Audits</i> screen showing a history of actions taken for the feature flag , such as when it was assigned to a role or a school, etc. The log displays in ascending order by <i>Last Modified</i> date/time.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"><b>Feature Flags Audit</b></p> <hr/> <p style="text-align: center;"><b>Feature Flags Audits</b></p> <p>11 FeatureFlag Assignments</p> <table border="1"> <thead> <tr> <th>Flag ID</th> <th>AssignmentType</th> <th>TargetID</th> <th>TargetName</th> <th>Revision</th> <th>Revision Type</th> <th>Name</th> <th>Email Address</th> <th>Last Modified</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>district</td> <td>2</td> <td>Antelope Community College District</td> <td>3558</td> <td>0</td> <td>exchangeadmin</td> <td>[REDACTED]</td> <td>2017-07-17T00:27:49.180+0000</td> </tr> <tr> <td>35</td> <td>school</td> <td>12</td> <td>Butte College</td> <td>3557</td> <td>0</td> <td>exchangeadmin</td> <td>[REDACTED]</td> <td>2017-07-17T00:27:49.181+0000</td> </tr> <tr> <td>35</td> <td>school</td> <td>12</td> <td>Butte College</td> <td>3695</td> <td>0</td> <td>schoolSys</td> <td>[REDACTED]</td> <td>2017-07-17T23:23:33.100+0000</td> </tr> <tr> <td>35</td> <td>role</td> <td>4</td> <td>District Admin</td> <td>3559</td> <td>0</td> <td>exchangeadmin</td> <td>[REDACTED]</td> <td>2017-07-17T00:27:49.192+0000</td> </tr> </tbody> </table> </div>	Flag ID	AssignmentType	TargetID	TargetName	Revision	Revision Type	Name	Email Address	Last Modified	35	district	2	Antelope Community College District	3558	0	exchangeadmin	[REDACTED]	2017-07-17T00:27:49.180+0000	35	school	12	Butte College	3557	0	exchangeadmin	[REDACTED]	2017-07-17T00:27:49.181+0000	35	school	12	Butte College	3695	0	schoolSys	[REDACTED]	2017-07-17T23:23:33.100+0000	35	role	4	District Admin	3559	0	exchangeadmin	[REDACTED]	2017-07-17T00:27:49.192+0000
Flag ID	AssignmentType	TargetID	TargetName	Revision	Revision Type	Name	Email Address	Last Modified																																						
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35	school	12	Butte College	3695	0	schoolSys	[REDACTED]	2017-07-17T23:23:33.100+0000																																						
35	role	4	District Admin	3559	0	exchangeadmin	[REDACTED]	2017-07-17T00:27:49.192+0000																																						

Click the...	To...
Delete link	<p>to display the <i>Delete Feature Flag</i> message asking you to confirm that you want to delete the feature flag.</p>  <p>You must click <b>Yes</b> to delete the feature flag. Click <b>No</b> to return to the current <i>Feature Flags</i> list.</p>

## Adding a New Feature Flag

1. From the *Feature Flags* screen, click **Add Feature Flag** to display the *Create Feature Flag* screen.



**Feature Flags** Add Feature Flag

Feature Flag Name

Exchange Messages **Feature Flags** Options Reports

Q Search

**Create Feature Flag**

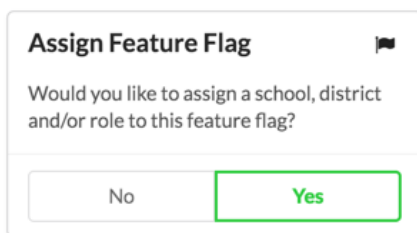
Active

Name \*

Name

Back Create and Continue

2. Click the *Active* slider button to make the feature flag active for college/district/role assignment. You can choose to make the feature flag active later if you prefer.
3. Enter the feature flag's name in the *Name* field and click **Create and Continue** to display the *Assign Feature Flag* dialog box.



**Assign Feature Flag**

Would you like to assign a school, district and/or role to this feature flag?

No Yes

4. Click **Yes** to assign the feature flag to a school, distinct, or role.

--OR--

Click **No** to add the feature flag without assigning it to a school, district, or role.

### Related information

[Feature Flags Subscreen](#) on page 29

[District Screen](#) on page 46

## Options Screen

The *Options* screen is used by an Exchange Admin to enable or disable special feature flags for any California Community College. All of the California Community Colleges display in a scrollable list, ascending by college name.

The screenshot shows the 'Options' screen with a navigation bar at the top containing 'Exchange Messages', 'Feature Flags', 'Options' (selected), and 'Reports'. Below the navigation bar, the title 'Options' is displayed. The main content area is a scrollable list of colleges. Each college entry includes the college name, a status indicator (e.g., 'Enabled'), and two toggle switches for the following features: 'Transmit Student's BOG Fee Waiver Data' and 'Combine Student Course Units for Financial Aid'. A blue 'Save' button is located at the bottom right of each college's settings panel.

College Name	Status	Transmit Student's BOG Fee Waiver Data	Combine Student Course Units for Financial Aid
Allan Hancock College	Enabled	Enabled	Disabled
American River College	Enabled	Disabled	Disabled
Antelope Valley College	Enabled	Disabled	Disabled

Only those features that are active display as options beneath each college and are specific to sharing BOG Fee Waiver information between the Home college and Teaching college and/or combining units for financial aid for Course Exchange students so that they may apply financial aid to Teaching college courses.

To enable a special feature for a specific college:

1. Scroll down the *Options* screen to locate the college.
2. Click the *Enabled* slider button that corresponds to the feature the college wants enabled. The **Save** button changes from a disabled state to display as enabled.
3. Click **Save** to save the feature flag setting. The **Save** button toggles back to a disabled state after saving. Repeat steps one through three to disable a feature for a school, clicking the *Enabled* slider button to shift it left so that it displays in a disabled state (as in the image above).

### Related information

[Appendix A: Financial Aid, BOG Fee Waiver, and Cohorts in Course Exchange](#) on page 49

# Exchange Admin Reports Screen

The *Reports* screen displays a linked list of reports for the Exchange Admin.

Exchange Messages   Feature Flags   Options   **Reports**

## Reports

- [Active Courses](#)
- [Number of Units](#)
- [Students taking exchange courses at other colleges](#)
- [Exchange courses that students are taking](#)
- [Teaching College Term Start and End Date](#)
- [Enrollment Data For TC Exchange Students](#)

1. Click a linked report to view the *Reports* drop-down lists. The *Report* drop-down list auto-fills with the report you clicked on the *Reports* screen.

Exchange Messages   Feature Flags   Options   **Reports**

## Reports

Report:  School:

2. Select a school from the *School* drop-down list and the report displays below.

**Reports**

Report:  School:

**Registration Dates Across Campuses**

5 Reports																
NA0	School	Year	Term	Type	Start	Finish	Priority 1 Start	NA8	Priority 2 Start	Priority 3 Start	NA11	Registration Start	Registration End	Add	Drop	Withdrawal
	zz Rainforest College	2017	Spring	Semester	October 1, 2017 12:00 AM	January 8, 2018 12:00 AM	October 9, 2017 5:50 PM		October 18, 2017 5:35 PM	October 26, 2017 1:20 PM		October 1, 2017 12:00 AM	January 8, 2018 11:59 PM	February 3, 2017 12:00 AM	May 19, 2017 12:00 AM	February 3, 2017 12:00 AM
	Fresno City College	2017	Fall	Semester	August 4, 2017 12:00 AM	December 15, 2017 12:00 AM	August 11, 2017 9:00 AM		August 18, 2017 9:00 AM	August 25, 2017 9:00 AM		March 1, 2017 10:00 AM	August 25, 2017 9:00 AM	August 11, 2017 9:00 AM	August 18, 2017 9:00 AM	August 25, 2017 9:00 AM
	zz Rainforest College	2017	Fall	Semester	August 14, 2017 12:00 AM	December 15, 2017 12:00 AM	February 1, 2017 1:00 PM		February 15, 2017 1:00 PM	April 27, 2017 8:00 PM		February 13, 2017 12:00 AM	August 13, 2017 11:59 PM	September 8, 2017 12:00 AM	December 22, 2017 12:00 AM	September 8, 2017 12:00 AM
	zz Test College	2017	Fall	Semester	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	March 1, 2017 8:00 AM		March 8, 2017 8:00 AM	March 15, 2017 8:00 AM		August 1, 2017 12:00 AM	October 30, 2017 11:59 PM	October 19, 2017 12:00 AM	December 22, 2017 12:00 AM	September 8, 2017 12:00 AM

 **Note:** If you want to see a different report, select it from the *Reports* drop-down list.

**Reports**

- Active Courses
- Number of Units
- Students taking exchange courses at other colleges
- Exchange courses that students are taking**
- Teaching College Term Start and End Date
- Enrollment Data For TC Exchange Students

School:



**Note:** Click the blue Filter icons in any report column header to display a pop-up box where you can enter text to filter the results that display. In the example below, entering a date in the *Section Start Date* pop-up box filters the report to show only those with a start date of October 10, 2017 or later.

hc_student_id	section start	section finish	term start	term finish	drop deadline
gurpreet1	November 14, 2017 4:00 PM		October 17, 2017 12:00 AM	December 22, 2017 12:00 AM	December 22, 2017 12:00 AM
personX	October 2017 5:00 PM		October 17, 2017 12:00 AM	December 22, 2017 12:00 AM	October 2017 5:00 PM
test3	December 29, 2017 4:00 PM	February 27, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 2018 11:00 AM

**Section Start Date**

**Section End Date**

Click **Clear** to close the pop-up box.

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

Report Title	Information Reported
Active Courses	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• C-ID</li> <li>• Course Title</li> <li>• Instructor's email address</li> </ul>
Number of Units (Per Semester or Quarter)	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• CCCID</li> <li>• C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Course drop deadline</li> <li>• Course withdraw deadline</li> <li>• Census Date</li> </ul>
Students taking exchange courses at other colleges	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• CCCID</li> <li>• Student ID for the student at the Home College</li> </ul>

Report Title	Information Reported
Exchange courses that students are taking	<p>This report displays the following information for students who are taking courses your school offers in Course Exchange:</p> <ul style="list-style-type: none"> <li>• C-ID</li> <li>• Course title</li> <li>• Instructor's email</li> </ul>
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"> <li>• CCCID</li> <li>• C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Census Date</li> </ul>
<p>Enrollment Data For TC Exchange Students (i.e. Enrollment Data for Teaching College Exchange Students)</p>	<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"> <li>• CCCID</li> <li>• Course's C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Drop deadline</li> <li>• Withdrawal deadline</li> <li>• Census Date of teaching college courses</li> <li>• Grade Date</li> <li>• the Last Date the student participated in a course at the teaching college</li> <li>• date of course enrollment</li> </ul>

## 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 the top navigation bar with 'Exchange', 'Administrators', 'School', and 'Log Out' buttons. A yellow arrow points to the 'Administrators' button. Below the navigation bar, the 'Administrators' section is visible, featuring an 'Add User' button and two search input fields labeled 'User Name' and 'Email'. A blue 'Search' button is positioned to the right of the input fields.

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 16 and [Adding a New Course Exchange Admin User](#) on page 18.

## 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' search interface. The 'User Name' field contains 'Tester' and the 'Email' field is empty. The 'Search' button is highlighted. Below the search fields, a section titled 'Users' with a person icon shows the search results. A blue badge indicates '1 User'. The results are displayed in a table with columns for Username, Name, Email, Delete, and Edit.

Username	Name	Email	Delete	Edit
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

<p style="font-size: small;">Name</p> <p>Are you sure you want to delete Tester?</p> <p style="font-size: small;">Test McTesterson ID: 191</p> <p style="font-size: small;">User ID: Tester</p>	<p style="font-size: small;">Email</p> <p style="font-size: small;">test@test.com</p> <p style="font-size: small;">Name: Test McTesterson</p> <p style="font-size: small;">Email: test@test.com</p>
---	---


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!

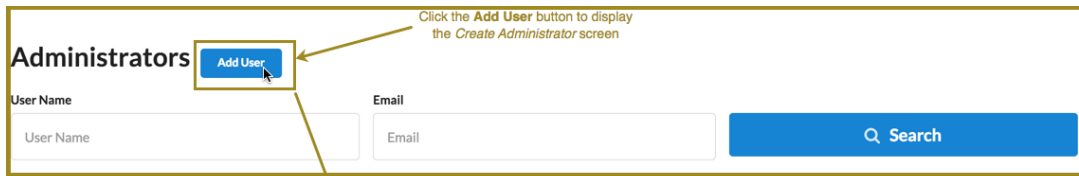
3. Click **Manage Administrators** to return to the *Administrators* screen.

## 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 grouped 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	Administrators all the colleges in their district and has access to: <ul style="list-style-type: none"> <li>• <i>School screen</i> <ul style="list-style-type: none"> <li>• School Profile subscreen</li> <li>• Feature Flags subscreen</li> <li>• Terms subscreen</li> <li>• Courses subscreen</li> <li>• Enrollments subscreen</li> <li>• Reports subscreen</li> </ul> </li> <li>• <i>District screen</i></li> <li>• <i>Preferences screen</i></li> </ul>

Role	Purpose and Access
Exchange Admin  <b>Note:</b> The Exchange Admin role is only assigned to CCC Tech Center and OEI staff.	Administers the Course Exchange web site for all schools and has access to: <ul style="list-style-type: none"> <li>• <a href="#">Exchange screen</a></li> <li>• <a href="#">Administrators screen</a> (create new users)</li> <li>• <a href="#">School screen</a> <ul style="list-style-type: none"> <li>• School Profile subscreen</li> <li>• Feature Flags subscreen</li> <li>• Terms subscreen</li> <li>• Courses subscreen</li> <li>• Enrollments subscreen</li> <li>• Reports subscreen</li> </ul> </li> <li>• <a href="#">District screen</a></li> </ul>
School Admin	Administers only their college and has access to: <ul style="list-style-type: none"> <li>• <a href="#">School screen</a> <ul style="list-style-type: none"> <li>• School Profile subscreen</li> <li>• Feature Flags subscreen</li> <li>• Terms subscreen</li> <li>• Courses subscreen</li> <li>• Enrollments subscreen</li> <li>• Reports subscreen</li> </ul> </li> <li>• <a href="#">Preferences screen</a></li> </ul>
Reports Admin	Administers reporting for all Course Exchange schools and has access to: <ul style="list-style-type: none"> <li>• <a href="#">Enrollments</a></li> <li>• <a href="#">Reports</a></li> </ul>
School System Administrator	Administers only their college and has access to: <ul style="list-style-type: none"> <li>• <a href="#">Administrators screen</a> (create new users)</li> <li>• <a href="#">School screen</a> <ul style="list-style-type: none"> <li>• School Profile subscreen</li> <li>• Feature Flags subscreen</li> <li>• Terms subscreen</li> <li>• Courses subscreen</li> <li>• Enrollments subscreen</li> <li>• Reports subscreen</li> </ul> </li> <li>• <a href="#">Preferences screen</a></li> </ul>

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

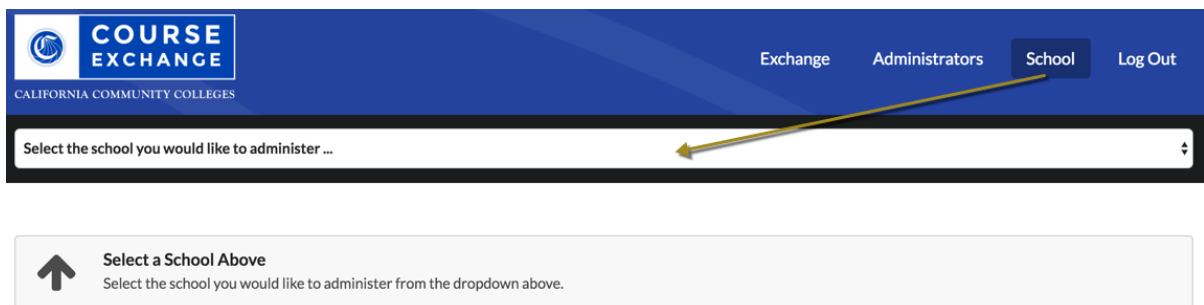
6. Click **Manage Administrators** to return to the *Administrators* screen.

## 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, and Log Out. The 'School' link is highlighted with a dark blue background. 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' link to the dropdown menu. Below the dropdown menu is a light gray box with an upward-pointing arrow icon and the text 'Select a School Above' and '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

Ineligibility Message

Canvas Access Message

Readiness Message

Fee Opt Out Message

Non-Resident Message

End of Year Transcript Message

Financial Aid Message

DSPS Message

Orientation Incomplete Message

Ed Plan Incomplete Message

Assessment Incomplete Message

Payment System 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.


Skip to content




[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

Active

#### 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

### Messages

Messages As Teaching School

Messages As Home School

All Messages

#### Messages to Student As Teaching School

Impact Withdrawal/Dropping Message

Impact Withdraw for students

Payment System Message

Students will have 7 days from the time of registration to pay fees or they will be dropped from one or more classes.

Payment methods are:

**By Phone**

Call 895-2511 with a credit card (Visa or MasterCard) or check card, M-Th, 8:00 AM to 5 :00 PM, and Friday, 8:00 AM to 12:00 PM.

**Online**

Through your MyBC account with a credit card (Visa or MasterCard only).

**By Mail**

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.

**COURSE EXCHANGE**  
CALIFORNIA COMMUNITY COLLEGES

Exchange Administrators **School** District Log Out

Butte College

School Profile Feature Flags Terms Courses Enrollments Reports

**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

**Messages**

Messages As Teaching School Messages As Home School All Messages

Messages to Student As Teaching School

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 sections, 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**

**Payment System Message**

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)	<p>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.</p> <p> <b>Note:</b> Withdraw/drop messages are based on <i>Section</i> dates, if available, which take precedence over <i>Term</i> dates.</p>
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.

<b>Field</b>	<b>Value</b>
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>
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.
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.

Field	Value
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 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
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.
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.

- 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

- When you 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.

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

---

### Feature Flags

Feature Flags

4 FeatureFlags

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.

- 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

4 FeatureFlags	
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"/>

- 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>.
- Determine if the feature is something you want to enable for your school.
- 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.

### Terms

[Add Term](#)

Term Name



## Searching for Terms

Use the following steps to search for terms.

- 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

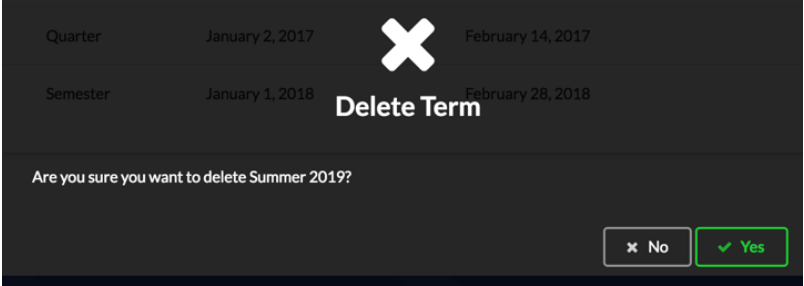
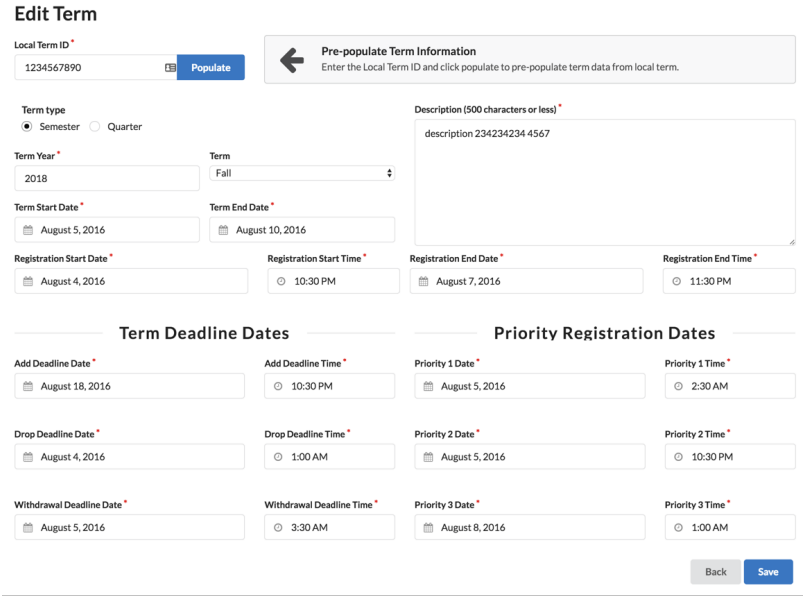
### Terms

5 Terms

Year	Term	Type	Start Date	End Date	Delete	Edit
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...
Year or Term link	<p>display a pop-up summary of the term information.</p> <p>Fall 2018</p>  <div data-bbox="857 1066 938 1100">2018 Fall</div> <div data-bbox="967 1066 1398 1142"> <p><b>2018 Fall</b> description 234234234 4567</p> </div> <div data-bbox="967 1157 1398 1377"> <p><b>Term Duration</b></p> <p>Term Type Semester</p> <p>Term Start August 5, 2016</p> <p>Term End August 10, 2016</p> <p>Semester August 5, 2016 - August 10, 2016</p> </div> <div data-bbox="967 1392 1398 1619"> <p><b>Registration Dates</b></p> <p>Registration August 4, 2016 10:30 PM TO August 7, 2016 11:30 PM</p> <p>Priority 1 August 5, 2016 2:30 AM</p> <p>Priority 2 August 5, 2016 10:30 PM</p> <p>Priority 3 August 8, 2016 1:00 AM</p> </div> <div data-bbox="967 1633 1398 1822"> <p><b>Term Drop/Withdrawal Dates</b></p> <p>Last day to add class August 18, 2016 10:30 PM</p> <p>Last day to drop a class without a "W" August 4, 2016 1:00 AM</p> <p>Last day to drop a class with a "W" August 5, 2016 3:30 AM</p> </div>

Click the...	To...
<p><i>Delete</i> link</p>	<p>delete the term. A confirmation message displays asking you to confirm the term deletion.</p> 
<p><i>Edit</i> link</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>  <p>Once your changes are complete, click <b>Save</b> → <b>Manage Terms</b> 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"> <li>1. Enter the term ID for the term you want in the <i>Local Term ID</i> field.</li> <li>2. Click <b>Populate</b> to auto-populate all the rest of the fields on this screen with information from your SIS.</li> <li>3. Enter any remaining field values, as needed.</li> </ol> <p> <b>Note:</b> <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"> <li>1. Enter the new term ID in the <i>Local Term ID</i> field.</li> <li>2. Proceed to step 3, below.</li> </ol>

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 on 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](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

Courses are created by District Admins, Exchange Admin, School Admins, or School System Admins for either your school or your school's district.

See [Adding a New Course Exchange Admin User](#) on page 18 for details about which Course Exchange user roles can access specific Course Exchange Admin screens.

## Searching for Courses

Use the following steps to search for courses.

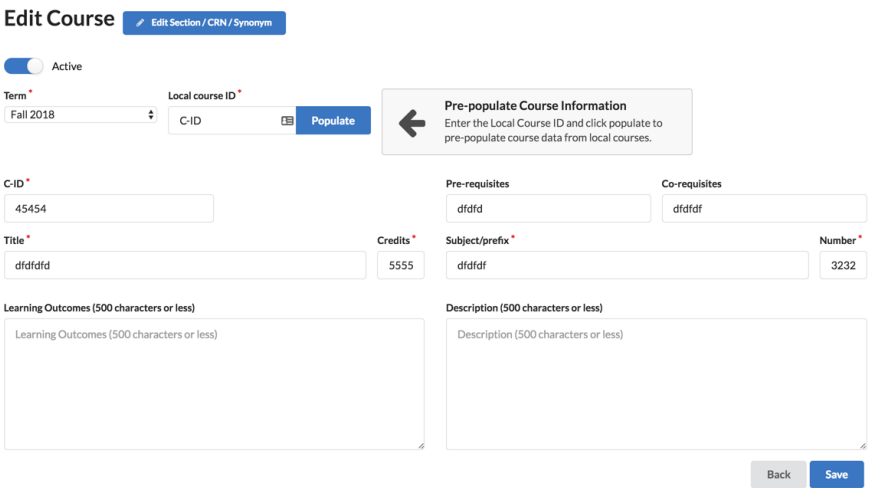
1. From the *Courses* subscreen, click the **Search** button to display all existing courses for your school. Or, enter a course title and click **Search** to narrow your results.

The screenshot shows the 'Courses' subscreen with a search bar and a table of 10 courses. The search bar contains the text 'Course Title' and a blue 'Search' button. The table has columns for ID, C-ID, Course, Subject, Number, and Active?. Each row includes a course ID, C-ID, course name, subject, number, and active status, along with 'Delete' and 'Edit' links.

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> <div data-bbox="597 268 1458 781"> <p><b>Accounting for Mortals</b></p> <p>Accounting for Mortals</p> <table border="1"> <tr> <td>Local course ID ACCT 101</td> <td>C-ID 111222</td> </tr> <tr> <td>Pre-requisites None</td> <td>Co-requisites None</td> </tr> <tr> <td>Credits 3</td> <td>Subject/prefix ACCT</td> <td>Number 101</td> </tr> </table> <p><b>Description</b> 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><b>Learning Outcomes</b> After taking this course, the student will be able to leap small spreadsheets in one bound.</p> <p><b>Section / CRN / Synonym</b> there aren't any sections assigned to this course yet.</p> <p><b>Note:</b> The course pop-up summary includes <i>View Section and Create Section</i> icons.</p> </div>	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> <div data-bbox="587 982 1468 1289"> <p><b>Delete Course</b></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="x No"/> <input checked="" type="button" value="✓ Yes"/></p> </div>	Course	Subject	Number	Research Methods in Psychology-1	PSY		
Course	Subject	Number						
Research Methods in Psychology-1	PSY							

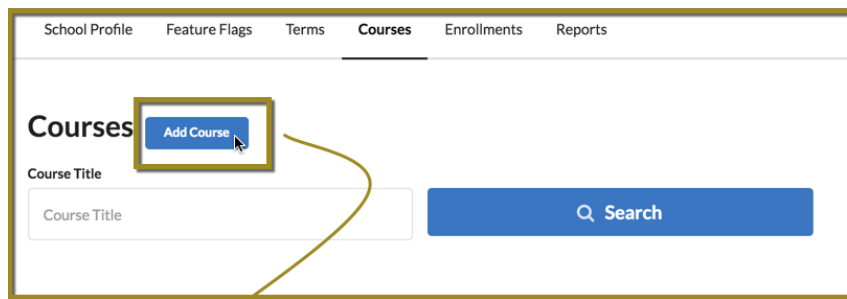
Click the...	To...
<p><i>Edit</i> link</p>	<p>open the <i>Edit Course</i> screen where you can make changes to the course information. The <i>Edit Course</i> screen is the same as the <i>Create Course</i> screen.</p>  <p>Once your changes are complete, click <b>Save</b> → <b>Manage Courses</b> to return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

3. 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.

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



## Create Course

Active

Term <sup>\*</sup>

Local course ID <sup>\*</sup>

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

C-ID <sup>\*</sup>

Pre-requisites

Co-requisites

Title <sup>\*</sup>

Credits <sup>\*</sup>

Subject/prefix <sup>\*</sup>

Number <sup>\*</sup>

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"> <li>1. Enter the course ID for the course you want in the <i>Local course ID</i> field.</li> <li>2. Click <b>Populate</b> to auto-populate all the rest of the fields on this screen with information from your SIS.</li> <li>3. Proceed to step 3, below, and enter any remaining field values, as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter the new course ID in the <i>Local course ID</i> field.</li> <li>2. Proceed to step 3, below.</li> </ol>

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 39


## 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. It is assumed you have already created a course. See [Creating a New Course](#) on page 37 for details on how to create a course.

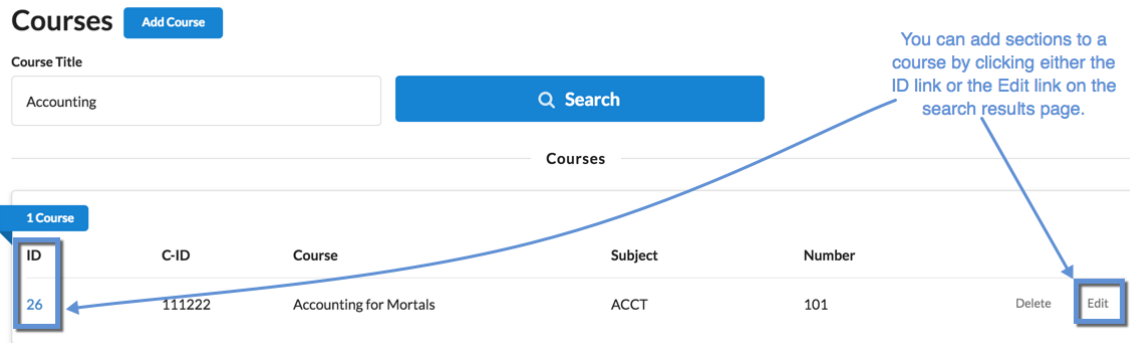
- Log in to Course Exchange Admin as an Exchange, District, School, or School System Admin.
- Navigate to *School* → *Select the School* drop-down list → *School Profile* screen → *Courses* link to display the *Courses* subscreen.

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 yellow box), District, and Log Out. Below the navigation bar is a search bar containing 'zz Test College'. Underneath the search bar is a horizontal menu with the following items: School Profile, Feature Flags, Terms, Courses (highlighted with a yellow box), Enrollments, and Reports. Below the menu is the 'Courses' subscreen, which includes an 'Add Course' button and a search section. The search section has a 'Course Title' input field and a 'Search' button.

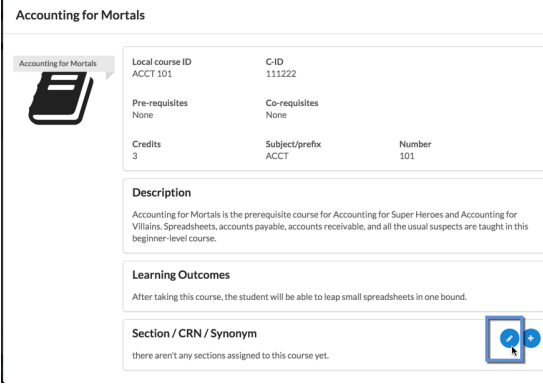
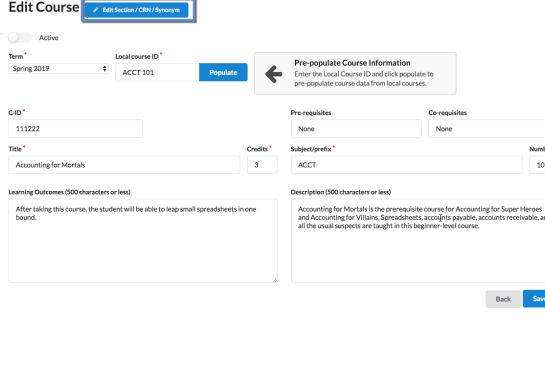
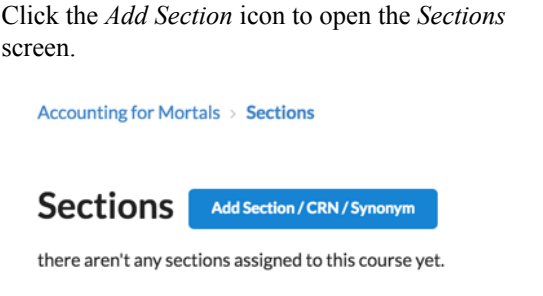
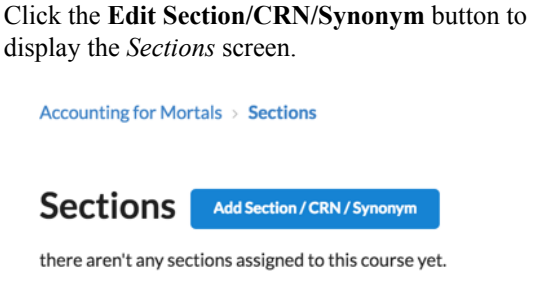
- Search for the course to which you want to add a course section by entering the title in the *Course Title* screen and clicking **Search**.

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

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



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 <b>Edit Section/CRN/Synonym</b> 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 34

[Terms Subscreen](#) on page 30

## 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.

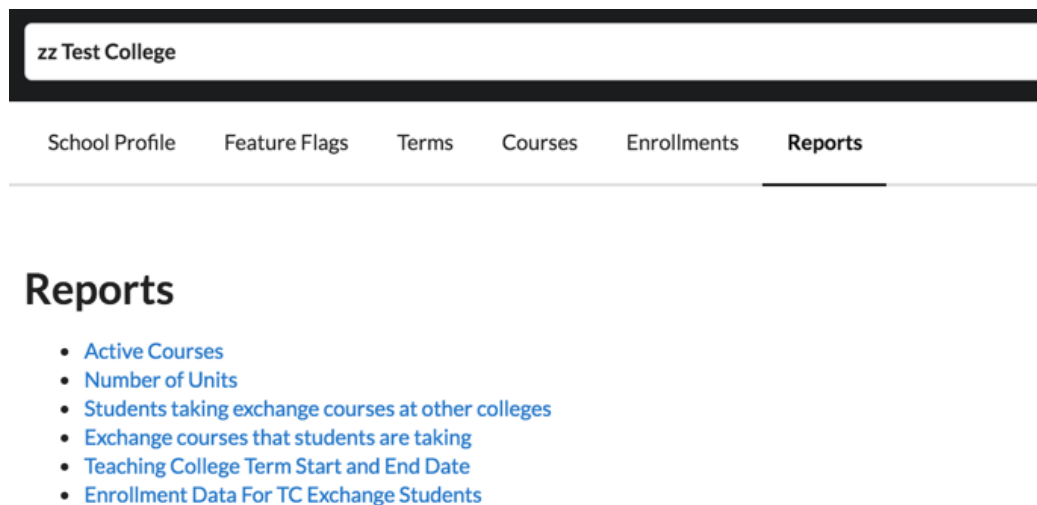
## Reports Subscreen

---

The *Reports* subscreen is where you access and run pre-defined reports for your school's 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 a linked report name to view that report for your school along with a *Reports* drop-down list. The *Report* drop-down list auto-fills with the report you clicked on the *Reports* subscreen.

## Reports

Number of Units

### Number of Units Per Semester/Quarter

4 Reports

ccc_id	c_id	credits	NA3	term_type	teaching_college_name	hc_student_id	section start	section finish	term start	term finish	drop deadline	withdrawal deadline	census date
GC101	ENGL 105	3.0		Semester	zz Test College		November 14, 2017 4:00 PM	January 29, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	December 22, 2017 12:00 AM	January 10, 2018 12:00 AM	null
MAN002	ENGL 130	3.0		Semester	zz Test College		October 9, 2017 5:00 PM	December 20, 2017 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	October 23, 2017 5:00 AM	October 30, 2017 1:00 AM	null
TEST002	ENGL 100	3.0		Semester	zz Test College		October 17, 2017 5:00 PM	December 20, 2017 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	October 25, 2017 5:00 PM	October 28, 2017 10:00 PM	null
TEST003	ENGL 100	3.0		Semester	zz Test College		December 29, 2017 4:00 PM	February 27, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 15, 2018 12:00 AM	January 19, 2018 12:00 AM	null

**Note:** If you want to see a different report, select it from the *Reports* drop-down list.

- Active Courses
- Number of Units
- Students taking exchange courses at other colleges
- Exchange courses that students are taking
- Teaching College Term Start and End Date**
- Enrollment Data For TC Exchange Students

**Note:** Click the blue Filter icons in any report column header to display a pop-up box where you can enter text to filter the results that display. In the example below, entering a date in the *Section Start Date* pop-up box filters the report to show only those with a start date of October 10, 2017 or later.

hc_student_id	section start	section finish	term start	term finish	drop deadline
gurpreet1	November 14, 2017 4:00 PM		October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	December 22, 2017 12:00 AM
personX	October 2017 5:00 PM		October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	October 2017 5:00 PM
test3	December 29, 2017 4:00 PM	February 27, 2018 4:00 PM	October 30, 2017 12:00 AM	December 22, 2017 12:00 AM	January 2018 12:00 AM

**Section Start Date**

**Section End Date**

Click **Clear** to close the pop-up box.

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

Report Title	Information Reported
Active Courses	<p>This report displays the following information for your students taking Course Exchange courses:</p> <ul style="list-style-type: none"> <li>• C-ID</li> <li>• Course Title</li> <li>• Instructor's email address</li> </ul>

Report Title	Information Reported
Number of Units (Per Semester or Quarter)	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• CCCID</li> <li>• C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Course drop deadline</li> <li>• Course withdraw deadline</li> <li>• Census Date</li> </ul>
Students taking exchange courses at other colleges	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• CCCID</li> <li>• Student ID for the student at the Home College</li> </ul>
Exchange courses that students are taking	This report displays the following information for students who are taking courses your school offers in Course Exchange: <ul style="list-style-type: none"> <li>• C-ID</li> <li>• Course title</li> <li>• Instructor's email</li> </ul>
Teaching College Term Start and End Date	This report displays the following information for your students taking Course Exchange courses: <ul style="list-style-type: none"> <li>• CCCID</li> <li>• C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Census Date</li> </ul>

Report Title	Information Reported
<p>Enrollment Data For TC Exchange Students (i.e. Enrollment Data for Teaching College Exchange Students)</p>	<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"> <li>• CCCID</li> <li>• Course's C-ID</li> <li>• Credits</li> <li>• Term Type</li> <li>• Teaching College name</li> <li>• Student ID for the student at the Home College</li> <li>• Course section start date</li> <li>• Course section finish date</li> <li>• Term start date</li> <li>• Term finish date</li> <li>• Drop deadline</li> <li>• Withdrawal deadline</li> <li>• Census Date of teaching college courses</li> <li>• Grade Date</li> <li>• the Last Date the student participated in a course at the teaching college</li> <li>• date of course enrollment</li> </ul>

## 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".

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.


Fall 2017 Fall 2017 My Dashboard Courses Terms

### 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.

NO THANK YOU I CONSENT TO HAVE MY 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, the 'Student Cohort' section has a 'From Term' of 201721 and a 'To Term' of 999999. A table lists cohort codes, with 'FHFYE' selected, corresponding to the description 'First Year Experience Foothill'. The 'Inactive' column has a checked box, and the 'Reason' column has a dropdown menu. Below the cohort section is the 'Student Attribute' section, with a 'From Term' of 201721 and a 'To Term' of 999999. It has an 'Attribute Code' dropdown menu.

**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 contains 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' with a description of 'APALI' and an activity date of '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

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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: MCCCDC 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: MCCCDC 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		<a href="#">Details</a>

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.