Course Exchange Student Guide V1.0

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Course Exchange Overview

Course Exchange is where California Community College (CCC) students can sign up to take online classes offered throughout the CCC system via a streamlined registration process. If students want to take a course that is not offered at the Home College they are attending, Course Exchange offers a way to take that class (depending on availability) from another college (Teaching College). All courses in Course Exchange are provided by an accredited California Community College.

This guide outlines the process that CCC-registered students follow when they use Course Exchange.
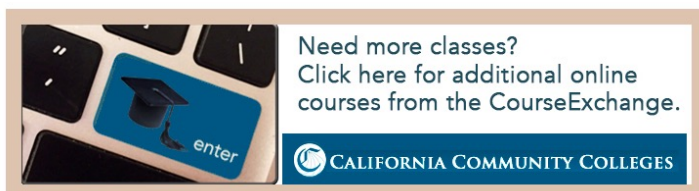
The Student Course Exchange Experience

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

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

5. The student selects an open course section and their enrolment is confirmed. From here the student can view the status of their course enrolment.

    📝 **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, completes it, and 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.
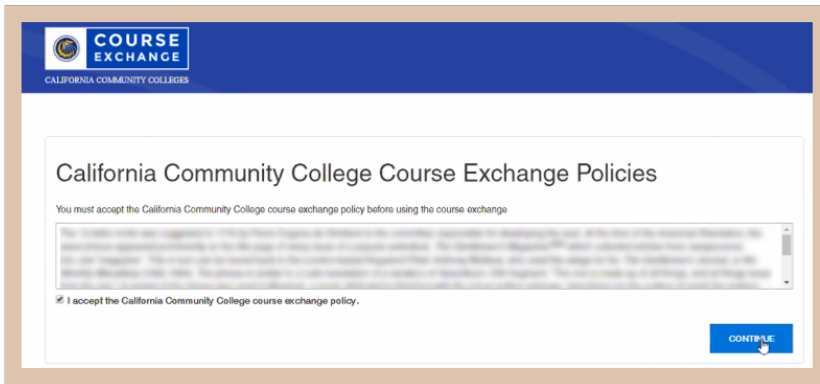
# Getting Started Using Course Exchange: Logging In

To start using Course Exchange the student must click the Course Exchange link in their college's student information system. The link displays as the image below:

The first time the student clicks the Course Exchange link, a new browser tab opens and displays the Course Exchange Policies Statement.
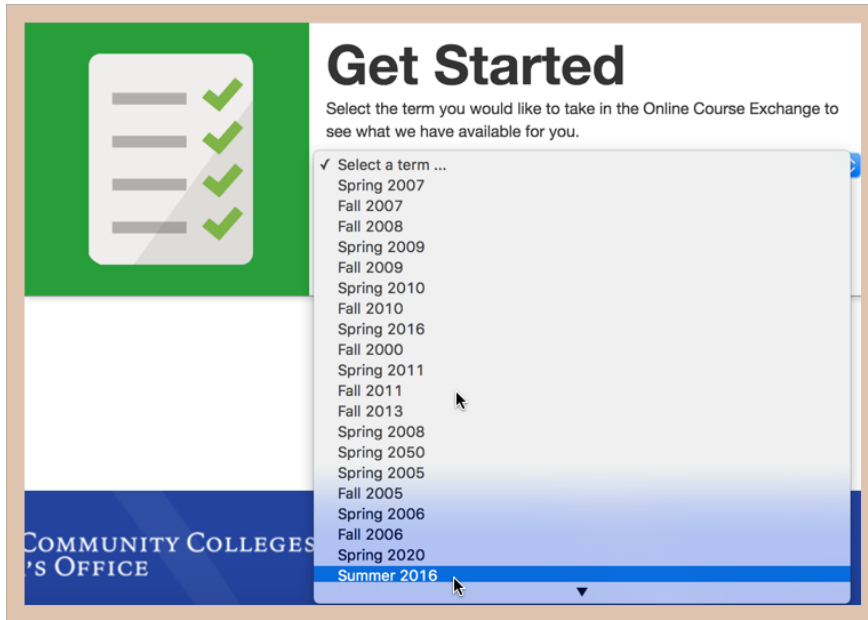
Once the student clicks **Continue** the *Get Started* page displays and they can select the term for which they want to take an online Course Exchange course.
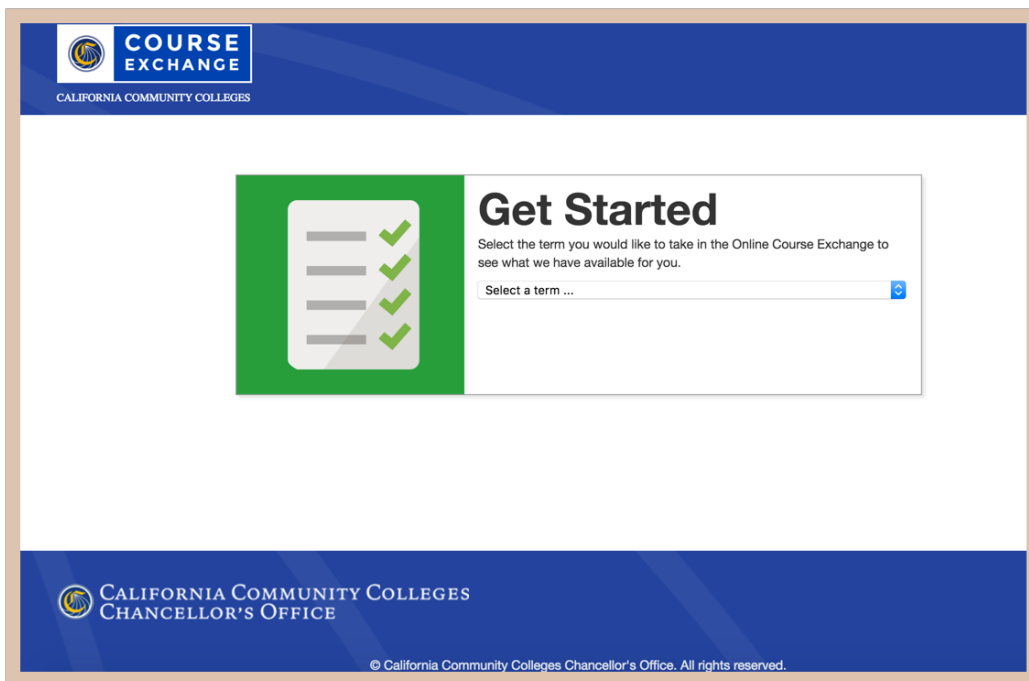
Course Exchange Navigation

The *Get Started* page displays a *Term* drop-down list and is your jumping off point for finding online courses.

After the student selects a term from the *Term* drop-down list, the *Courses* tab displays along with the *Terms* tab and *My Schedule* tab.

At any point throughout the Course Exchange application the student can click the Course Exchange logo in the upper left corner of the screen to return to the *Get Started* page. The student can also click the *Terms* tab that display in other page views to return to the *Get Started* page.

Courses Tab

The *Courses* tab displays all the Course Exchange courses available to the student for the selected term in a Course List. The term the student selected displays in two places in the header bar as a reference.

Each course in the Course List displays the following information:

- The requirement of the home college's course that is met
- The number of available seats remaining
- The Course Name
- The number of course credits available to earn
- A *More Details* link that displays descriptive information about the course, such as the instructor name, prerequisite, course duration, etc.

- An **Add Section** button that adds the course section to the student's Course Exchange courses

The student uses the following steps to sign up for a course on the *Courses* tab:

1. The student scrolls through the Course List to find the course they want to take.
2. When the student finds the course they want, they click the *More Details* link to review the details to ensure it's the correct course section.
3. The student clicks the **Add Section** button to add the course. A confirmation message displays.
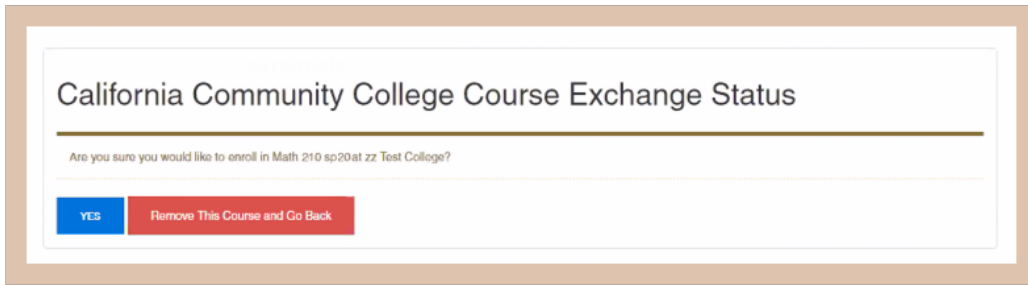
> 📝 **Note:** If the student is determined to be a non-resident by the Teaching College offering the course, a message displays this information before the enrollment confirmation message displays. Non resident fees apply.

4. The student clicks **Yes** to confirm their enrollment in the course.

> 📝 **Note:** If the student clicks the **Remove This Course and Go Back** button the course will be removed from their course enrollments and a confirmation screen displays where they can return to Course List.

5. If the student selected **Yes** to the enrollment confirmation, the CCCApply application displays for the Teaching College, with most fields pre-populated with the student's information (based on their Home College application). The student updates and submits the application.

> 📝 **Note:** If the Course Exchange course happens to be taught by the student's Home College, they will skip this step and proceed to step 6, below.

6. Once the student completes the CCCApply application for the Teaching College, a confirmation message displays that includes a *Status* page link where they can view their current course enrollment status.
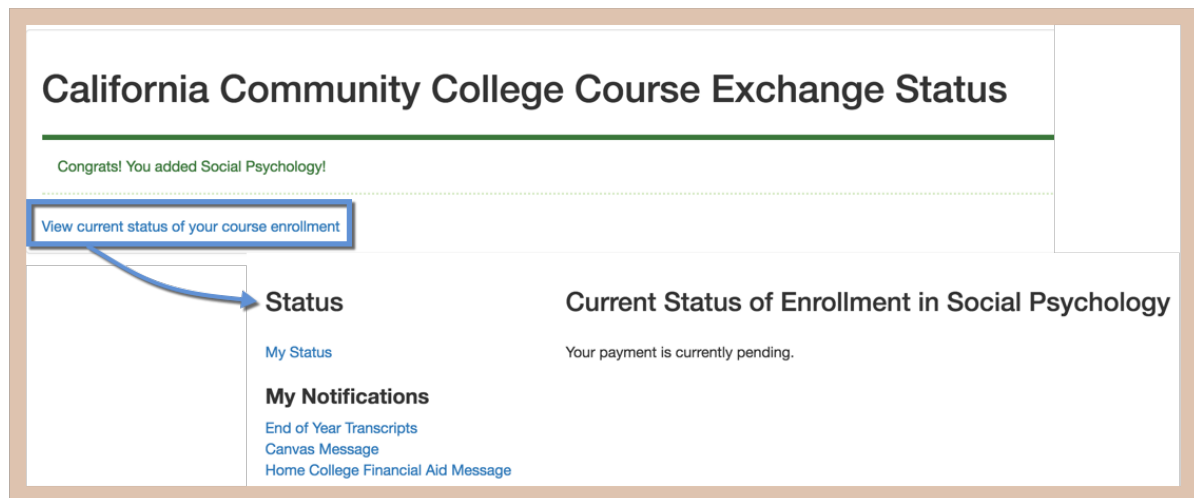
The *Status* page includes more links to information such as end-of-year transcripts, messages from the Canvas Course Management System, and financial aid information.

> 📝 **Note:** After the student has enrolled in a Course Exchange course, that course's **ADD SECTION** button now displays as **IN PROGRESS: VIEW STATUS**.

My Schedule Tab

The *My Schedule* tab displays the combined schedule of courses for which the student has registered in the current semester.

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.