



# **Course Exchange 2.0 Student Guide**

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## Course Exchange Overview

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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. 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 (C-ID) along with their earliest registration dates.



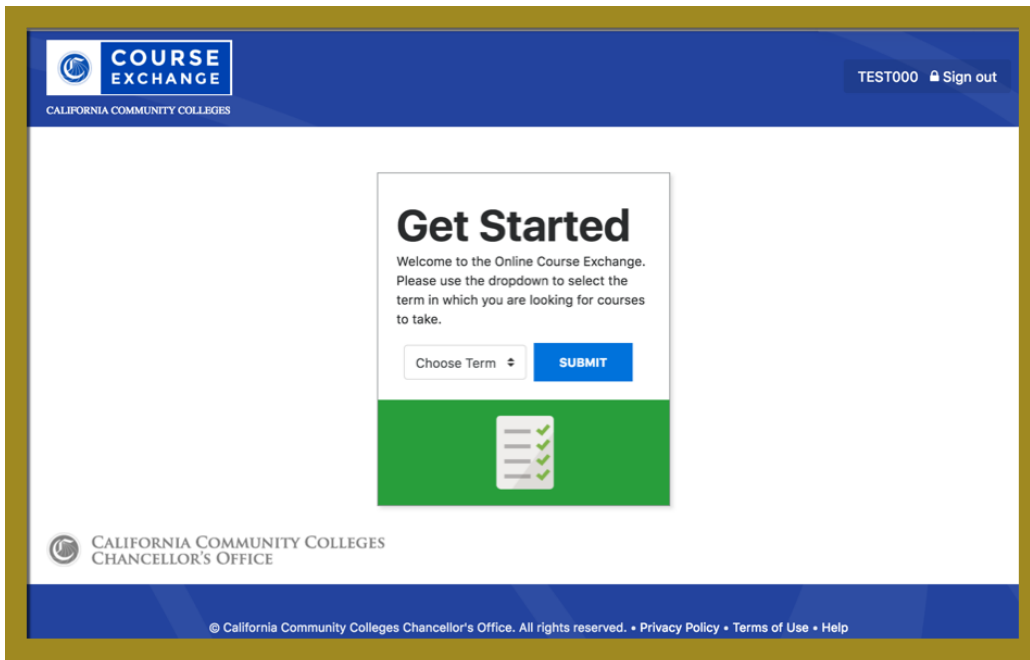
**Note:** The online course may be taught by either the student's Home College or faculty from another college (Teaching College).


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.
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.

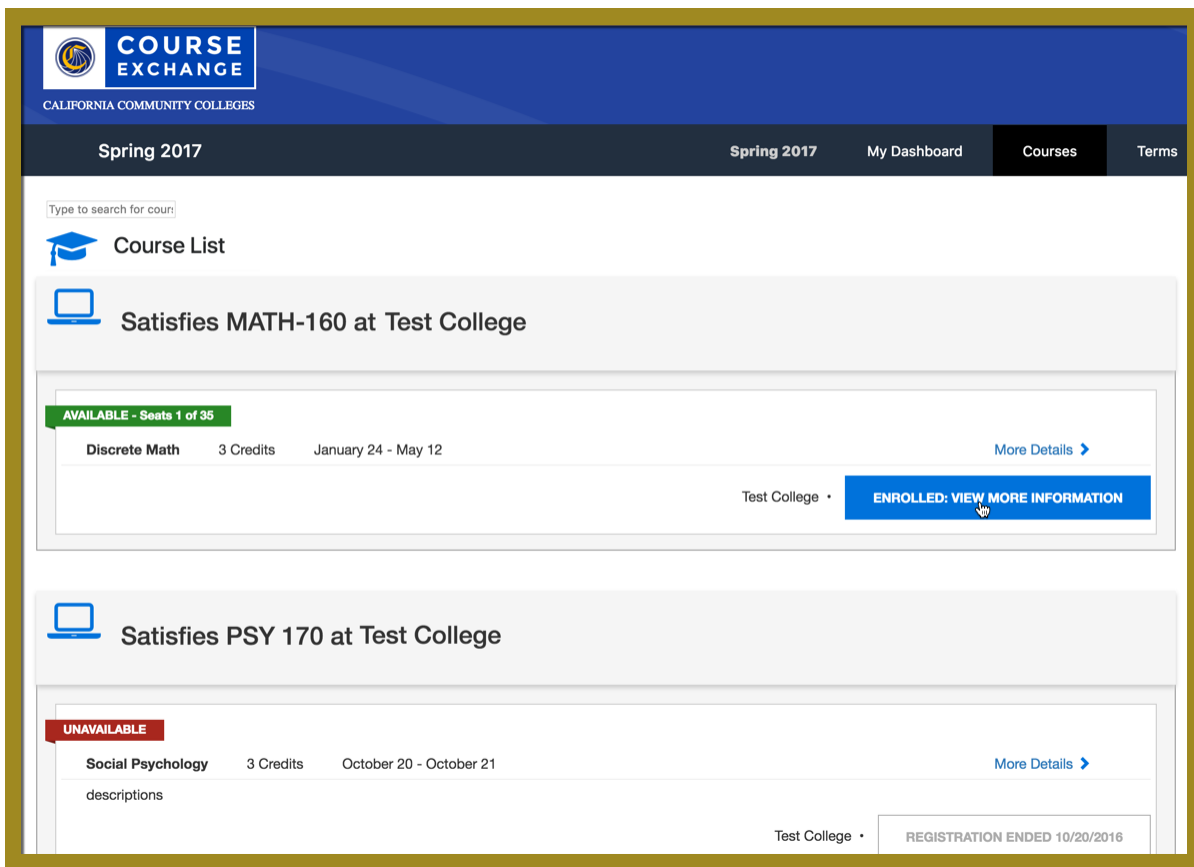
## Course Exchange Navigation

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In Course Exchange, the *Get Started* page is always the student's jumping off point for finding online courses.



-  **Note:** A student's first-time visit to Course Exchange will prompt them to accept the Course Exchange policy agreements after they select a Term from the *Get Started* page. All subsequent Course Exchange visits will direct the student to the Course List after they select a Term from the *Get Started* page.



- The class list displays all courses in Course Exchange. The student scrolls down to view all courses.
- The selected term and year appear beneath the Course Exchange logo. The student can click the Course Exchange logo from anywhere in Course Exchange to return to the *Get Started* page.

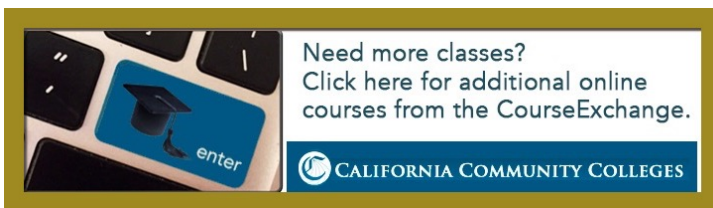
- The *Terms*, *Courses*, and *My Schedule* links appear across the top right of the screen from the *Courses* page and *My Schedule* page.

Clicking the...	Displays the...
<i>Terms</i> link	Terms drop-down list on the <i>Get Started</i> page
<i>Courses</i> link	<i>Course List</i> page
<i>My Dashboard</i> link	<i>Course Exchange Enrollments and My Schedule</i> page

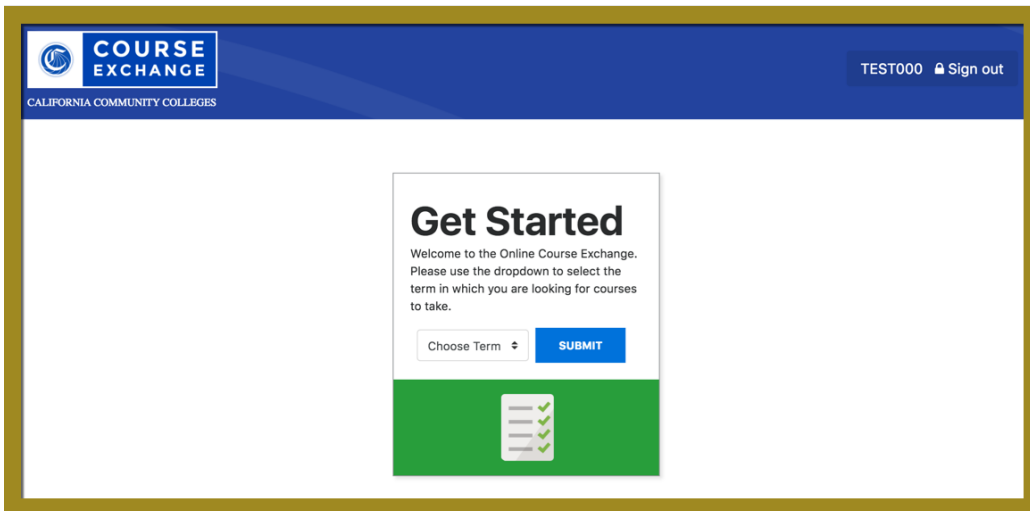
## Getting Started Using Course Exchange: Logging In


The student uses the following steps to start using Course Exchange.

- After registering for at least one course at their Home College, the student clicks the Course Exchange link in their college's student information system. The link displays as the image below:



- After clicking the Course Exchange link, the *Get Started* page displays and the student selects the term for which they want to take an online Course Exchange course from the drop-down list.



 **Note:** Behind the scenes, Course Exchange checks the student's status (international F1 visa, high school dual enrollment, etc.) and matriculation (completion of assessment, orientation, and Ed Plan) in their home college's SIS. If the student does not meet Course Exchange criteria, appropriate messaging displays and they are directed to complete the requirement(s). Messaging is configured by each school participating in Course Exchange.

- Assuming the student meets status and matriculation criteria, and if this is the first time the student has clicked the Course Exchange link, a new browser tab opens and displays the Course Exchange Policies Statement.

**COURSE EXCHANGE**  
CALIFORNIA COMMUNITY COLLEGES

AAA9738 Sign out

## California Community College Course Exchange Policies

You must accept the California Community College Course Exchange policy before using the Course Exchange

All courses in the CCC Course Exchange are provided by an accredited California Community College. Before registering for an Exchange course, students are required to read and consent to each of the statements below, then electronically submit their informed consent by clicking on the button below.

[Policy CCC course](#)

[Email Admin](#)

[Course Exchange](#)

I understand that the courses available through the CCC Course Exchange are being offered by colleges other than my Home College

[Courses Offered at Other colleges](#)

I agree that before I can register for a course through the Exchange I must be enrolled in at least one class at my Home College TEST

[Learn More about Course Exchange](#)

I agree that all courses that I intend to register for through the Exchange, are required for completing my degree, certificate, and/ or transfer plan, and are included in my Student Education Plan, which is on file at my Home College.

[Learn More about Course Exchange](#)

4. From the Course Exchange Policies statement, the student selects the *Acceptance* check boxes and clicks **Continue** to display a policy confirmation message.

**COURSE EXCHANGE**  
CALIFORNIA COMMUNITY COLLEGES

AAA9738 Sign out

You have accepted the California Community College Course Exchange policies.

[CONTINUE](#)

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

5. The student clicks **Continue** again to see the list of available courses. See [Courses Screen](#) on page 6.

## Courses Screen

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 the header bar as a reference and courses display in order of course name.

**Course List**

**Search for Courses**  
Type to search for courses...

**Satisfies ENGL 200 at zz Test College**

**UNAVAILABLE**

**The Art of Jeremiah** 9876 3 Credits July 30 - September 29 [SHOW DETAILS](#)

descriptions

zz Test College • REGISTRATION ENDED 7/30/2017

**Satisfies MATH160 at zz Test College**

**AVAILABLE - Seats 14 of 30**

**Mathematical Discrete Foundation** 35 3 Credits August 12 - December 20 [SHOW DETAILS](#)

Discrete Mathematics-Concepts and Foundation

zz Test College • **ENROLLED: VIEW MORE INFORMATION**

Each course in the Course List displays the following information:

- The Home College's course requirement that is met (i.e. "Satisfies ENGL 200 ...")
- The number of available seats remaining (i.e. "AVAILABLE - Seats 14 of 30")
- The Course Name
- The number of course credits available to earn
- The course's term dates
- An **Add Section** button that adds the course section to the student's Course Exchange courses

[More Details >](#)

is placed on critical thinking including: the stages and the practice of ethical and

Butte College • **ADD SECTION**

- A *More Details* link that displays descriptive information about the course, such as the instructor name, prerequisite, course duration, etc. as available from the Teaching College's SIS.

**Satisfies MATH 210 at zz Test College**

**AVAILABLE - Seats 0 of 25**

**MATH210SP20** 3 Credits July 12 - October 4 [More Details ▾](#)

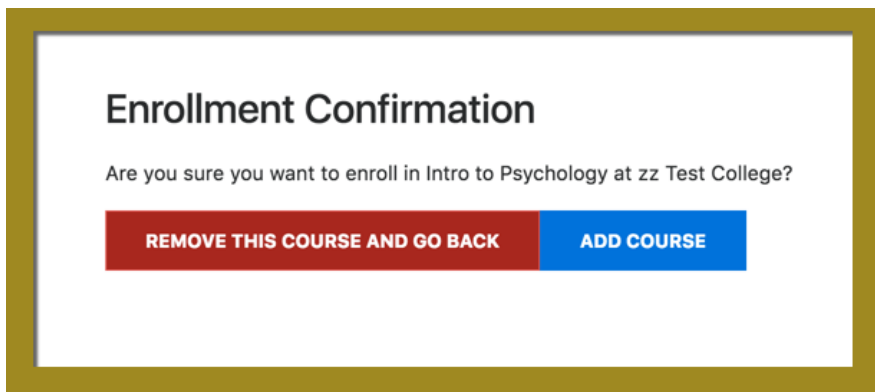
Description


Instructor	School	Prerequisites	Duration	Your enrollment Period
Instructor	zz Test College	None	12 Weeks	-

The student follows the steps below to sign up for a course.

1. Scroll through the Course List to find the desired course.

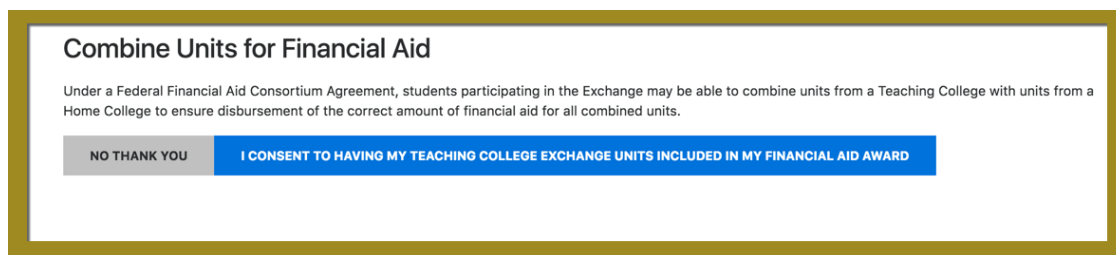
2. Click the *More Details* link to view course information to ensure it's the correct course section.
3. Click **Add Section** to add the course. A confirmation message displays, prompting the student to confirm their course selection.




 **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. 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. Click **Add Course**.

- A: If the student has never enrolled at the Teaching College before, then:
  - A pre-populated CCCApply application for the Teaching College displays and must be completed and submitted. Pre-populated fields are based on the student's Home College applications.
  - After the pre-populated CCCApply application is completed for the Teaching college, focus returns to Course Exchange's *My Dashboard* page with messaging about the student's application status.
  - Once the Teaching College processes and approves the student's enrollment, the student can complete registration for the Course Exchange course.
- B: If the student has:
  - enrolled at the Teaching College before
  - OR--
  - the Teaching College happens to also be the student's Home College
  - OR--
  - has completed the application process as in scenario 4A, above,
 then...
  - The student is prompted to accept the combination of Home College and Teaching College units for determining their financial aid.



 **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.

The student clicks either **NO THANK YOU** or the **I CONSENT...** button



- The student is then prompted to accept a Transmit of their BOG Fee Waiver to the Teaching College in order to have any waiver also applied to their Teaching College course.

### 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



**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.

- A confirmation of the student's successful course enrollment displays on their *My Dashboard* screen in both the *Course Exchange Enrollments* and *My Schedule* sections.

**COURSE EXCHANGE**

CALIFORNIA COMMUNITY COLLEGES

TEST000 [Sign out](#)

Fall 2017
Fall 2017
My Dashboard
Courses
Terms

#### Course Exchange Enrollments

<b>Intro to Psychology</b>	12345	3.0 Credits	July 23 - July
12			
<a href="#" style="color: #0070C0; font-size: 0.8em;">More Details</a> <span style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">MESSAGES</span>			

ENROLLED

#### My Schedule

Course Name	Credits	School Name	Status of Enrollment
Reading-Composition	3.0	zz Test College	Enrolled
		zz Test College	Enrolled

- The student can click the **Messages** button to view additional information about their enrollment status.

Additional links may display providing access 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 toggles to display as **ENROLLED: VIEW MORE INFORMATION**.

Clicking the **ENROLLED: VIEW MORE INFORMATION** button places the student's *My Dashboard* screen into focus.

## My Dashboard Screen

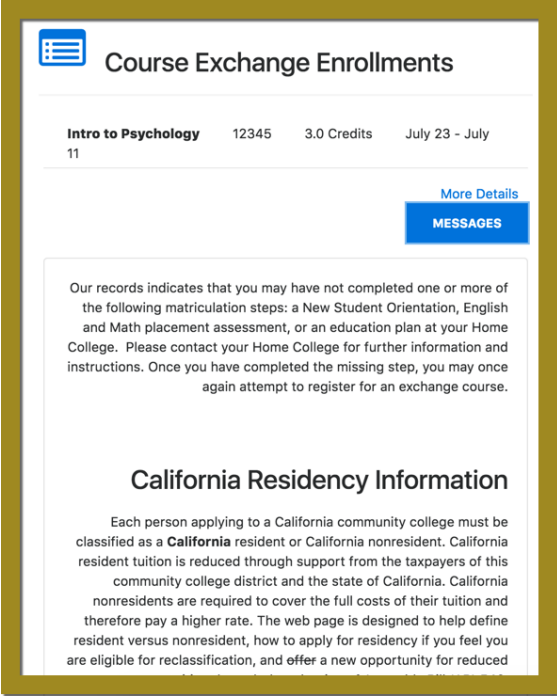
The *My Dashboard* screen displays the student's Course Exchange Enrollments and schedule of combined courses (Home College courses and Course Exchange/Teaching College courses) for which the student has registered in the current semester/quarter.

The screenshot shows the 'COURSE EXCHANGE' dashboard for California Community Colleges. The user is logged in as 'TEST000' and is on the 'My Dashboard' page for 'Fall 2017'. The 'Course Exchange Enrollments' section displays a course card for 'Intro to Psychology 11' with 3.0 credits and a term of July 23 - July. A 'More Details' link and a 'MESSAGES' button are visible. Below the course card is an 'ENROLLED' status bar. The 'My Schedule' section contains a table of enrolled courses:

Course Name	Credits	School Name	Status of Enrollment
Reading-Composition	3.0	zz Test College	Enrolled
		zz Test College	Enrolled

Use the table below for information on what links and buttons display.

When the student clicks:	Then:
the <i>More Details</i> link	<p>the course details display beneath the course name, section, units, and term date:</p> <p>The screenshot shows the course details for 'Intro to Psychology 11'. It includes fields for 'Instructor' (gur), 'School' (zz Test College), and 'Prerequisites' (prereq). A 'Hide Details' link and a 'MESSAGES' button are visible. Below the details is an 'ENROLLED' status bar.</p> <p>The <i>More Details</i> link toggles to display as <i>Hide Details</i> when details are displayed. The student can click the <i>Hide Details</i> link to hide them.</p>

When the student clicks:	Then:
the <b>Messages</b> button	<p>any messages the student's college has configured to display to the student appear:</p>  <p>The student can click the <b>Messages</b> button again to hide the messages.</p>

## 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.