



CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Course Exchange 2.1 Student Guide

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Contents



Course Exchange Overview.....	3
Course Exchange Navigation.....	3
Getting Started Using Course Exchange: Logging In.....	6
Courses Screen.....	8
My Dashboard Screen.....	13
Glossary.....	15

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. 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.

Course Exchange Navigation

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

The screenshot shows the 'Get Started' page of the Course Exchange system. At the top left, there is a logo for 'COURSE EXCHANGE' with 'CALIFORNIA COMMUNITY COLLEGES' underneath. At the top right, the user is logged in as 'TEST000' and has a 'Sign out' link. The main content area features a white box with the heading 'Get Started' and a welcome message: 'Welcome to the Online Course Exchange. Please use the dropdown to select the term in which you are looking for courses to take.' Below this is a form with a dropdown menu labeled 'Choose Term' and a blue 'SUBMIT' button. Underneath the form is a green box containing a list of three items, each with a checkmark. At the bottom left, the 'CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE' logo is displayed. At the bottom right, there is a footer with the text: '© California Community Colleges Chancellor's Office. All rights reserved. • Privacy Policy • Terms of Use • Help'.



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.

COURSE EXCHANGE
CALIFORNIA COMMUNITY COLLEGES

AAB2517

Fall 2017 Fall 2017 My Dashboard **Courses** Terms

Course List

Search for Courses

Type to search for courses...

Satisfies ANT-103 at Lake Tahoe Community College

AVAILABLE - Seats 99 of 99

INTRODUCTION TO PHYSICAL ANTHROPOLOGY 22700 4 Credits September 24 - December 14 [SHOW DETAILS](#)

Survey and investigation of the basic processes of evolution and their application to the development of modern humans. Impact of natural selection and genetics on development of new species. Evolutionary processes behind the physical and behavioral development of primates. History of the human lineage by reconstructing the fossil record, using investigations by paleoanthropologists, geologists, biologists, and archaeologists. Relationship between contemporary biology and behavior, facilitating an understanding of the effect of them upon future humankind.

Foothill College • [ADD SECTION](#)

Satisfies ENG-101 at Lake Tahoe Community College

AVAILABLE - Seats 99 of 99

COMPOSITION & READING 22699 5 Credits September 24 - December 14 [SHOW DETAILS](#)

The techniques and practice of expository and argumentative writing based on critical reading and thinking about texts. Reading focused primarily on works of non-fiction prose, chosen to represent a broad spectrum of opinions and ideas, writing styles, and cultural experiences. Fulfills the Foothill College reading and composition requirement for the AA/AS degree and the university-transfer general education requirement in English reading and written composition.

Foothill College • [ADD SECTION](#)

Satisfies HIS-112 and HIS-113 at Lake Tahoe Community College

AVAILABLE - Seats 97 of 99

HISTORY OF THE UNITED STATES FROM 1914 TO THE PRESENT 22693 4 Credits November 3 - December 12 [SHOW DETAILS](#)

History of the United States from 1914 to the present. Survey of the political, economic, social and cultural development of the United States with emphasis on the country's evolving involvement in world affairs and increasing struggle to achieve civil rights for all Americans.

- 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> screen

Clicking the...	Displays the...
<i>Courses</i> link	<i>Course List</i> screen
<i>My Dashboard</i> link	<i>My Dashboard</i> screen

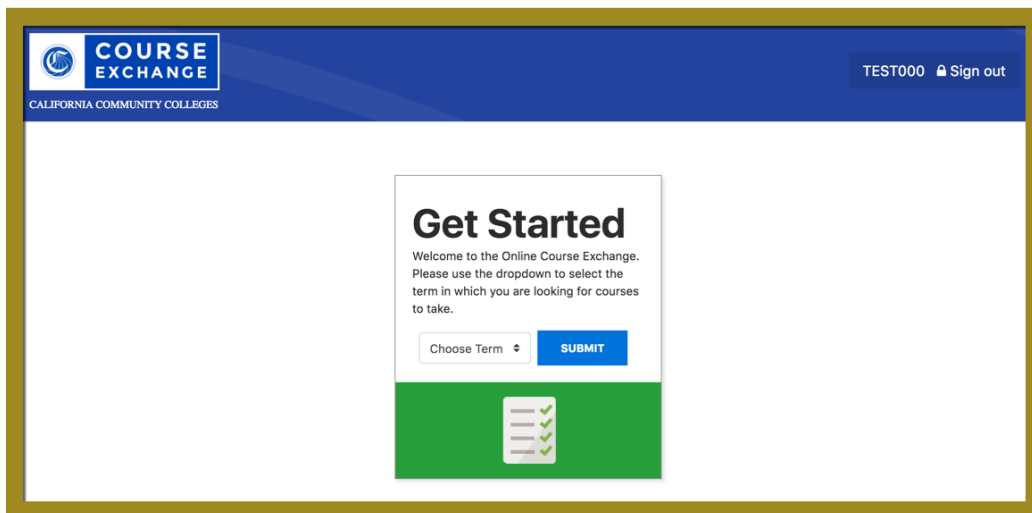
Getting Started Using Course Exchange: Logging In


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

1. 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:

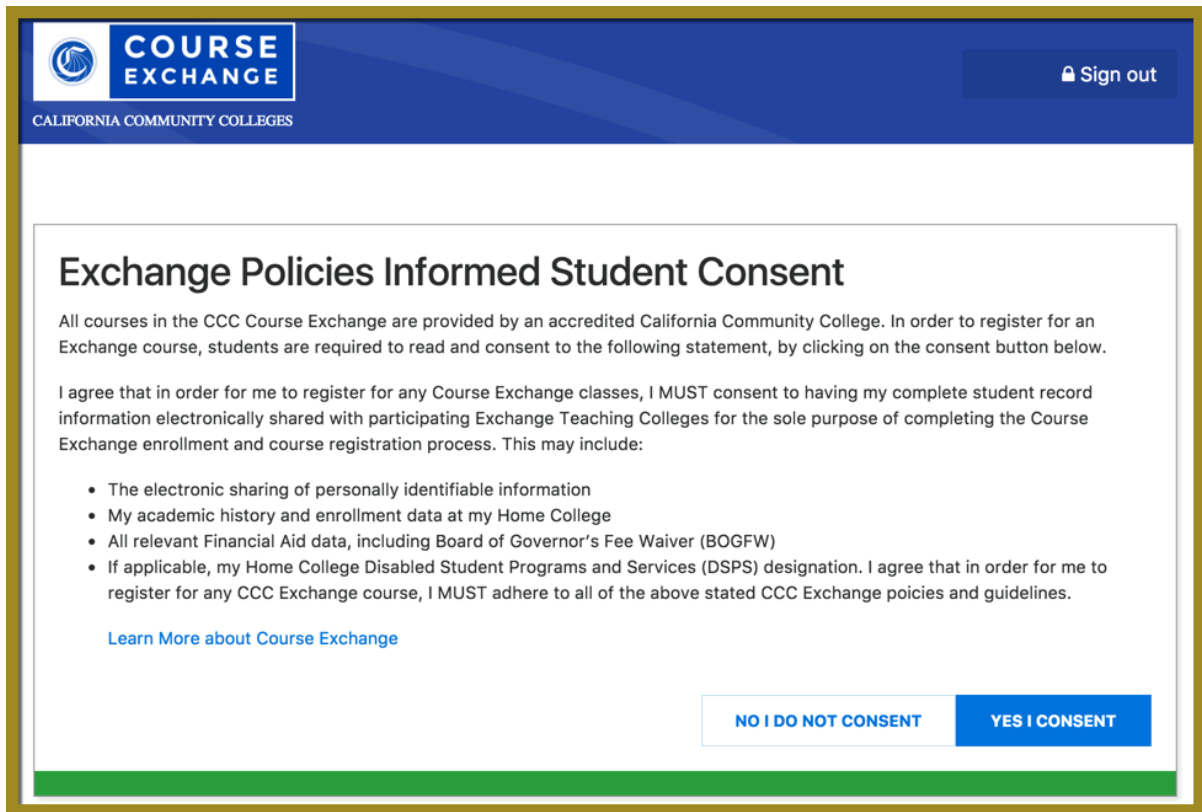


2. After clicking the Course Exchange link, the *Get Started* page displays and the student selects the term for which they want to take an online Course Exchange course from the drop-down list.



 **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.
 - The eligibility check occurs each time the student logs in to Course Exchange ensuring the student's status is always in sync with their Home College's SIS.
 - If the student is already registered for a course at the Home College then the *Courses* screen automatically displays and matriculation criteria is not checked.
3. 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.



The screenshot shows the 'Exchange Policies Informed Student Consent' page. At the top left is the 'COURSE EXCHANGE' logo with the text 'CALIFORNIA COMMUNITY COLLEGES' below it. At the top right is a 'Sign out' button. The main content area has a title 'Exchange Policies Informed Student Consent' followed by a paragraph explaining that all courses are provided by accredited colleges and that students must consent to the sharing of their student records. Below this is a paragraph stating the user's agreement to have their records shared for the purpose of course registration. A bulleted list details the types of information shared: personally identifiable information, academic history, enrollment data, financial aid data (including BOGFW), and DSPS designation. A link 'Learn More about Course Exchange' is provided. At the bottom right are two buttons: 'NO I DO NOT CONSENT' and 'YES I CONSENT'.

COURSE EXCHANGE
CALIFORNIA COMMUNITY COLLEGES

Sign out

Exchange Policies Informed Student Consent

All courses in the CCC Course Exchange are provided by an accredited California Community College. In order to register for an Exchange course, students are required to read and consent to the following statement, by clicking on the consent button below.

I agree that in order for me to register for any Course Exchange classes, I **MUST** consent to having my complete student record information electronically shared with participating Exchange Teaching Colleges for the sole purpose of completing the Course Exchange enrollment and course registration process. This may include:


- The electronic sharing of personally identifiable information
- My academic history and enrollment data at my Home College
- All relevant Financial Aid data, including Board of Governor's Fee Waiver (BOGFW)
- If applicable, my Home College Disabled Student Programs and Services (DSPS) designation. I agree that in order for me to register for any CCC Exchange course, I **MUST** adhere to all of the above stated CCC Exchange policies and guidelines.

[Learn More about Course Exchange](#)


NO I DO NOT CONSENT YES I CONSENT

4. From the Course Exchange Policies statement, the student selects the **Yes I Consent** button to display the *Courses* screen where they can search for and select courses.

Fall 2017
Fall 2017 My Dashboard **Courses** Terms

 **Course List**

Search for Courses


 **Satisfies ANT-103 at Lake Tahoe Community College**

AVAILABLE - Seats 99 of 99

INTRODUCTION TO PHYSICAL ANTHROPOLOGY	22700	4 Credits	September 24 - December 14	SHOW DETAILS
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Survey and investigation of the basic processes of evolution and their application to the development of modern humans. Impact of natural selection and genetics on development of new species. Evolutionary processes behind the physical and behavioral development of primates. History of the human lineage by reconstructing the fossil record, using investigations by paleoanthropologists, geologists, biologists, and archaeologists. Relationship between contemporary biology and behavior, facilitating an understanding of the effect of them upon future humankind.

Foothill College •
ADD SECTION


 **Satisfies ENG-101 at Lake Tahoe Community College**

AVAILABLE - Seats 99 of 99

COMPOSITION & READING	22699	5 Credits	September 24 - December 14	SHOW DETAILS
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The techniques and practice of expository and argumentative writing based on critical reading and thinking about texts. Reading focused primarily on works of non-fiction prose, chosen to represent a broad spectrum of opinions and ideas, writing styles, and cultural experiences. Fulfills the Foothill College reading and composition requirement for the AA/AS degree and the university-transfer general education requirement in English reading and written composition.

Foothill College •
ADD SECTION

 **Satisfies HIS-112 and HIS-113 at Lake Tahoe Community College**

AVAILABLE - Seats 97 of 99

HISTORY OF THE UNITED STATES FROM 1914 TO THE PRESENT	22693	4 Credits	November 3 - December 12	SHOW DETAILS
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History of the United States from 1914 to the present. Survey of the political, economic, social and cultural development of the United States with emphasis on the country's evolving involvement in world affairs and increasing struggle to achieve civil rights for all Americans.

Courses Screen

The *Courses* tab displays all the Course Exchange courses available to the student for the selected term and current registration period 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.

Fall 2017
Fall 2017 My Dashboard **Courses** Terms

Course List

Search for Courses

Satisfies ANT-103 at Lake Tahoe Community College

AVAILABLE - Seats 99 of 99

INTRODUCTION TO PHYSICAL ANTHROPOLOGY 22700 4 Credits September 24 - December 14 [SHOW DETAILS](#)

Survey and investigation of the basic processes of evolution and their application to the development of modern humans. Impact of natural selection and genetics on development of new species. Evolutionary processes behind the physical and behavioral development of primates. History of the human lineage by reconstructing the fossil record, using investigations by paleoanthropologists, geologists, biologists, and archaeologists. Relationship between contemporary biology and behavior, facilitating an understanding of the effect of them upon future humankind.

Foothill College • [ADD SECTION](#)

Satisfies ENG-101 at Lake Tahoe Community College

AVAILABLE - Seats 99 of 99

COMPOSITION & READING 22699 5 Credits September 24 - December 14 [SHOW DETAILS](#)

The techniques and practice of expository and argumentative writing based on critical reading and thinking about texts. Reading focused primarily on works of non-fiction prose, chosen to represent a broad spectrum of opinions and ideas, writing styles, and cultural experiences. Fulfills the Foothill College reading and composition requirement for the AA/AS degree and the university-transfer general education requirement in English reading and written composition.

Foothill College • [ADD SECTION](#)

Satisfies HIS-112 and HIS-113 at Lake Tahoe Community College

AVAILABLE - Seats 97 of 99

HISTORY OF THE UNITED STATES FROM 1914 TO THE PRESENT 22693 4 Credits November 3 - December 12 [SHOW DETAILS](#)

History of the United States from 1914 to the present. Survey of the political, economic, social and cultural development of the United States with emphasis on the country's evolving involvement in world affairs and increasing struggle to achieve civil rights for all Americans.

Each course in the Course List displays the following information:

- The Home College's course requirement that is met (i.e. "Satisfies ENGL 200 at...") where "ENGL 200" is the course ID from the Teaching College's SIS.
- The number of available seats remaining (i.e. "AVAILABLE - Seats 14 of 30" means there are 14 seats that remain open for students who want to enroll in the course, out of the maximum total of 30 seats for the course)
- 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

- A **Show Details** button to display descriptive information about the course, such as the instructor name, prerequisite, course duration, etc. as available from the Teaching College's SIS. The **Show Details** button toggles to display as **Hide Details** once clicked.

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 message displays indicating that the student must first apply to the Teaching College in order to enroll.

To enroll in this course you must first apply to the college you wish to take the course from.

To add this course you must finish your application here. Note: this link will open in a new tab.

- The student is directed to the Teaching College's CCCApply application page where they can login and complete and submit a pre-populated CCCApply application. Pre-populated fields are based on the student's Home College applications.
- After the pre-populated CCCApply application is completed for the Teaching College, the student 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, proceeding to step 4B, below.
- B: If the Teaching College and Home College both support combining units for financial aid, and if the student has one of the following conditions:
 - 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.

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.

NO THANK YOU
I CONSENT TO HAVING MY TEACHING COLLEGE EXCHANGE UNITS INCLUDED IN MY FINANCIAL AID AWARD



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.

- If the Teaching College and Home College both support the transmission of student BOG Fee Waiver Data, then the student is 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.

The screenshot shows the Course Exchange dashboard for Fall 2017. The user is logged in as TEST000. The dashboard is divided into two main sections: "Course Exchange Enrollments" and "My Schedule".

Course Exchange Enrollments: A card for "Intro to Psychology 12" (ID: 12345, 3.0 Credits, July 23 - July) is shown. Below the card is a "MESSAGES" button and a green "ENROLLED" status indicator.

My Schedule: A table lists the following enrollment:

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.

The screenshot shows the "Messages" page for the "Intro to Psychology 11" course. The page contains the following text:

Our records indicates that you may have not completed one or more of the following matriculation steps: a New Student Orientation, English and Math placement assessment, or an education plan at your Home College. Please contact your Home College for further information and instructions. Once you have completed the missing step, you may once again attempt to register for an exchange course.

California Residency Information

Each person applying to a California community college must be classified as a **California** resident or California nonresident. California resident tuition is reduced through support from the taxpayers of this community college district and the state of California. California nonresidents are required to cover the full costs of their tuition and therefore pay a higher rate. The web page is designed to help define resident versus nonresident, how to apply for residency if you feel you are eligible for reclassification, and offer a new opportunity for reduced tuition through the adoption of Assembly Bill (AB) 540.

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**.

The screenshot shows the "Satisfies PSY-110 at zz Test College" page. It features a green "AVAILABLE - Seats 3 of 5" banner. Below the banner, the course "Intro to Psychology" (ID: 12345, 3 Credits, July 23 - August 29) is listed. The page includes a "More Details" link and a blue button labeled "ENROLLED: VIEW MORE INFORMATION" next to the school name "zz Test College".

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 image below shows the *My Dashboard* screen for a student who is enrolled in a Course Exchange course.

The screenshot displays the 'My Dashboard' interface for a student enrolled in a Course Exchange course. The top navigation bar includes the 'COURSE EXCHANGE' logo, 'CALIFORNIA COMMUNITY COLLEGES', and user information 'TEST000' with a 'Sign out' link. Below the navigation bar, there are tabs for 'Fall 2017', 'My Dashboard', 'Courses', and 'Terms'. The main content area is split into two columns: 'Course Exchange Enrollments' and 'My Schedule'.

Course Exchange Enrollments:

Course Name	Credits	School Name	Status of Enrollment
Intro to Psychology 11	3.0 Credits	July 23 - July	Enrolled

Buttons: [More Details](#), [MESSAGES](#)

My Schedule:

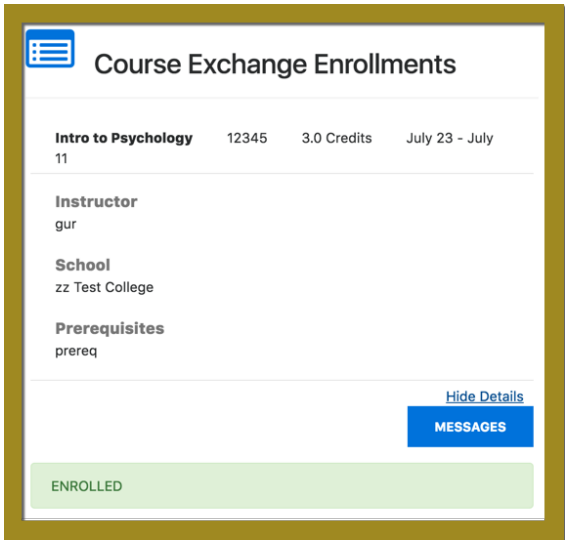
Course Name	Credits	School Name	Status of Enrollment
Reading-Composition	3.0	zz Test College	Enrolled
		zz Test College	Enrolled

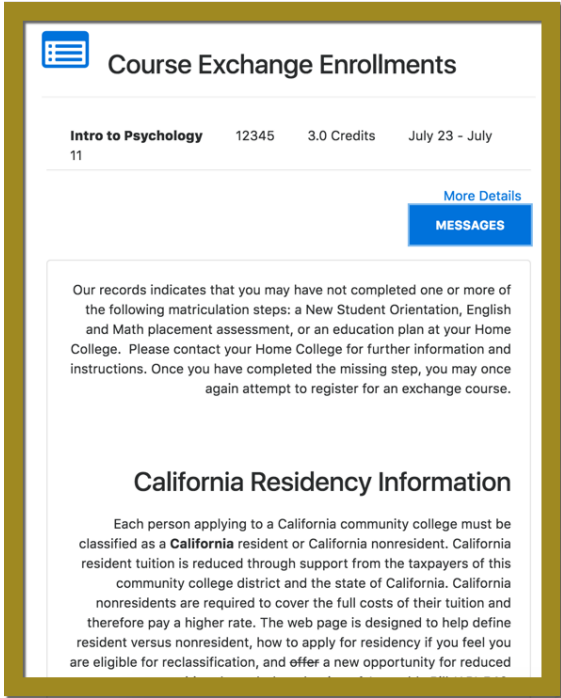
A green banner at the bottom left of the main content area displays the word 'ENROLLED'.



Note: If a student hasn't completed an enrollment yet (if they navigate away from the dashboard before completing the enrollment, for example) they can return the dashboard and either complete or cancel the enrollment using either the **Complete Enrollment** or **Cancel Enroll** buttons.

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

When the student clicks:	Then:
<p>the <i>More Details</i> link</p>	<p>the course details display beneath the course name, section, units, and term date:</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 Messages button	<p>any messages the student's college has configured to display to the student appear:</p>  <p>The student can click the Messages 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.