



TO: Admissions and Registrar Officers
Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Distance Education Coordinators
Financial Aid Officers

FROM: Marty J. Alvarado
Executive Vice Chancellor, Educational Services & Support

RE: CVC Course Exchange: Student-Centered Redesign and Expansion

The online Course Exchange is the statewide platform where California community college students will find courses they need to complete their educational goals. Available through the [California Virtual Campus](#) (CVC), the Course Exchange enables students who are enrolled at one college to cross-enroll¹ in online courses at other California community colleges. All colleges participate in the Course Exchange as a student's home college. To become a teaching college that offers courses in the Course Exchange, institutions must join the [CVC Consortium](#) by signing the Master Consortium Agreement.

CVC is expanding and redesigning the Course Exchange to incorporate student-centered improvements. These changes will improve coordination among California community colleges, simplify cross-enrollment and provide a seamless online experience for students. This memo highlights the updates to the Course Exchange and provides guidance on how colleges can prepare to serve their online students that participate in the Exchange.

Effective July 2020, the Course Exchange will feature student-centered improvements that remove barriers and ensure a seamless online experience:

- Permit K-12 student enrollment and self-certification
- Allow students to self-certify GPA requirements and pre-requisites with validation after registration
- Allow home college promise grant and residency determination after registration
- Package financial aid to be disbursed by the home college

¹ Education Code section 66770 (et seq.)

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- Have transcripts automatically returned to the home college via eTranscripts

With these changes, colleges will gain valuable information on students' educational needs and will benefit from statewide marketing of their courses. To ensure that all students benefit from this redesign and that colleges are prepared to participate in the Course Exchange, colleges must complete the following:

1. Sign a financial aid consortia agreement (additional guidance will be shared with financial aid directors).
2. Work with CVC to train Canvas administrators, staff in Financial Aid and Admissions and Records, and associated department personnel.
3. Coordinate with campus departments on aligning technology, policy and practices.

For questions regarding this memo, contact Vice Chancellor Aisha Lowe at alowe@cccco.edu or Program Specialist, Erin Larson at elarson@cccco.edu. For more information about the CVC, visit cvc.edu.

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Aisha Lowe, Vice Chancellor
CCCCO Staff