Cross-Enrollment Readiness Checklist

In preparation for joining the CVC Exchange, colleges are encouraged to review the Cross-Enrollment Readiness Checklist. The Checklist allows colleges to ensure the appropriate resources are available and prioritize implementation.

**STEP 1**

As a **Home College**, the below items are needed for a college’s students to use the cross-enrollment functionality of the CVC Exchange:

- Enable Canvas trust relationship
- Enable Canvas API
- Configure college identification provider (IdP) and single sign-on (SSO) proxy to send the following attributes upon successful authentication: (a) CCC-ID, (b) first name, (c) last name, (d) email, (e) display name, (f) local user ID, (g) affiliation, and (h) EPPN.
- Ensure the district/college MIS code is provided through EPPN
- Sign the CVC Financial Aid Consortium Agreement
- Enable eTranscript receiving
- Admin Panel roles and access
- Participate in and/or review Financial Aid and Admissions training materials

**STEP 2**

As a **Teaching College**, the below items are done as part of the implementation process.

- Enable California Community Colleges Promise Grant application
- Obtain relevant MIS reporting data from CCC Data Warehouse
- Enable eTranscript sending
- Enable payment gateway platform provider to integrate online payments with the CVC Exchange