



CVC-OEI Cross Enrollment Business Procedures

California Community Colleges cross enrollment in online Education Code

[California Education Code Chapter 9.7 Sections: 66770-66773.5, 68101:](#)

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CVC Exchange - Cross Enrollment Overview

The CVC Exchange is a service of the California Virtual Campus-Online Education Initiative (CVC-OEI), funded by the California Community College Chancellor's Office. It provides California Community college students the opportunity to search for online courses and programs via an intuitive course search optimizer and course finder. In keeping with the mandate of the [California Education Code Chapter 9.7 Sections: 66770-66773.5, 68101](#): "Cross-Enrollment in Online Education between Campuses of the California Community Colleges;" the CVC Exchange offers eligible students the added opportunity to benefit from using the cross enrollment functionality to register for online courses at various California colleges within the same term. The student **must** first be registered in classes and actively enrolled at a Home College before being able to cross enroll at a second college, i.e. a Teaching College. A home college is determined by the following three statuses (a) where the student is enrolled in the current term, (b) where the student is receiving or is planning to receive financial aid and/or (c), the college from which they intend to graduate. A Teaching College is defined as the college where a student is attempting to cross enroll into to complete additional online courses to fulfill degree requirements that, for whatever reason, are unavailable at their Home College in a given term.. The student is considered a transitory student during the term at the Teaching College. Per California Education Code, students will not be required to submit a new CCCApply application to the Teaching College. Instead, eligible students enrolled in any of the California Community Colleges (Home College) may register for online courses at a second participating college (Teaching College) **without the need for formal admission and without payment of additional fees or tuition.** All fees, including those associated with the electronic routing of a student's transcripts from the Teaching College to the Home College, are non-tuition related additional fees, and therefore must be waived.

A. Cross Enrollment Teaching College's Responsibilities

- Create an Abbreviated Enrollment Record (AER) in their SIS to include relevant student enrollment data
- Provide information regarding open courses and open registration
- Provide relevant data and processes needed to accept payment
- Pending verification from the Home College, the Teaching College will accept provisionally, a student's self reported residency status at time of enrollment.
- If the Home College determination is different from a student's self report; the Teaching College will adjust the student's enrollment record and fees to accurately reflect the official residency determination provided by the Home College.
- Accept the student's self report regarding completion of course prerequisites (further validation to be determined based on Teaching College processes).
- Will not process FAFSA for cross enrolled students already receiving FA at their Home College.

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- Process **only** the CCPG data if the teaching college receives a FAFSA from an Exchange student
- Afford cross-enrolled students all the rights and privileges as any other student at the Teaching College during the term they are enrolled.

B. Cross Enrollment Home College's Responsibilities

- When applicable verify residency status as reported by a student and share verification with Teaching College
- Process Financial Aid disbursement for eligible cross-enrolled students
- The Home College will receive and evaluate a student's transcript from the Teaching College once they complete courses.

C. Cross Enrollment Student Eligibility

A student's eligibility to use online cross enrollment is determined by the conditions outlined in both the [California Education Code Chapter 9.7 Section 66770-66773.5](#), and the CVC-OEI Consortium Master Agreement. Students who pass the eligibility checks may use cross enrollment. Additionally, students must comply with the following:

- Students seeking to cross enroll via are required to have a current application on file and be actively enrolled at their Home College.
- Cross enrolled students requesting Federal Financial Aid must be registered in at least six units at their Home College.
- Students seeking to cross enroll must consent to the electronic transfer of all relevant enrollment data to the Teaching College. Once consent is given the student will be directed to complete the rest of the cross enrollment registration process.

At this time students who fall into the following categories are **not** eligible to use online cross enrollment:

- Students with an out of state address
- Students with a GPA below 2.0
- International Students
- High School students with or seeking Dual Enrollment status

D. Cross Enrollment Abbreviated Enrollment Record (AER)

In keeping with [California Education Code Chapter 9.7 Section 66770-66773.5](#), the cross enrollment process will have provisions similar to the cross-enrollment process at the CSUs.

This requires the creation of an Abbreviated Enrollment Record (AER) at the Teaching College, which includes only data necessary for admittance and the creation of an enrollment record at the Teaching College. The AER is populated with enrollment data sourced electronically from the Home College, as well as data provided by students seeking to cross enroll. This data will include, but is not limited to the following information: student name, primary address, student contact information, local college ID, CCC-ID, residency status, and completion of course prerequisites information.

At time of enrollment in a CVC Exchange course, students will be required to provide updated information regarding their California residency status. Course fees will be determined based on this initial reporting. In some instances the Home College will be required to validate the information reported by the student. For Home Colleges that are designated as a Home College only, and have not yet completed full technical integration; the student's self-report on the AER as it pertains to their residency status will be conditionally accepted pending manual verification by the Home College. After the Home College Admissions and Records Office confirms the students residency status, this data is then electronically shared with the Teaching College.

If a student is seeking to cross enroll from a fully technically integrated Home College, the residency status data will be sourced directly from the Home Colleges SIS and will not require any manual validation.

- [Refer to the email sent to Home College A&R for validation](#)
- [Refer to the email sent to Teaching College A&R with any changes](#)

AER Technical Guidelines

- Personal Identifiable Information - Student name, email, home address, phone, student ID, will be sourced electronically from the Home College, as well as data provided by the student who is seeking to cross enroll.
- The Exchange residency workflow will include an automated email notification that requires the Home College to validate the student's self-reported residency status.
- Students will be required to indicate whether or not they have been granted residency/non-resident tuition exempt or non-residency status at their Home College. Initial fees at time of enrollment will be based on this indication.
- As part of the AER, colleges must provide a unique identifier so that cross enrolled students can be easily identified by college staff when seeking information.

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- College personnel and staff will be able to locate a student's AER by entering the assigned local student ID, or the student's CCCID number. If the college also has other means of identifying a student then this should also apply to a cross-enrolled student.
- If a student uses cross enrollment for a second term at the same Teaching College, there will be a check to verify if the student already has an AER on file at the Teaching College.

E. Cross Enrollment MIS Reporting Requirements

Per the California Community College Chancellor's Office (CCCCO), for a CVC Exchange enrollment to be reported by a teaching college via MIS data submission, the only requirements are the Student Enrollment (SX) record, Student Financial (SF) data as it pertains to the California College Promise Grant (CCPG), and a corresponding Student Basics (SB) record for the cross-enrolled student. The Exchange will only transfer data required for enrollment i.e. (the AER) directly a Teaching College's SIS. In order to assist colleges fulfill their MIS reporting obligations as it pertains to Exchange students; all remaining student CCCApply application data will be made available via a staging table and/or flat file.

F. Cross Enrollment Registration Period & Term Mapping

Students seeking to cross enroll through the CVC Exchange will only be allowed to register in total up to two courses per term at one or more Teaching Colleges.

Also Home College students are allowed to cross enroll only during open registration of the active term at the Teaching College. Consequently students receiving priority registration at the Teaching College will not be unfairly impacted. (*Title 5 Section 58108 registration and enrollment procedures*).

The Exchange maps the active term of the Home College to the active term of the Teaching College.

- **Fall to Fall**
Students taking courses in the Fall term at the Home College are allowed to register for a Fall course at the Teaching College.
- **Spring to Spring**
Students taking courses in the Spring term at the Home College are allowed to register for a Spring term at the Teaching College.
- **Summer to Summer**
All summer students enrolled in a Home College can cross enroll for early and/or late Summer courses at TC as long as summer courses are available at TC.

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- *Winter Quarter or Winter Intersession*
Students taking courses in the previous Fall term can enroll in courses offered during winter quarter and winter Intersession open registration period. Students taking courses in a winter session at a Home College will be allowed to enroll in the upcoming Winter or Spring semester at the Teaching College.

G. Cross Enrollment Payment Business Processes

In Accordance with California Education Code, a student who has registered for an Exchange course using cross enrollment may enroll, without payment of additional fees or tuition. As a result, the Exchange provides students with three options to cover the cost of tuition.

1. California College Promise Grant (CCPG) (Formerly BOGFW)

To request a tuition waiver for courses taken at the Teaching College, a CVC Exchange student will be required to complete a separate California College Promise Grant (CCPG) Application at the Teaching College.

The internal process for handling the CCPG at the Teaching College will follow the college's current established practice. Teaching Colleges' financial aid offices will receive an Exchange student's CCPG application information one of two ways.

First, although Exchange students' FAFSA data is not included in the AER and will not be electronically transferred from the Home College to the Teaching College. An Exchange student is still allowed to submit a complete FAFSA application to the Teaching College for the purpose of receiving a CCPG waiver.

Second, an Exchange student can complete the Teaching College's independent CCPG application. This link is made available to students on the Exchange payment screen during the cross-enrollment process.

A loss of the CCPG at the Home College or within the Home College's District due to academic disqualification will have no impact on a Teaching College's determination of eligibility for CCPG. Also important to note both Home and Teaching colleges will be able to report students' CCPG data to MIS at the end of a term.

2. Federal Financial Aid

If colleges sign the CVC Federal Financial Aid Consortium Agreement their students who are eligible for receiving federal financial aid at their home institution, may also qualify to receive additional financial aid benefits by combining their Teaching College and their home college units. Under the CVC Federal Financial Aid Consortium Agreement **ONLY** the home college is allowed to disburse Federal Financial Aid. Cross Enrolling students will be presented with the option to request Financial Aid from their Home College once they have completed the registration process. This workflow is discussed in more detail later in this document.

3. Non-Financial Aid Payment

Students who do not have an approved California College Promise Grant waiver are expected to pay for the course out of pocket. When using cross enrollment, the CVC Exchange will display a payment button that allows students to make credit card payments.

Regular payment of enrollment fees is handled via the CVC Exchange's integration with the Teaching College's payment processor. New Merchant IDs can be created and used to track Exchange transactions.

H. Cross Enrollment Student Data- Administrator Dashboard

College personnel will have access to an Exchange student's enrollment data via an administrator dashboard created within the Exchange. Once a college has become fully technically integrated as a Home College, they will be required to identify select persons at the campus and district level to establish an Admin account.

In order to access the dashboard there are two Administrator roles possible:

- District Admins
- Campus Admins

In addition, Campus Admins can be assigned one of three attributes. The following attributes are utilized to identify notifications an Admin would receive regarding Cross Enrollment processes: :

- Counselor
- Admissions & Records
- Financial Aid
- Prerequisite Administrator

The Admin Dashboard is divided into four areas:

Settings

- Log History: Display of actions taken by an Admin user

Enrollment Management

- Enrollments: Report that identifies all successful and attempted enrollments and registrations through the Exchange

Course Management

- Exchange Courses Panel: Administrators can hide courses or make them visible
- Section Panel: Administrators can hide sections or make them visible
- Session Management Panel: Administrators will configure sessions

Course Search Reports

- Saved Exchange Courses: Aggregate report of courses students users have save
- Saved Searches: Report of searches that students have saved to their dashboard
- Top Searches: Display of the most common searches that students have performed

I. Cross Enrollment Prerequisites Workflow

Colleges have the option to enable an automated prerequisite clearance workflow which allows students to request a course prerequisite clearance by electronically uploading unofficial transcripts as part of the cross enrollment registration process. After completing the AER, the student will be enrolled at the Teaching College Students and may attempt registering in a course that has prerequisites. The student is allowed to upload up to three individual pdfs only of unofficial transcripts as proof of completed prerequisites. At this point the actual course registration will be held pending clearance of the prerequisite by the Teaching College. This information will be made clear to the student at that time.

The Teaching College's assigned Campus Admin, bearing the "Prerequisite Administrator" attribute, will receive a notification indicating that the student would like to clear a prerequisite. The Campus Admin would log into the Exchange Administrator Dashboard, identify the student using the information contained in the notification, filter for the Enrollment Status "Prerequisite Pending Review", review the uploaded official transcripts and make a determination regarding approval or denial.

If the prerequisite clearance is approved the student will be notified and automatically registered in the course. If denied the student registration will fail and the student will be automatically notified.

Teaching College Responsibilities

- Enable the prerequisite clearance workflow flag in their SIS to allow for verification
- Assign a Campus Administrator- "Prerequisite Administrator" to receive the notifications

Home College Responsibilities

- N/A

CVC Exchange Federal Aid Integration Business Process

In order to establish an equity-focused financial aid process for students using cross enrollment, business processes have been developed in accordance with the guidelines and guidance of the Department of Education as it pertains to Federal Financial Aid Consortium Agreements. With input from representatives of the California Community Colleges Chancellor Office, California Community Colleges Financial Aid Directors/Staff and Financial Aid expert consultants; the following workflow was created to serve as the CVC Exchange Federal Financial Aid business process.

A - Financial Aid Office (FAO) Workflow for Combining Units

1. Each college will be expected to sign the CVC Federal Financial Aid Consortium Agreement to allow for the combining of Teaching and Home College units.
2. Each college will identify their assigned CVC Exchange Financial Aid Campus Admin and provide contact information via the Exchange Admin Dashboard.
3. The student enters CVC Exchange and adds a course. If the student selects the "I intend to use Financial Aid" option an email notification will be sent to the identified Home College Financial Aid Campus Admin/Financial Aid Office.
4. Following course registration at the Teaching College, if the student is requesting Financial Aid, the student will be registered in a "marker course" aka placeholder course at the Home College.
5. The marker course/ placeholder course will be created by the Home College during the initial implementation process in such a way that it is billable but not gradable and will accommodate variable units.
6. The Home College FAO uses the notification information, local policies, federal and state financial aid guidelines to determine the student's FA eligibility for combining units.
7. The Home College FAO accordingly follows up with the student, and will notify the student regarding their decision.
8. Throughout the term FAO Exchange Admin will receive drop and withdrawal notifications from CVC Exchange whenever an Exchange student (receiving Federal Financial Aid under the FA Consortium agreement) drops or withdraws from an Exchange course.
9. The Home College FA Campus Admin will access the Exchange admin panel reports and when necessary work with the Teaching College FAO to monitor Satisfactory Academic Progress (SAP) for the following term. Any action regarding SAP will be in accordance with the Home College's SAP policies.

Home College Action:

- The Home College Financial Aid Office (FAO) must sign the Federal Financial Aid Consortium Agreement to allow for the combining of FA units through the Exchange. The Home College FAO is required to provide a publicly available online version of the FA Consortium Agreement for students to read and review on the college website.
- If a college has not signed the Consortium Agreement, the option for students to request combining Federal Aid will not be presented as an option to the on the CVC Exchange payment page.
- The Home College FAO identifies personnel to both process Exchange students and serve as FA Exchange Campus Admin. This may be the same or different staff person, and will be configurable via the admin panel in the Exchange.
- The Home college will create and maintain a new marker course section for each new term.
- Upon requesting financial aid the student is registered in the marker course at the home college for the equivalent number of Exchange units being taken at the teaching college. Registration restrictions/holds will be enforced at the home school.
- After receiving a notification from CVC Exchange the Home College will consider the email received as the student's request to combine their units under the CVC Financial Aid Consortium Agreement . The Home College FA Campus Admin may use information contained in the notification to help determine a student's eligibility.
- The Home College FAO processes students using existing policies and guidelines to ascertain student's eligibility. If eligible, the Home FA Office will update the student record in SIS. If applicable, and in line with local practice, also include a notation that the student has been approved to combine units from a second college per the Consortium Agreement. Also colleges will follow local freeze date policies to help determine eligibility for combining units.
- In keeping with local campus's communication policies and practices, the Home College FAO will notify Exchange students regarding its decisions and follow ups.
- The Home College FAO Exchange Admin may access the Exchange admin panel reports and when necessary work with the Teaching College FAO to monitor Satisfactory Academic Progress (SAP) throughout the semester/

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quarter. Any action regarding SAP will be in accordance with the Home College's SAP policies.

Teaching College Action:

- The Teaching College FAO will **NOT** process any federal or state aid during the above period of enrollment for any student with a CVC Exchange identifier.
- When necessary the Teaching College FAO will liaise with the Home College Financial Aid Office if the student withdraws or drops below the required enrollment.

B - Student Workflow for Combining Units via Online Cross Enrollment

1. The student will enter CVC Exchange and initiate a course search.
2. After consenting to Exchange policies regarding electronic sharing of student data, and after adding the course, the student will eventually be presented with payment options one of those being **"I intend to use Financial Aid."**
3. Upon selection of the Financial Aid option, the student will be able to view an in-site notice encouraging them to check their provided email for information on the financial aid next steps.
4. While a decision is pending from the Home College regarding student financial aid status, the student is expected to pay all teaching college tuition either directly or via CCPG waiver.

Student Action:

Prior to accessing the CVC Exchange, a student would have already qualified and deemed eligible for Federal Aid at the Home College through the usual local process used to establish eligibility. The student must be enrolled in no less than six semester or equivalent quarter units at the Home College to benefit under the Exchange Federal Financial Aid Consortium Agreement. Email notifications from the CVC Exchange will be sent to the identified FA Campus Admin regarding Exchange adds, drops and withdrawals.

- Prior to any action from the Home College Financial Aid Office, the student must have enrolled in all intended courses at both Home College and Teaching College.
- After choosing the Financial Aid option on the Exchange payment page, the student will receive an email which includes information about next steps, a

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link to the CVC-OEI FA Consortium Agreement and the student's responsibilities under such Agreement.

- After registering for both Home and Teaching college courses, the student waits for response and action from the Home College FAO. Additionally, while a response is pending, the student **MUST** pay all required tuition at the Teaching College to avoid being dropped from courses.

CVC Exchange FA Email Notification Templates (APPENDIX A)

1. Add Exchange Course Home College Notification

The "Add Exchange Course" notification serves as the Exchange student request for Federal Financial Aid from their Home College under the CVC Exchange Financial Aid Consortium Agreement.

Add Exchange Course Template

*"The following student, _____(Student Name) (Home college ID#) has **added** a course in the CVC Exchange via cross enrollment. You may use the information in this email to help determine the student's eligibility to receive maximum Federal Student Aid under the CVC-OEI Federal Financial Aid Consortium Agreement.*

Required Student Data

- **Teaching college name and Teaching College #ID**
- **Course Name**
- **# units added at Teaching College**
- **Teaching college course start and end date**
- **Date the Exchange course was added**
- **TC Financial Aid Campus Admin contact information"**

2. Drop /Withdrawal Exchange Course Home College Notification

The Drop /Withdraw from course notification is automatically sent to the Home College whenever an Exchange student receiving Federal Financial Aid from their Home College under the CVC Exchange Financial Aid Consortium Agreement, drops or withdraws from a Teaching College course.

Drop /Withdrawal Notification Template

*"The following student, (insert Student Name), (Home college ID#) has **dropped/withdrawn** from a course in the CVC Exchange via cross enrollment. You may use the information in this email to help determine the student's eligibility to receive maximum Federal Student Aid under the CVC-OEI Federal Financial Aid Consortium Agreement.*

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Required Student Data

- **Teaching college name and Teaching College #ID**
- **Dropped Course Name**
- **# units at Teaching College**
- **Teaching college course start and end date**
- **Date the Exchange course was dropped/withdrawn”**
- **TC Financial Aid Campus Admin contact information**

3. Student Financial Aid Notifications

Students choosing the Intend to use Federal Financial Aid will see the following in site notification.

“An email has been sent to your (insert student email address) with Important Financial Aid next steps information.”

For Exchange students requesting Federal Financial Aid under the Financial Consortium Agreement an email will be sent to the email address on file with the CVC Exchange.

Student Next Steps Email Template

“You have indicated that you are receiving Federal Financial Aid at (insert Home College Name). You will be contacted by(insert home college name)Financial Aid Office with a final decision regarding whether or not you are eligible for combined units benefits.”

Student Action

To be eligible for combined units benefits students must:

- Have a completed FAFSA on file with (**insert home college name**)
- Have all registered Exchange courses included in the Student Education Plan on file at(**insert home college name**)
- Pay all program fees at (**insert Teaching college name**).
- Meet Satisfactory Academic Progress. (Visit Home College Financial Aid website for details)

Student Next Steps

- Pending eligibility notification, in order to avoid being dropped for non-payment from your Exchange course at _____ (TC name), please use the following payment link to pay for any outstanding fees at _____(TC Name).
- (Home college) will not make payment directly to (Teaching College). Check the (Teaching College) website for deadlines associated with payment of fees.

The following link will provide you with further details regarding the FA consortium Agreement <https://cvc.edu/financialaidconsortium/>“

Home College Notification for Validating Residency A&R (APPENDIX B)

Home Colleges needing to validate an Exchange student residency status, will receive the following email. The email will be sent to the Home College's Admissions and Records Campus Administrator on file for that college.

New Enrollments that Need to be Verified Email Template

"Your student, <student_name> has enrolled in <teaching_college_name> through the CVC Course Exchange and has self-reported their residency status.

Please review and validate the residency status that is in your SIS system. To do this, you can access the following report in the admin panel by clicking here <insert link>."

2. Teaching College Notification for Residency Changes

When there is a change to a student's residency status, the teaching college will receive the following email. Email will be sent to the contact person on file for that college.

Change in Student's Residency Status

"There has been a change to the following student's residency status based on information from the home college. Please check the admin panel for more information.

This information will also be in your flat file or staging table.

<INSERT STUDENT INFORMATION HERE - CCCID, First Name, Last Name>"

CVC-OEI Consortium Reciprocity Agreement (Appendix C)

To successfully accomplish the goals of the new CVC Exchange, the Participating Colleges agree to adhere to the following policies:

1 - Online Cross-enrollment Application and Residency Considerations

- a. In order for students to benefit from online cross-enrollment, colleges and students will agree to participate in and consent to sharing all required student record data - to include but not limited to: student enrollment data sourced from the CCC-ID application registration data (e.g., open registration date, course data), student transcript data, student final grade, and add/drop data from teaching college.
- b. With regards to residency determination, colleges will accept the determination of another community college district pursuant to California Education Code Chapter 9.7 Section 68101: *"Cross-Enrollment in Online Education between Campuses of the California Community Colleges."*
- c. The college where, within a given term, a student successfully completes matriculation, is actively and currently enrolled in courses and/or receives financial aid prior to registering for CVC Exchange courses; shall be considered the student's Home College.

2 - Online Cross-Enrollment and Course Registration Considerations

- a. A student is qualified to participate in online cross-enrollment pursuant to [California Education Code Chapter 9.7 Section 68101](#): *"Cross-Enrollment in Online Education between Campuses of the California Community Colleges;"* if he or she is enrolled at a home college.
- b. A student shall acknowledge that the CVC Exchange course is being offered by another college ("Teaching College") and agree to CVC Exchange policies/guidelines before the student can register for the online course.
- c. In order to utilize online cross-enrollment, a student should have a current and active application on file at a Home College.
- d. A student may obtain access to register for a CVC Exchange course through the student's Home College registration system or the CVC registration portal at search.cvc.edu
- e. When registering for an Exchange course using online cross enrollment; students may only register during the Teaching College's open registration period. For Home College course registration, and consistent with Title 5

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Section 58108 registration and enrollment procedures, students will use the priority registration dates assigned to them by their Home College.

- f. The Home College shall be responsible for verification of matriculation completion (as defined by Title 5 and the Student Success and Support Program) for any student utilizing online cross-enrollment.
- g. A student will not be allowed to register for a CVC Exchange course if he/she has been determined by the Home College to fall into one of the following categories:
 - Students with an out of state address
 - Students with a GPA below 2.0
 - International Students F1-Visa
 - Home College students seeking Dual Enrollment status
- h. Via the Exchange a student will only be allowed to register for a **maximum** of two additional courses per term at a Teaching college. If a seat is available and all other criteria are met, a student registering for a CVC Exchange course shall receive preliminary acknowledgment of successful registration and notification of next steps including fees to be paid and applicable institutional policy and regulations related to grading, enrollment, drop, and withdrawal.
- i. From a student's perspective, the Teaching College is responsible for providing information and responding to inquiries associated with its courses once the student is registered in that class. All other information and inquiries arising from participation in online cross-enrollment are the responsibility of the Home College.
- j. For students registering for CVC Exchange courses through online cross-enrollment, the Teaching College shall waive any non-essential campus-specific fees or provide the opportunity for students to opt out of local non-tuition related fees of the Teaching College.
- k. The Add/Drop/Withdrawal deadline for a CVC Exchange course is determined by the Teaching College offering the course.
- l. Attempted and completed CVC Exchange courses registered via online cross-enrollment will appear as transferred and articulated courses in the student's academic history at the Home College.
- m. Requirements for certificates and degrees to be awarded shall be determined by the Home College.

- n. The Home College's student academic history shall also be updated within a timeframe deemed reasonable by the participating Home College.

3 - Cross Enrollment DSPS Considerations

Colleges' Disabled Student Programs and Services ("DSPS") offices are encouraged to collaborate with each other to ensure that students utilizing online cross-enrollment receive appropriate DSPS services.

- a. The Home College will provide any qualified student with on-campus student support services, and accommodations as described in the required Academic Accommodations Plan (AAP) identified in Title 5 Section 56022.
- b. The Teaching College will provide qualified students in-class academic accommodation for CVC Exchange courses being taught by the Teaching College as described in the Academic Accommodations Plan (AAP).
- c. The Teaching College shall be responsible for notifying its course instructors regarding any classroom accommodations approved by the Teaching College's DSPS Services.
- d. The Home College shall be responsible for notifying its course instructors regarding any necessary classroom accommodations approved by the Home College DSPS Services.

DSPS Process

- The usual request for accommodations is initiated by the student, and officially processed through a campus DSPS office.
- Once a student contacts the Teaching College to seek accommodations, the Teaching College DSPS Office is expected to follow its usual process for approving and determining DSPS accommodations.
- DSPS classification/ status data for cross-enrolled students are not included in either MIS SB or SX data reporting, therefore the CCCCO does not require any additional data regarding cross-enrolled DSPS students.

4 - Financial Aid Considerations

- a. All colleges will participate in a Federal Financial Aid Consortium Agreement. Under such agreement, the Home College shall be responsible for including CVC Exchange course units in its determination of financial aid, and for any associated processing and financial aid distributions. The Home College reserves the right to exclude CVC Exchange course units from the determination of Financial Aid should there be a conflict with Title IV Federal requirements.

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- b. To be considered eligible, students requesting the combining of units under the Federal Financial Aid Consortium Agreement must be enrolled in at least six (6) semester units or the equivalent quarter units at the participating Home College.
- c. To request a tuition waiver for courses taken at the Teaching College, a CVC Exchange student will be required to complete a separate California College Promise Grant Application at the Teaching College. The link for the CCPG application will be available as a payment option at the time of registration. A loss of the CCPG at the Home College or within the Home College's District will have no impact on a Teaching College's determination of eligibility for CCPG.
- d. Teaching College agrees to a waiver or an opt-out option of duplicate non-tuition fees such as health fee and other campus-based fees as fits local policy. With regards to non-tuition fees, the teaching college agrees to abide by the rules of the CVC Exchange in accordance with Education Code.
- e. Teaching College will electronically share post-registration data regarding census attendance, number of enrolled units, withdrawals, drops, and grades to Home College in order to ensure that financial aid requirements are up to date.
- f. The Home College is responsible for reflecting students' CVC Exchange progress in the Satisfactory Academic Progress report (SAP). The Teaching college will electronically transfer transcripts data at the end of the term within a reasonable timeframe to allow for successful processing of SAP at the Home College.

5 - Reconciliation

- a. The CVC Exchange provides students with their Teaching College student ID number as well as their CCCID number in their Profile.
- b. The CVC-OEI shall provide assistance to the Participating College to determine how and in what timeframe its local data is synchronized with the CVC Exchange and/or other associated databases.
- c. Collection of Teaching College CVC Exchange course enrollment fees is handled through the CVC Exchange's integration with the Teaching College's payment processor. Refunds are the responsibility of the Teaching College.
- d. The Home College is responsible for any applicable student financial aid processing for the combined enrolled units.
- e. The Home College shall be responsible for determining financial aid eligibility.

CVC-OEI Cross Enrollment Business Procedures

- f. The Home College shall receive credit for degree completion and/or transfer attainment.
- g. Teaching College shall receive apportionment for CVC Exchange course enrollment.
- h. Third party (including student) claims shall be the responsibility of the District which employs the instructor, administrator, or other employee alleged to have caused the injury or loss.
- i. The initial implementation of the CVC Exchange may require some manual processes to perform reconciliations between colleges.