



California
Community
Colleges

California
Virtual Campus

Course Exchange Checklist

Is your college ready to utilize the **CVC Exchange** as a powerful tool to both support your students and gain enrollments for your college? Here is how to get started:

START HERE:

If your college is not already a HOME COLLEGE, start there and move through the list. You can check your college's status [here](#).

HOME COLLEGE FIRST:

Colleges may work ahead, but must complete steps for HOME COLLEGE before full integration as a TEACHING COLLEGE.

MOVE AS A DISTRICT:

Colleges in multi-college districts may work independently on HOME COLLEGE steps, but TEACHING COLLEGE steps must be done as a district. This means multi-college districts will need to ensure that everyone is on board before CVC begins technical integrations.

CUSTOMIZED TEACHING COLLEGE INTEGRATION:

TEACHING COLLEGE steps are intentionally less detailed in this checklist because a lot of the technical integration will be customized and dependent on how a district handles business processes for A&R, financial aid, enrollments, SSO and data feeds as well as the type of SIS and infrastructure utilized.

Do you have questions, want to meet with our team, or need help? Reach out to support@cvc.edu.

REQUIRED STEPS	WHY THIS IS NEEDED	HOW TO DO IT
Establish a Canvas Trust Relationship	Students will have a seamless experience and see all their courses on the same Canvas dashboard without having to juggle multiple Canvas accounts at colleges.	Click here for instructions
Enable a Canvas API	CVC will use this account to generate an API token for your Canvas instance that will then be used to perform student lookup when one of your students cross-enrolls at a teaching college.	Click here for instructions
Authorize CCC Tech Center IdP proxy	The proxy verifies that your local IdP sends the student attributes needed for cross-enrollment.	Click here for instructions
Assign credentials to Admissions & Records and Financial Aid personnel to the admin panel & receive training to understand processes.	This will allow select personnel at colleges to access our admin panel for student records and financial aid information.	Reach out to us at support@cvc.edu to identify and assign these credentials to your team members.
Each college in district must sign the Financial Aid Consortium Agreement	Allows students to combine units across colleges to request federal financial aid.	Click here to learn more about the agreement. Click here for instructions on how to sign the agreement Click here to create an account and sign the agreement. Questions? Contact bpeters@cvc.edu

Teaching College

PHASE 1

REQUIRED STEPS	WHY THIS IS NEEDED	HOW TO DO IT
Each college in district must sign the <i>CVC Consortium Agreement</i>	Ensures a set of agreements for colleges, such as data sharing, a commitment to integrate with the Course Exchange, and a shared acknowledgement of support.	Click here for a copy of the agreement; the college's CEO must sign.
Each college must provide a copy of a local academic senate resolution statement affirming support for participation in the CVC Consortium	Ensures academic senate support and buy-in at each college.	Samples of academic senate resolutions may be found here .
Each college must have eTranscript functionality (receiving and sending)	Allows for transcript information to be automatically shared between home and teaching colleges.	Click here for directions.
Course Finder is enabled (live seat count with API integration)	Enables students to see live seat counts for courses on the Exchange.	Click here for instructions to install and configure course finder.
Enable Ethos for Colleague and Banner users OR CVC can offer a hosted integration option.	Ethos provides an integration platform for the alternate registration processes needed during cross-enrollment.	Click here for more information.

Teaching College

PHASE 2

REQUIRED STEPS	WHY THIS IS NEEDED	HOW TO DO IT
Outreach & Commitment: Meeting with District's Executive Cabinet	CVC leadership will meet with district and college leadership to ensure that they commit the necessary resources to launch this next phase. The goals for this meeting will be to identify an Executive Sponsor & Business Owner.	When your district is ready for this step, reach out to ahanstein@cvc.edu to get this scheduled.
Two-hour conference room technical meeting	CVC and college teams will review all technical requirements to integrate as-is and commit to the discovery and design process.	This will be a scheduled Zoom or in-person 2-hour meeting with CVC, A&R, and Business Owner to go over all technical elements. Here is a cross-enrollment workflow chart for technical teams.
Discovery & Design (business workshops to discuss process)	Establish and clarify team members needed, roles, and next steps so that the CVC team can better understand the district's A&R, financial aid, and payment processes.	Customized and dependent on local processes.
Technical Implementation (change management & technical configuration)	Establish validation of students' residency status. Enrollment reports for SAP monitoring non-financial aid payment portal.	Customized and dependent on local processes.
System testing & training (user acceptance testing & functional user training)	We want to ensure that everything works smoothly, even in special cases.	Customized and dependent on local processes.
Production deployment & customer success process	This process will establish the go-live process for your district as teaching colleges on the Exchange!	Customized and dependent on local processes.

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Teaching College

PHASE 2 *continued*

REQUIRED STEPS	WHY THIS IS NEEDED	HOW TO DO IT
Publicity for go-live	We want to celebrate your college's successful integration! Our communications team will work with your college to publicize this achievement.	Customized and dependent on local processes.
Dashboard training	As your college picks up enrollments, we want to ensure that you have access to your data from the Exchange.	Reach out to us at support@cvc.edu
Technical Support	If anything goes wrong, know that the CVC team is here to help.	Reach out to us at support@cvc.edu