



California
Community
Colleges

California
Virtual Campus

CVC Exchange: Administrator Guide

Objective:

The purpose of this document is to provide a step-by-step guide on accessing and navigating the admin dashboard of the CVC Exchange platform.

Needed:

Valid login credentials provided by the system administrator.

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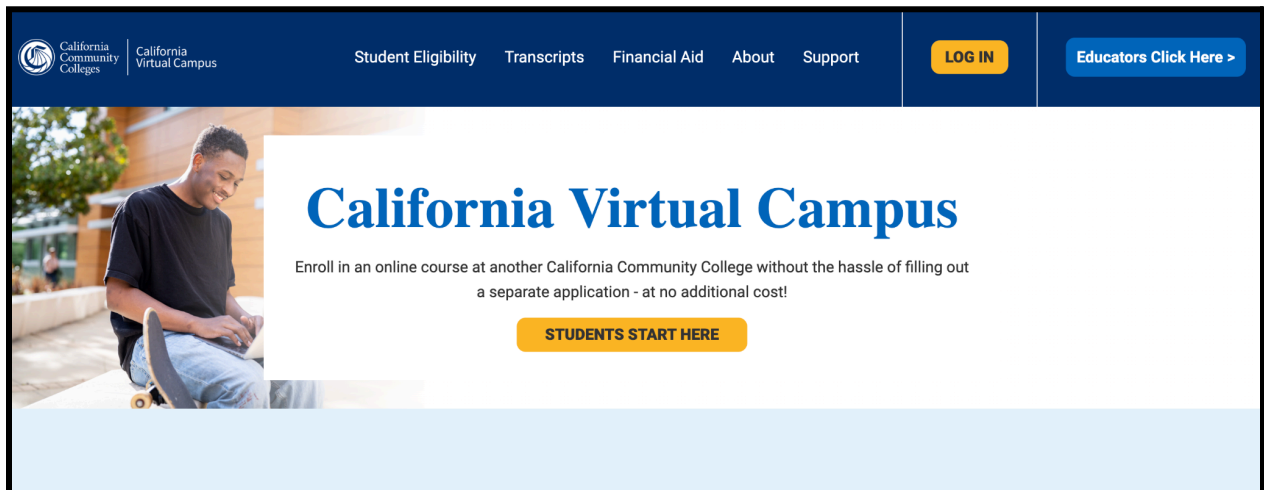
Log In

Step 1: Access the Login Page

Open a web browser and navigate to www.cvc.edu .

Locate the "Login" button in the top right corner of the webpage.

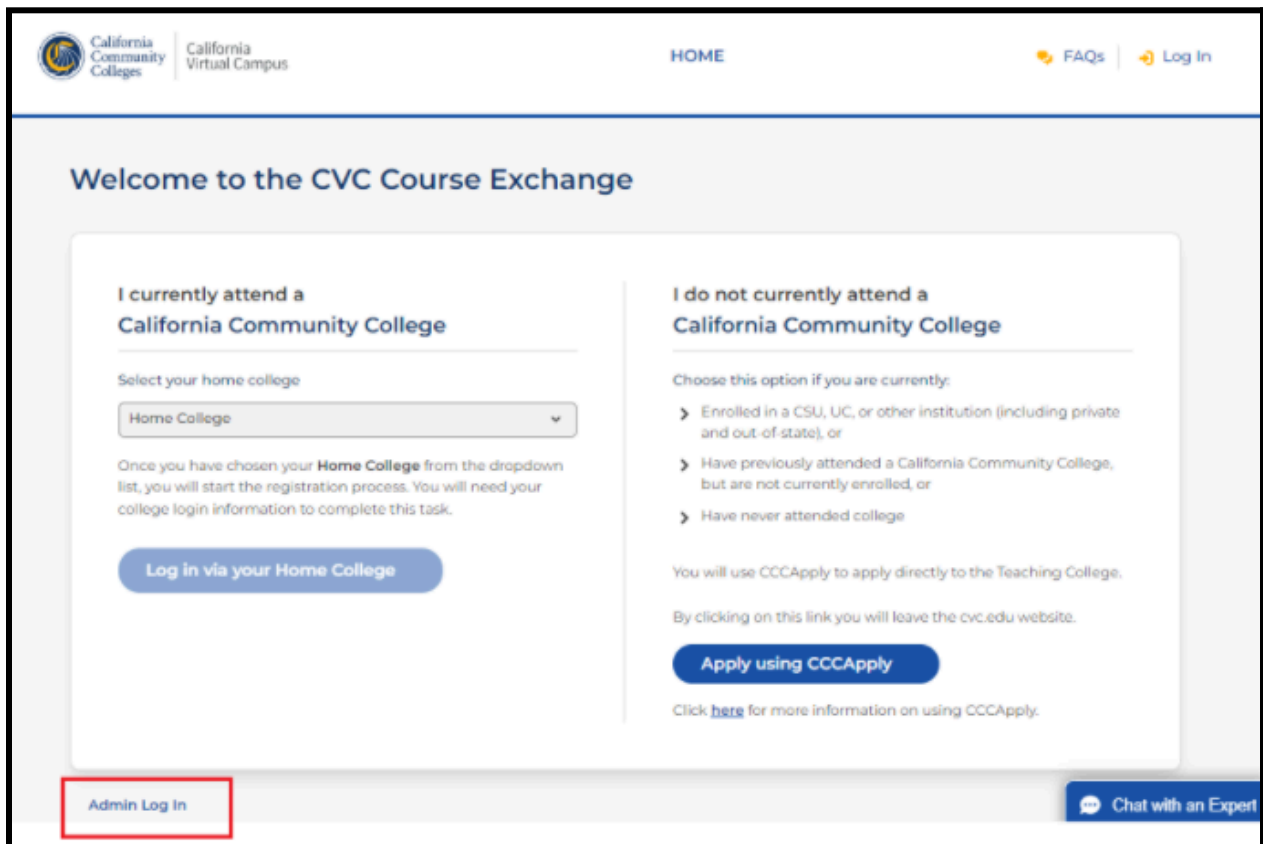
Click on the "Login" button to proceed.



Step 2: Locate Admin Log In

Upon clicking the "Login" button, you will be redirected to a new page titled "Welcome to the CVC Course Exchange."

Find the "Admin Login" option located at the bottom left side of the page.



The screenshot displays the "Welcome to the CVC Course Exchange" page. At the top left is the California Community Colleges logo and "California Virtual Campus". At the top right are "HOME", "FAQs", and "Log In" links. The main heading is "Welcome to the CVC Course Exchange". Below this are two columns of options. The left column is for users who "currently attend a California Community College" and includes a dropdown menu for "Home College" and a "Log in via your Home College" button. The right column is for users who "do not currently attend a California Community College" and lists three conditions: being enrolled in a CSU/UC, having previously attended a CVC, or never attending college. It includes an "Apply using CCCApply" button and a link to "here" for more information. At the bottom left, the "Admin Log In" button is highlighted with a red rectangular box. At the bottom right, there is a "Chat with an Expert" button.

Step 3: Log Into the Admin Dashboard

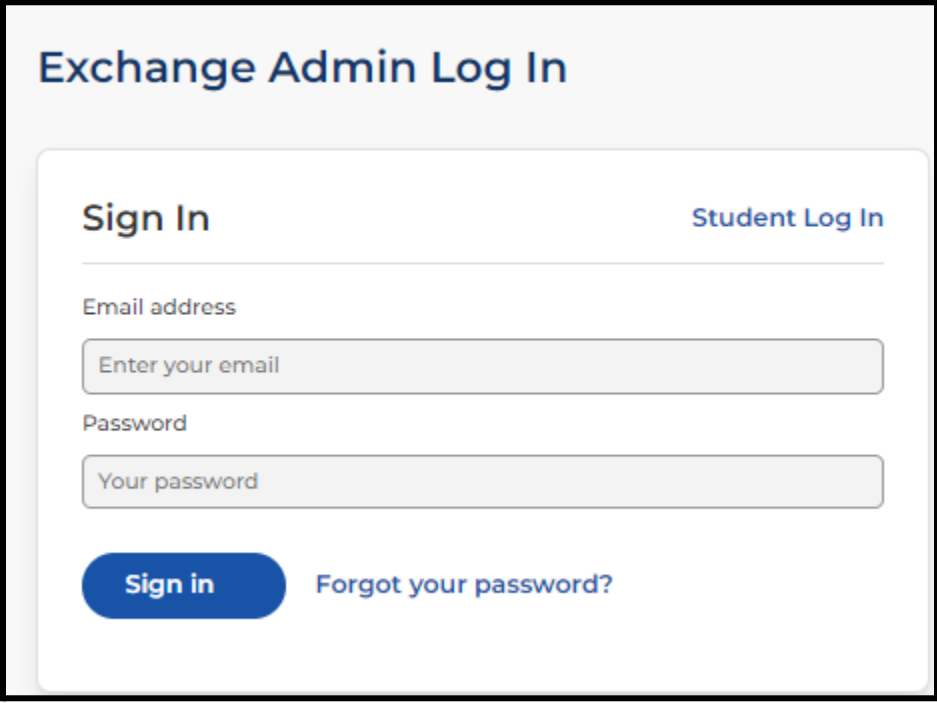
Click on the "Admin Login" option.

You will be directed to the "Exchange Admin Login" page.

Enter your registered email address and password in the respective fields.

Click on the "Sign In" button to authenticate your credentials.

If you need an admin account, please contact CVC support at support@cvc.edu.



Exchange Admin Log In

Sign In [Student Log In](#)

Email address

Password

[Sign in](#) [Forgot your password?](#)

Step 4: Navigate the Dashboard

After successful authentication, you will be taken to the Admin Dashboard.

The Admin Dashboard will contain four main tabs at the top: Settings, Course, Enrollment, and Report.

Each tab will display various options and functionalities related to its category.

All tabs and their respective options will be accessible on the same page for convenient navigation.

Explore the different tabs and options to manage settings, courses, enrollments, and generate reports as needed. Explanations of the tabs used by colleges are provided in this guide.

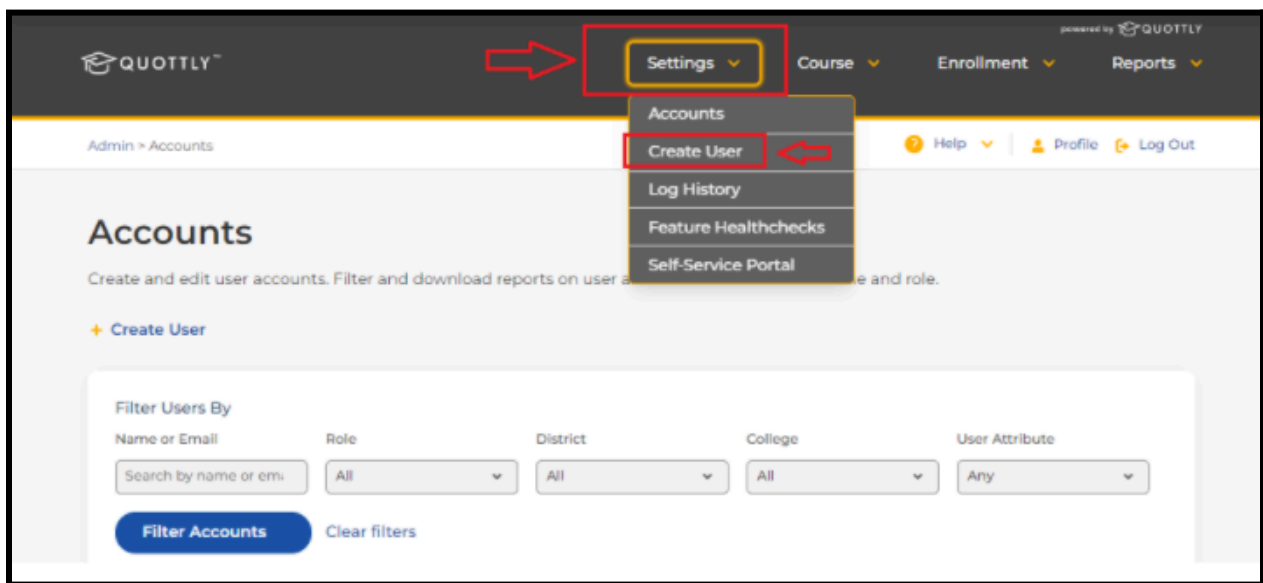
The screenshot displays the Administrator Dashboard for CVC Exchange. At the top, there is a navigation bar with four tabs: Settings, Course, Enrollment, and Reports. Below the navigation bar, the user is identified as 'Admin' and is signed in successfully. The main content area is titled 'Administrator Dashboard for CVC Exchange' and is organized into three columns of options. The 'Settings' column includes 'Accounts', 'Create User', 'Log History', and 'Feature Healthchecks'. The 'Course Management' column includes 'Exchange Courses', 'Sections', 'Session Management', 'CSV Validation', and 'Requirements'. The 'Cross Registration Management' column includes 'Enrollments' and 'CCCApply Counts'. Red arrows point from the 'Settings', 'Course Management', and 'Cross Registration Management' tabs to their respective columns.

Creating a New Admin User

Step 1: Access User Creation

After successfully logging into the CVC Exchange platform following the steps provided in the previous section, navigate to the "Settings" tab located on the top navigation bar. From the dropdown menu under the "Settings" tab, select the second option labeled "Create User."

Note: Not all admins have this functionality.



Step 2: Navigate New User Page

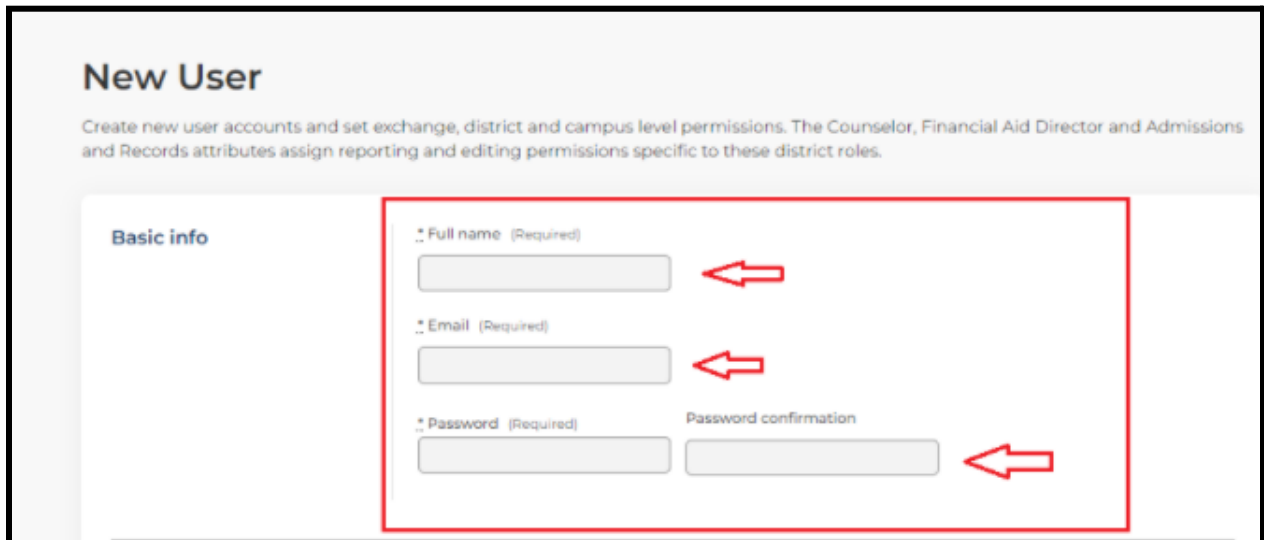
Upon clicking on "Create User," you will be directed to the "New User" page.

On this page, you will be prompted to provide the following basic information for the new user:

Full Name

Email Address

Password (and confirmation)



New User

Create new user accounts and set exchange, district and campus level permissions. The Counselor, Financial Aid Director and Admissions and Records attributes assign reporting and editing permissions specific to these district roles.

Basic info

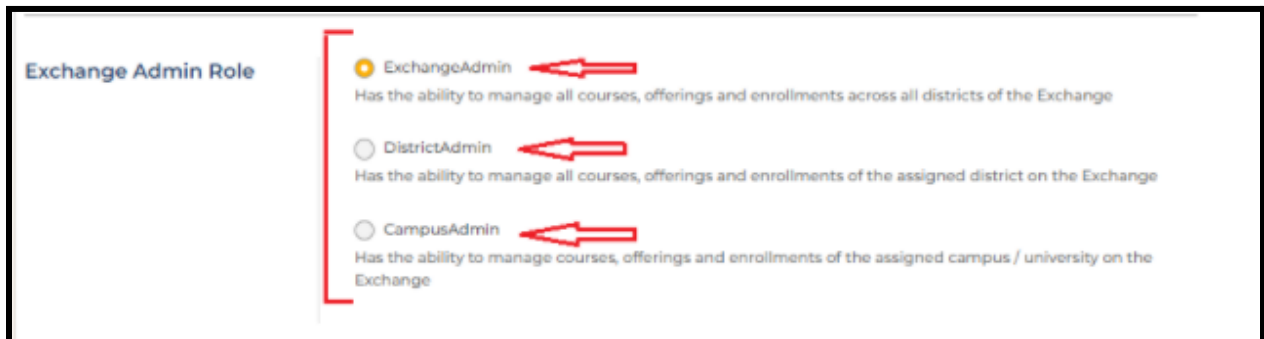
- * Full name (Required)
- * Email (Required)
- * Password (Required)
- Password confirmation

Additionally, you will need to select the type of role for the user from the following options:

Exchange Admin: Manages all course offerings and enrollments across all districts of the exchange.

District Admin: Manages course offerings and enrollments of the assigned district on the exchange.

Campus Admin: Manages course offerings and enrollments of the assigned campus/university of the exchange.



Exchange Admin Role

- ExchangeAdmin
Has the ability to manage all courses, offerings and enrollments across all districts of the Exchange
- DistrictAdmin
Has the ability to manage all courses, offerings and enrollments of the assigned district on the Exchange
- CampusAdmin
Has the ability to manage courses, offerings and enrollments of the assigned campus / university on the Exchange

Step 3: Select Attributes

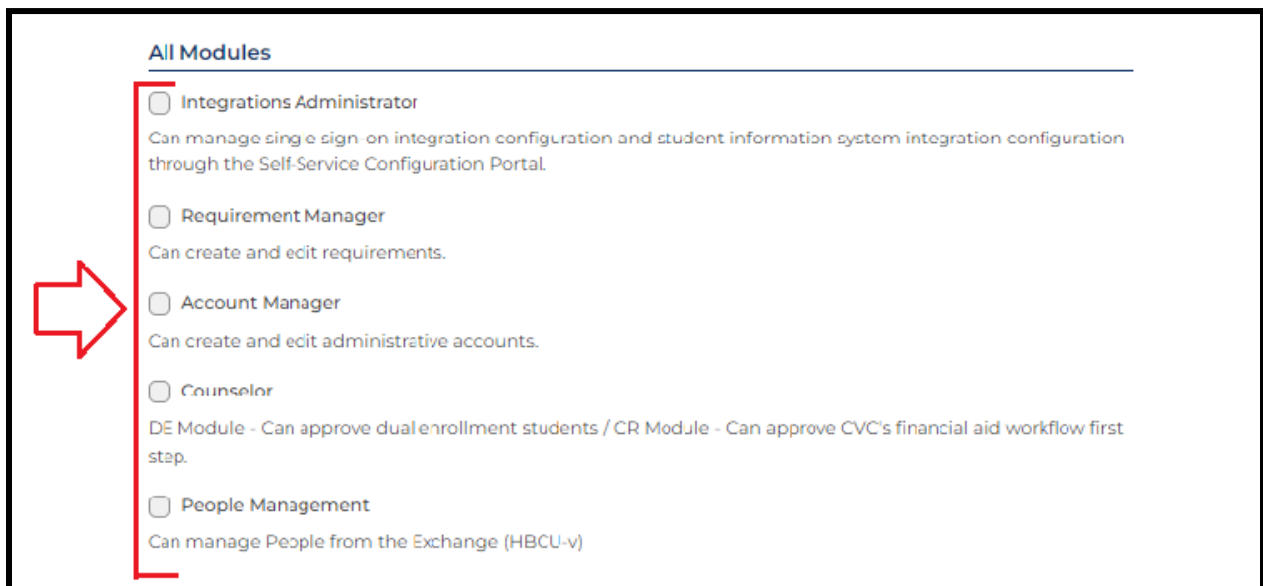
After selecting the role, proceed to the "Attributes" section where you can further customize the user's permissions and access within the platform.

The attributes in the CVC Exchange platform offer different functionalities and features tailored to specific administrative tasks and processes.

Each module may have additional attributes or options that further define the user's permissions and responsibilities within that particular module. For example:

All Modules Attributes:

- Integration Admin: Responsible for managing integration processes between different systems or platforms.
- Requirement Manager: Manages academic and administrative requirements for course offerings and enrollments.
- Counselor: Provides counseling services to students regarding course selection, academic planning, and transfer options.
- People Management: Handles user management, permissions, and access control within the platform.

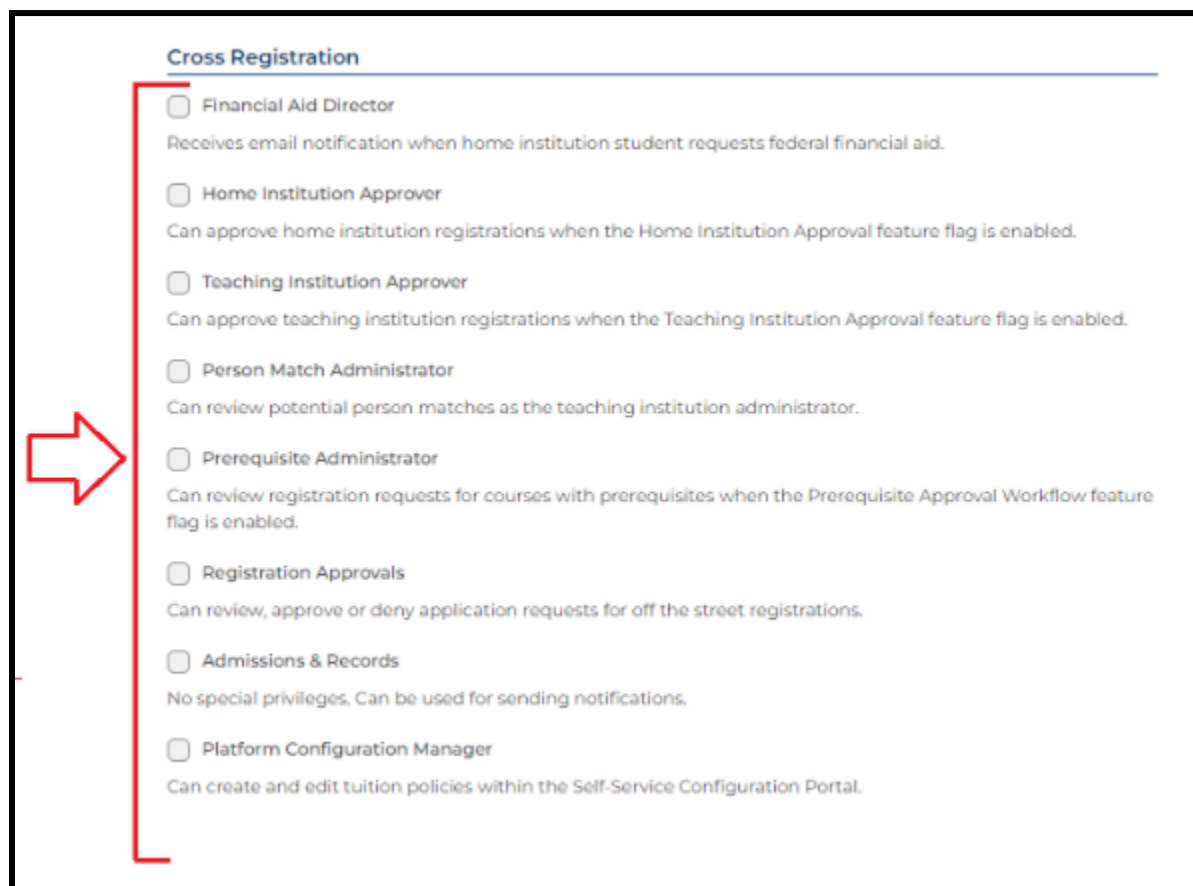


The screenshot shows a list of modules under the heading "All Modules". A red arrow points to the "Account Manager" attribute. The list includes:

- Integrations Administrator
Can manage single sign on integration configuration and student information system integration configuration through the Self-Service Configuration Portal.
- Requirement Manager
Can create and edit requirements.
- Account Manager
Can create and edit administrative accounts.
- Counselor
DE Module - Can approve dual enrollment students / CR Module - Can approve CVC's financial aid workflow first step.
- People Management
Can manage People from the Exchange (HBCU-v)

1. Cross Registration Attributes:

- Financial Aid Director: Manages financial aid-related processes for cross-registered students.
- Home Institution Approver : Approves cross-registration requests from students' home institutions.
- Teaching Institution Approver: Approves cross-registration requests from teaching institutions offering the courses.
- Person Match Administrator: Can review potential person matches as the teaching institution administrator.
- Prerequisite Administrator: Can review registration requests for courses with prerequisites when the Prerequisite Approval Workflow feature flag is enabled.
- Registration Approvals: Can review, approve or deny application requests for off the street registrations.
- Admissions & Records: No special privileges. Can be used for sending notifications.
- Platform Configuration Manager: Can create and edit tuition policies within the Self-Service Configuration Portal.

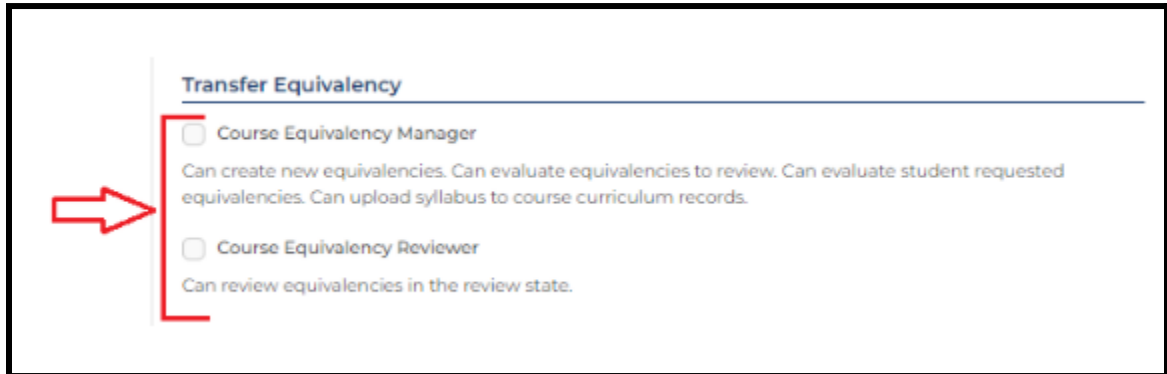


The screenshot shows a configuration page titled "Cross Registration" with a list of roles and their permissions. A red arrow points to the "Prerequisite Administrator" option.

Role	Description
<input type="checkbox"/> Financial Aid Director	Receives email notification when home institution student requests federal financial aid.
<input type="checkbox"/> Home Institution Approver	Can approve home institution registrations when the Home Institution Approval feature flag is enabled.
<input type="checkbox"/> Teaching Institution Approver	Can approve teaching institution registrations when the Teaching Institution Approval feature flag is enabled.
<input type="checkbox"/> Person Match Administrator	Can review potential person matches as the teaching institution administrator.
<input type="checkbox"/> Prerequisite Administrator	Can review registration requests for courses with prerequisites when the Prerequisite Approval Workflow feature flag is enabled.
<input type="checkbox"/> Registration Approvals	Can review, approve or deny application requests for off the street registrations.
<input type="checkbox"/> Admissions & Records	No special privileges. Can be used for sending notifications.
<input type="checkbox"/> Platform Configuration Manager	Can create and edit tuition policies within the Self-Service Configuration Portal.

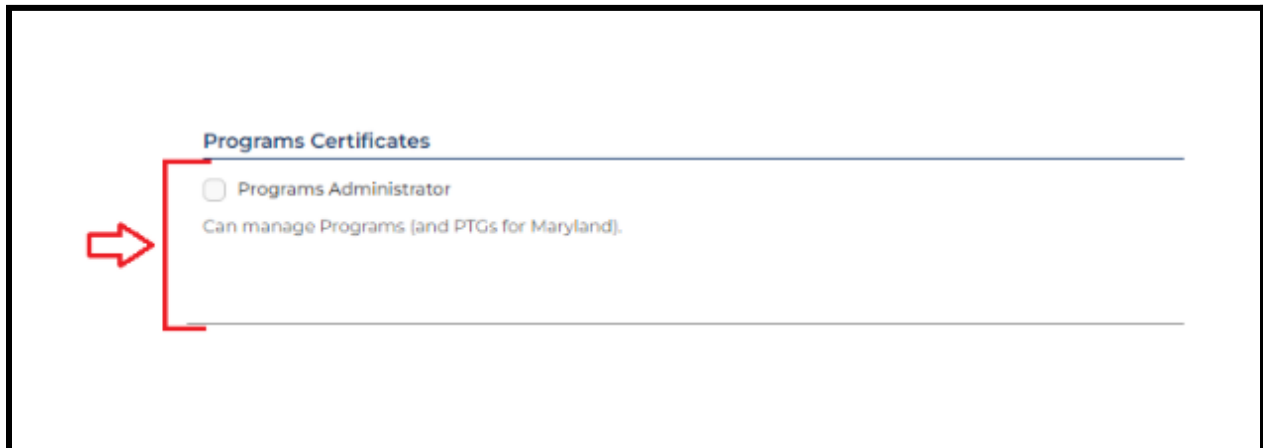
2. Transfer Equivalency Attributes

- Course Equivalency Manager: Can create new equivalencies, evaluate equivalencies to review, evaluate student requested equivalencies, upload syllabus to course curriculum records.
- Course Equivalency Reviewer
- Can review equivalencies in the review state.



3. Program Certificates

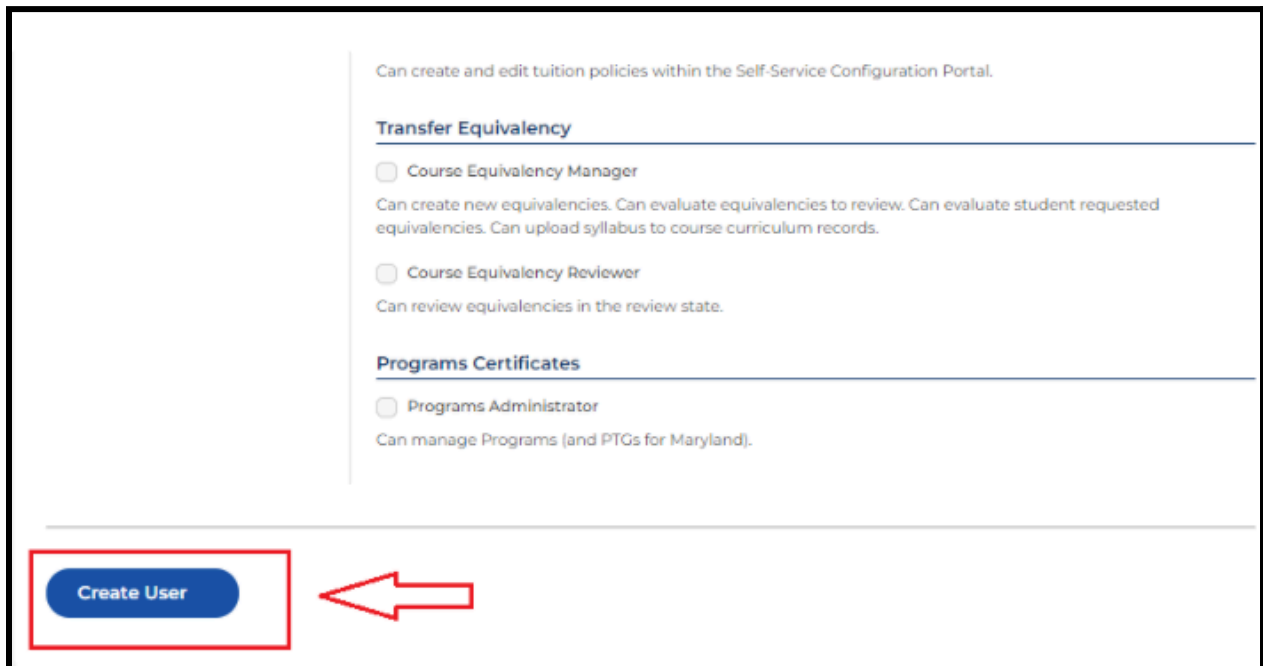
- Programs Administrator: Can manage Programs (and PTGs for Maryland).



Step 4: Create the User

Once you have provided all necessary information and selected the desired attributes, click on the "Create User" button to finalize the user creation process.

The new user will be added to the CVC Exchange platform with the specified roles and attributes.



Can create and edit tuition policies within the Self-Service Configuration Portal.

Transfer Equivalency

Course Equivalency Manager
Can create new equivalencies. Can evaluate equivalencies to review. Can evaluate student requested equivalencies. Can upload syllabus to course curriculum records.

Course Equivalency Reviewer
Can review equivalencies in the review state.

Programs Certificates

Programs Administrator
Can manage Programs (and PTGs for Maryland).

Create User ←

Reports

Sections Report

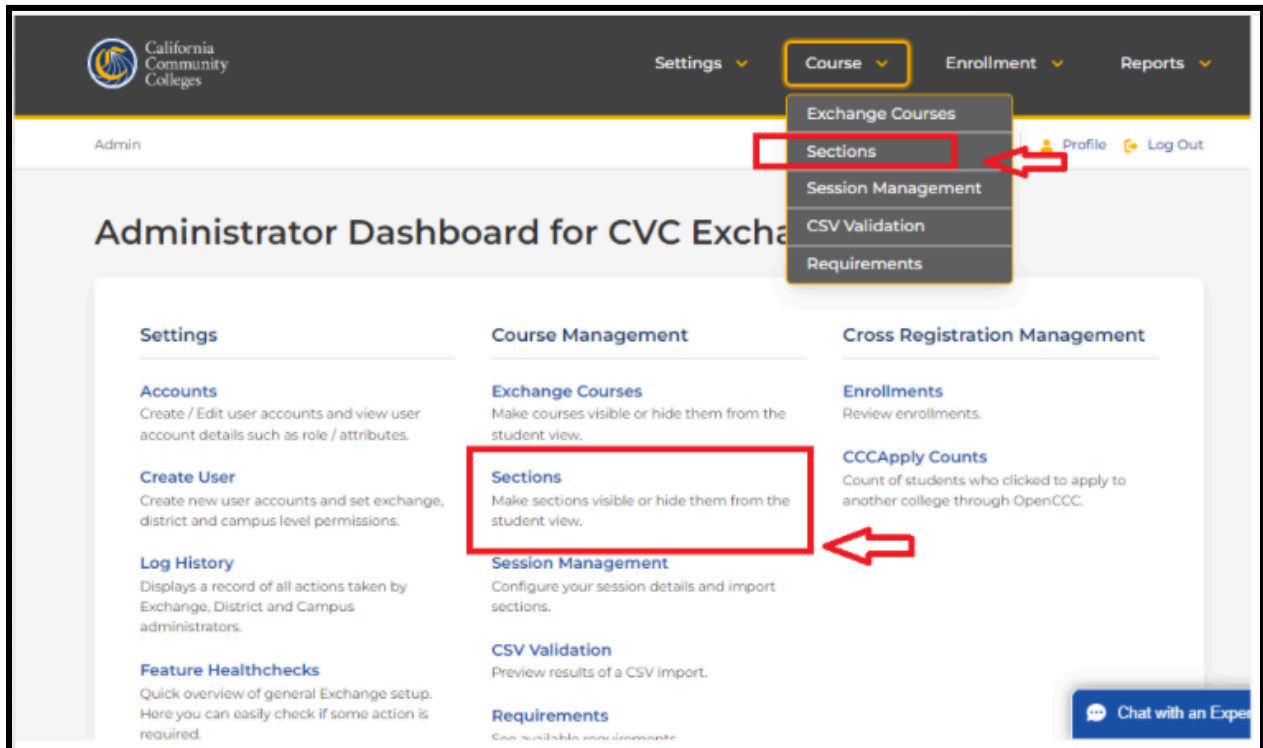
Step 1: Log In

Log in to the dashboard mentioned in the previous sections.

Step 2: Find Sections Tab

Click on the "Course" tab located at the top right corner.

Then, click on "Sections" from the dropdown or you can directly access the "Sections" option in the course column.



Step 3: Select Campus

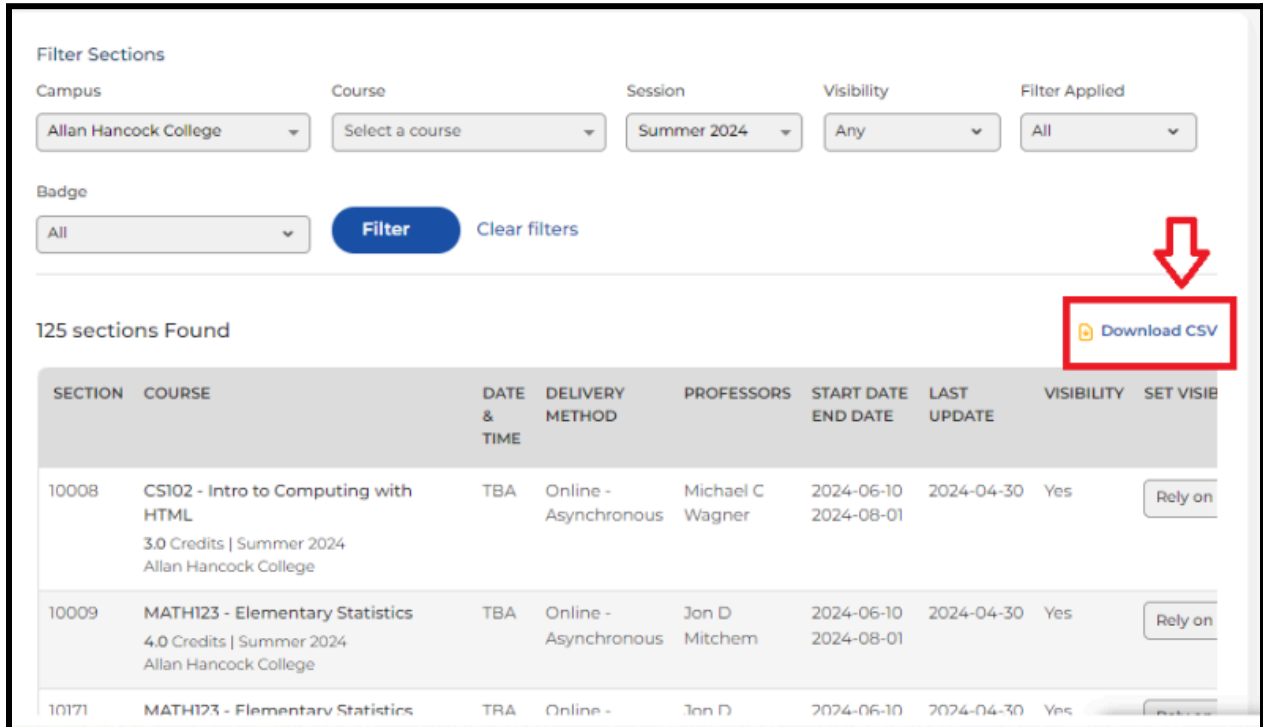
In the filter options, select the campus in the "Campus" option.

Optionally, you can type the course you want to search. If you wish to download the entire list of sections, leave this option blank. Proceed to the "Session" option and select the session (e.g., Fall/Summer/Spring). Optionally, you can select the visibility option from "Any/Hidden/Visible," and optionally, you can select "Yes/No/All" in the "Filter Applied" option. Additionally, you can select the badge in the "Badge" option and click on "Filter."

The screenshot shows the 'Sections' filter interface. At the top, the title 'Sections' is displayed, followed by the subtitle 'This report displays the list of Sections.' Below this is a 'Filter Sections' section with five dropdown menus: 'Campus' (set to 'Allan Hancock College'), 'Course' (set to 'ART103 (C-ID: ARTH110) Art History Ancient To Medieva'), 'Session' (set to 'Spring 2024'), 'Visibility' (set to 'Any'), and 'Filter Applied' (set to 'All'). A red line underlines these five dropdown menus. Below the dropdowns is a 'Badge' dropdown menu set to 'All', a blue 'Filter' button, and a 'Clear filters' link. A red box highlights the 'Filter' button. At the bottom of the filter section, the text 'Please perform a search to see results' is displayed, with a red arrow pointing upwards towards it. Red arrows also point down to each of the five dropdown menus in the 'Filter Sections' section.

Step 4: Download CSV

Based on the applied filters, the results will be displayed. You will see the "Download CSV" option in the right corner. Click on it.

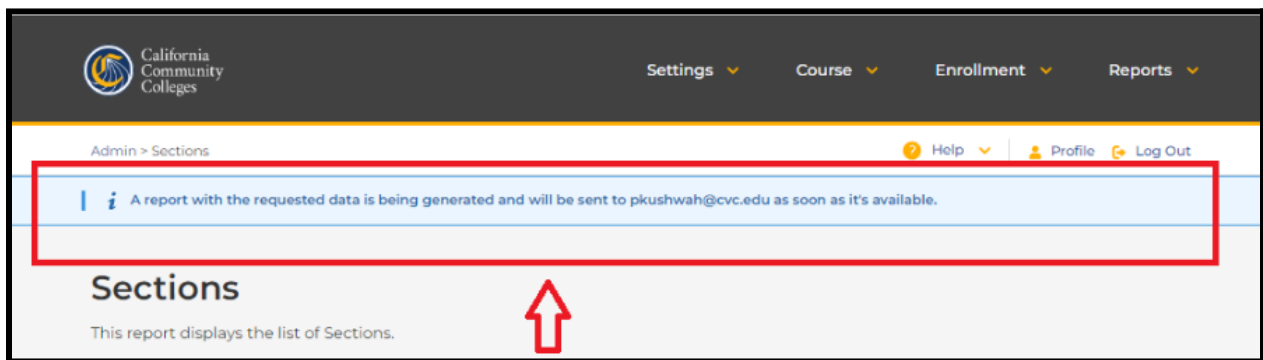


The screenshot shows the 'Filter Sections' interface. At the top, there are filters for Campus (Allan Hancock College), Course (Select a course), Session (Summer 2024), Visibility (Any), and Filter Applied (All). Below these is a 'Badge' filter set to 'All' and a blue 'Filter' button. A red arrow points down to a red-bordered box containing the 'Download CSV' button. Below the filters, it says '125 sections Found'. A table of sections is displayed with columns: SECTION, COURSE, DATE & TIME, DELIVERY METHOD, PROFESSORS, START DATE, END DATE, LAST UPDATE, VISIBILITY, and SET VIS. The first two rows are visible, showing details for CS102 and MATH123.

SECTION	COURSE	DATE & TIME	DELIVERY METHOD	PROFESSORS	START DATE	END DATE	LAST UPDATE	VISIBILITY	SET VIS
10008	CS102 - Intro to Computing with HTML 3.0 Credits Summer 2024 Allan Hancock College	TBA	Online - Asynchronous	Michael C Wagner	2024-06-10	2024-08-01	2024-04-30	Yes	Rely on
10009	MATH123 - Elementary Statistics 4.0 Credits Summer 2024 Allan Hancock College	TBA	Online - Asynchronous	Jon D Mitchem	2024-06-10	2024-08-01	2024-04-30	Yes	Rely on
10171	MATH123 - Elementary Statistics	TBA	Online -	Jon D	2024-06-10	2024-04-30	2024-04-30	Yes	Rely on

Step 5: Access Report via Email

After you click on "Download CSV" you'll see a message on your screen "A report with the requested data is being generated and will be sent to your email ID as soon as it's available." Now you can find your report in your email.



The screenshot shows the 'Sections' page in the system. At the top, there is a navigation bar with the California Community Colleges logo and menu items: Settings, Course, Enrollment, and Reports. Below the navigation bar, there is a breadcrumb trail 'Admin > Sections' and a 'Help' dropdown. A red-bordered box highlights a notification message: 'A report with the requested data is being generated and will be sent to pkushwah@cvc.edu as soon as it's available.' Below the notification, the page title 'Sections' is displayed, followed by the text 'This report displays the list of Sections.' A red arrow points up to the notification message.

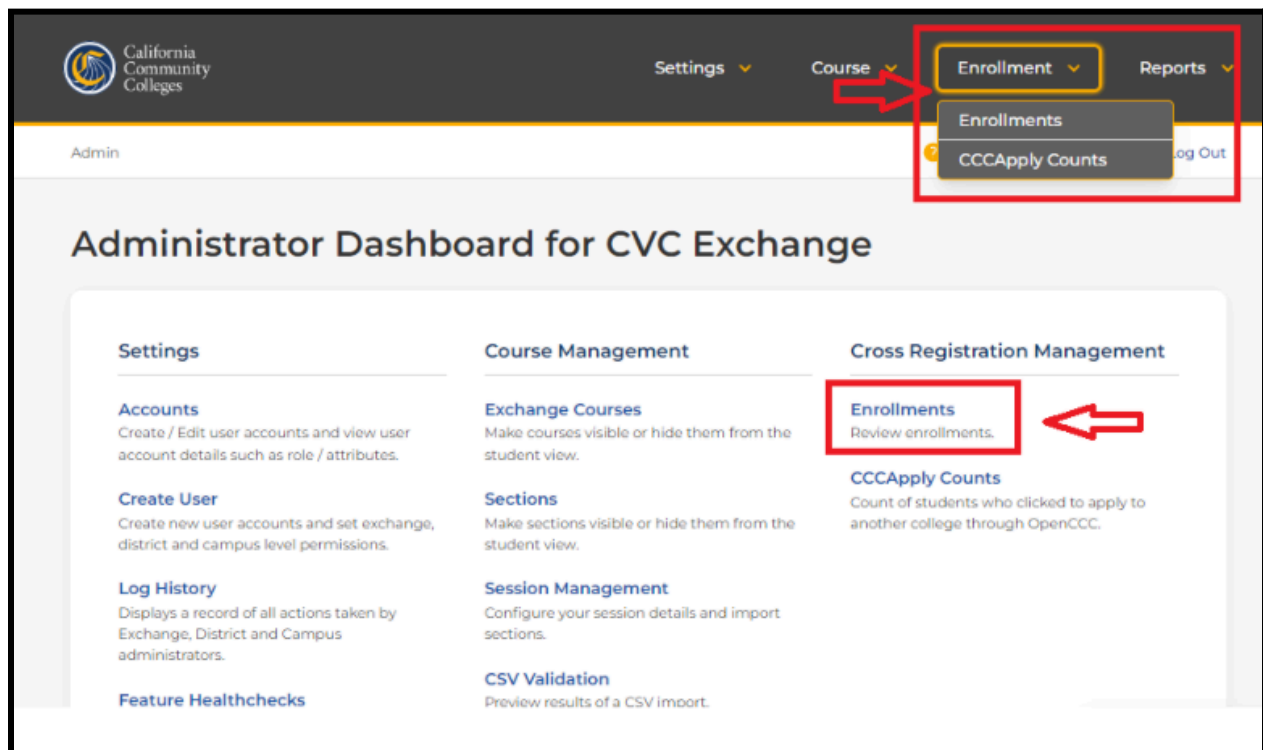
Enrollment Report

Step 1: Log In

Follow Step 1 mentioned in the previous section.

Step 2: Find Enrollment Tab

Go to the "Enrollment" tab and click on it. Then, click on the "Enrollment" option from the dropdown menu, or click on "Enrollment" in the course registration management.



Step 3: Apply Filters

These filters are briefly explained below. Additional filters to become available.

- **Date From and Date To:** These filters allow you to specify a date range for the data you want to include in the report.
- **Home College:** This filter allows you to select the home college(s) for which you want to generate the report.

- **Teaching College:** Similar to the home college filter, the teaching college filter allows you to select the college(s) where courses are being taught.
- **Changed in Validation:** This filter typically refers to changes made to data during the validation process. By applying this filter, you can include or exclude records based on whether they have been changed during the validation process
- **Updated Residency Value:** This filter relates to updates made to the residency status of students. Residency status is significant in education for determining tuition fees, eligibility for financial aid, and other factors. When applying this filter, you can include or exclude records based on whether the residency status of students has been updated.
- **Enrollment/Application Status:** Select the tool tip to learn more about each status.

CVC Exchange Student Enrollment Details Report

This report displays the details for all applications.

Filter Enrollments

Date from	Date to	Home College	Teaching College	Enrollment / Application Status
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/> <input type="text" value="AER Form submitted"/> <input type="text" value="Application denied"/> <input type="text" value="Cancelled"/>
Changed in Validation	Updated Residency Value	Student	Course	Student email
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Search by student"/>	<input type="text" value="Search by course"/>	<input type="text" value="Search by student emc"/>
Session	Section Start Date From	Section Start Date To	Section End Date From	Section End Date To
<input type="text" value="All"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

Requested Financial Aid

[Filter](#) [Clear filters](#)

Step 4: Click on "Filter."

CVC Exchange Student Enrollment Details Report

This report displays the details for all applications.

Filter Enrollments

Date from: mm/dd/yyyy | Date to: mm/dd/yyyy | Home College: All | Teaching College: All | Enrollment / Application Status: All, AER Form submitted, Application denied, Cancelled

Changed in Validation: All | Updated Residency Value: All | Student: Search by student | Course: Search by course | Student email: Search by student email

Session: All | Section Start Date From: mm/dd/yyyy | Section Start Date To: mm/dd/yyyy | Section End Date From: mm/dd/yyyy | Section End Date To: mm/dd/yyyy

Requested Financial Aid

Filter | Clear filters

Step 5: Download CSV

Now, the results will be displayed on the screen. Click on "Download CSV."

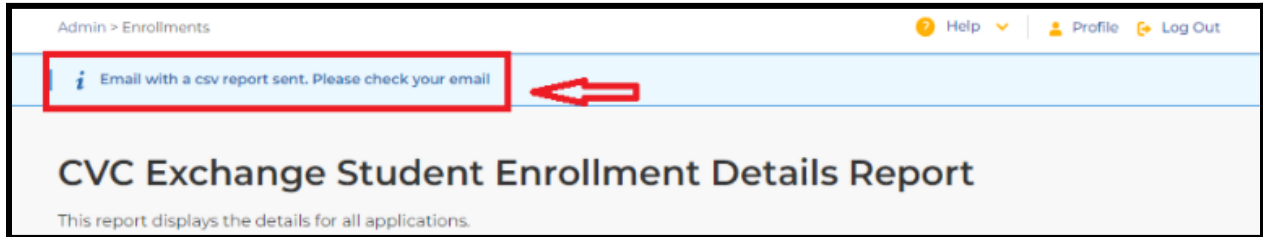
65439 Enrollments Found

[Download CSV](#)

STATUS	STUDENT	CREATED	RESIDENCY INFO	TEACHING COURSE	HOME COLLEGE	TEACHING COLLEGE	VIEW
Validated & Registered	Bandhavya Parvathaneni bandhavyap@gmail.com ID: CUL5694	2024-04-09 10:36:20 PDT	- 2024-04-09 - N/A	MUS133 - Music Appreciation 3.0 Units - Summer 2024	Rio Hondo College	Rio Hondo College	Details
Validated & Registered	Bandhavya Parvathaneni bandhavyap@gmail.com ID: CUL5694	2024-04-09 09:11:12 PDT	- 2024-04-09 - N/A	ANTH102 - Introduction to Cultu... 3.0 Units - Summer 2024	Rio Hondo College	Rio Hondo College	Details
Validated & Registered	Juliette Mayumi Breen juliettebreen00@gmail.com ID: BJQ8642 SIS ID: 30023590	2024-04-27 19:50:52 PDT	2024-04-28 - Y 2024-04-30 - N/A	MATH185 - Single Variable Calcu... 4.0 Units - Summer 2024	Berkeley City College	Santa Ana College	Details
Validated & Registered	Juliette Mayumi Breen juliettebreen00@gmail.com ID: BJQ8642 SIS ID: 30023590	2024-04-22 17:09:17 PDT	2024-04-23 - Y 2024-04-23 - N/A	MATHP208 - Introduction to Lin... 4.0 Units - Summer 2024	Berkeley City College	Porterville College	Details
Validated & Registered	Lena Clare Daitch lenadaitch1025@gmail.com ID: CJF4430	2024-04-17 00:16:06 PDT	2024-04-17 - Y 2024-04-17 - N/A	MUSCB27 - History of Rock and ... 3.0 Units - Summer 2024	Cuesta College	Bakersfield College	Details

Step 6: Access Report via Email

You will see a confirmation alert stating, "Email with a CSV report sent. Please check your email." Now you can find the report in your email.



The screenshot displays a web application interface. At the top left, the breadcrumb "Admin > Enrollments" is visible. On the top right, there are links for "Help", "Profile", and "Log Out". A light blue notification banner at the top contains an information icon and the text "Email with a csv report sent. Please check your email". A red arrow points to this notification. Below the banner, the main heading reads "CVC Exchange Student Enrollment Details Report", followed by the subtext "This report displays the details for all applications."

Prerequisite Approval

If you are a campus admin and have the attribute “Prerequisite Administrator” you will approve prerequisites through a set workflow.

When a student attempts to register for a section with a prerequisite, they will be enrolled at the Teaching College but the registration will be put on hold pending clearance of the prerequisite. The “Prerequisite Administrator” at the Teaching College will receive an email indicating that the student would like to register.

Step 1: Find Student Request

Log in to the Admin Dashboard and navigate to the “Enrollments” section. Next, filter the Enrollment Status for “Prerequisite Pending Review.”

CVC Exchange Student Enrollment Details Report
This report displays the details for all applications.

Filter Enrollments

Date from: Date to: Home College: Teaching College:

Enrollment / Application Status: Changed in Validation: Updated Residency Value: Student / course name:

Student email: Session: [Filter](#) [Clear filters](#)

8 Enrollments Found [Download CSV](#)

STATUS	STUDENT	CREATED	RESIDENCY INFO	TEACHING COURSE	HOME COLLEGE	TEACHING COLLEGE	VIEW
Prerequisite pending review	Test100, Ventura vent100@iquottyinc.com ID: VENT100 SIS ID: VENT10082	2022-06-03 10:57:42 PDT	2022-06-03 - Y	MATH1090 - Trigonometry 3.0 Units - Fall 2022	Ventura College	Banner Sandbox	Details

Step 2: Approve/Deny Student Request

Click on “Student Details” and review the unofficial transcript and the identified course that meets the prerequisite.

If the prerequisite is approved, the administrator will need to remove any restriction in the campus SIS and then approve the prerequisite on the Admin Dashboard. The registration process will then continue and the student will be notified of their registration into the course.

Note: If the prerequisite is approved in the Admin Dashboard before removing restrictions in the SIS, the registration will fail.

Note: If the pre-req is not cleared before the first day of class, the student will be dropped.

If the prerequisite is denied, the administrator will mark the student as ineligible in the CVC Admin Dashboard and provide notes as to why the prerequisite was not approved. The student will then be notified via email of the declined status.

Student Enrollment Details

This report displays the details of the student enrollment.

Student / Enrollment Information		Teaching College Course & Section	
Test100, Ventura	vent100@quottyinc.com CCCID: VENT100	Banner Sandbox	
Home College SIS ID: VENT10082	Teaching College SIS ID: N00050880	MATH1090 - Trigonometry	3.0 credits
Residency Information		Term: Fall 2022	
Original date reported - Value: 2022-06-03 10:58:30 PDT - Y		CRN: 10062	
Updated date reported - Value: -		Section Start Date: August 1 2022	
Creation date	Enrollment date	Section End Date: December 23 2022	
2022-06-03 10:57:42 PDT	2022-06-03 10:58:34 PDT	Professor(s): James Flanagan	
Paid through Exchange	Financial Aid requested		
No	No		
Enrollment status			
Prerequisite pending review			
Prerequisite upload			
Test Document 2.pdf (no virus found)			
Comparable Prerequisite Courses			
MATH 123			

[Approve student Prerequisites](#)

[Mark Student as ineligible](#)

Residency Validation/Billing

A student's residency status for the Exchange is determined by either pulling the information from the Home College or by the student self-selecting their residency status in the enrollment form. These options depend on the college integration.

For students that self-select that they are residents at the Home College, they will be put into a pending status for the Home College to approve residency. To access that workflow, please follow the steps below.

Step 1: Find Student Request

After logging into the Admin Dashboard, navigate to the Enrollments page. From there, filter by "Registered and Pending Validation." You will then see a list of students that need validation.

STATUS	STUDENT	CREATED	RESIDENCY INFO	TEACHING COURSE	HOME COLLEGE	TEACHING COLLEGE	VIEW
Registered & Pending Validation Validate	SHERRI LYNN COLE 1sherricole@gmail.com ID: ACC1716 SIS ID: 1826352	2024-07-11 21:14:59 PDT	2024-07-12 - Y -	ESI - INTRODUCTION TO ETHNIC ST... 3.0 Units - Fall 2024	Sierra College	Saddleback College	Details

Step 2: Approve/Deny Residency

Select the residency type that matches the student record at your college.

Student Information (Registered)

For tuition purposes, are you able to validate based on the last known status that this student qualifies for resident fees or non-resident fees?

Note: When a student is billed out-of-state tuition but claims they are a resident, the CVC support team may reach out to the Home College to verify a student's residency. If validated, the support team will then ask the Teaching College to rebill the student, and will update the student fees in the Exchange.

Person Match Verification

If you are a campus admin and have the attribute “Person Match Administrator” attribute, you will be able to make decisions about potential student records matches in your system. This is to prevent the creation of duplicate student records.

Note: If this feature is turned on for your college/district and the student in your SIS does not have a CCCID on their record, a secondary search match will be performed on the student’s a) first name; b) last name; and c) date of birth.

If there is a potential match in your SIS for the student, the student will be notified in the user interface that their application is under review and will be notified by email following review. The Person Match Administrator will also receive an automated email indicating that a potential match exists and a manual intervention needs to be taken on the Admin Dashboard. If no match is determined, the Person Match Administrator can create a new record.

Step 1: Find Student Record

After logging into the Admin Dashboard, navigate to the Enrollments screen and filter for “Pending Person Match.”

CVC Exchange Student Enrollment Details Report

This report displays the details for all applications.

Filter Enrollments

Date from: Date to: Home College: Teaching College:

Enrollment / Application Status: Changed in Validation: Updated Residency Value: Student / course name:

Student email: Session: [Filter](#) [Clear filters](#)

1 Enrollment Found [Download CSV](#)

STATUS	STUDENT	CREATED	RESIDENCY INFO	TEACHING COURSE	HOME COLLEGE	TEACHING COLLEGE	VIEW
Pending person match	Angel, Wendy sbcc7@quottlyinc.com ID: ZQSB007 SIS ID: N0005325	2022-11-01 09:29:13 PDT	2022-11-01 - Y -	ENGL102 - Critical Thinking And Li... 3.0 Units - Fall 2022	Santa Barbara City College	Glendale Community College	Details Match Student

Step 2: Approve/Deny Person Match

When the Person Match Administrator clicks on “Match Student”, they will see the following and be able to make a decision:

Student Registration Details

Home College Student ID: ZQSBC007 Term: Fall 2022

Application Information (Pending person match)

The following student has attempted to register for **Critical Thinking And Literary Analysis** at **Glendale Community College** and has been flagged as a potential person match. Please review the Student information from enrollment below and provide action as to use an existing person record in your student information system or create a new person record.

You can proceed by updating the student ID or creating a new user

Update teaching college Student Id

Student information from enrollment:

Name: Wendy Angel
Sex: -
Address: 1070 Innovation Way, Sunnyvale, 94089
Email: sbcc7@quottlyinc.com
Phone: -

Students with potential matches.

SELECT STUDENT ID OR ADD STUDENT ID

10116336

Enter the new student id

Use Existing Person & Enroll/Register

Create a new User (skip the student match)

Create New Person & Enroll/Register

If no match is found or if the student record is updated, the process moves forward to create the student record and process the registration. The student will then receive an email when the process has been completed.

Financial Aid/CCPG

Financial Aid

Students are able to request to use Financial Aid through the platform, after they have paid for the course. A student checks the 'I want to use Financial Aid' box and that triggers an automated email to the Home College administrator with the "Financial Aid" attribute.

The Financial Aid administrator can then proceed with their own process to determine eligibility and next steps.

CCPG

Eligible students must complete the Teaching College's CCPG application (link provided through the CVC Dashboard) or add the Teaching College school code to their FAFSA. Similarly, AB540/Dreamer students must complete the Teaching College's CCPG application or Dream Act application.

Setting Tuition

Administrators can use the Self-Service Configuration Portal to update their college tuition policy. Changes to the tuition policy should be configured on the Exchange prior to the open enrollment date for that term.

Step 1: Navigate to Tuition

After logging into the Admin Dashboard, navigate to the Self-Service Configuration Portal and scroll to Tuition Policies.

Admin > Self-Service Configuration Portal > Tuition Policies > New Tuition Policy

[< Back to list](#)

New Tuition Policy

Information

University
Banner Sandbox

Residency
Non-resident

Session
Fall 2023

Prices

Per hour price
36

automatically set the cost for all the below cost fields, doing $price * n \text{ hours}$. Requires SAVE

Cost for 0 hours
0.0

Cost for 1 hours
361.0

Cost for 2 hours
722.0

Cost for 3 hours
1083.0

Step 2: Set Tuition Rates

For the non-resident rate, please enter the total sum amount per unit. The remaining hours/units will be automatically calculated:

enrollment fee + tuition + capital outlay (if applicable)

As a reminder, this is a per course rate. The number of total hours/units will not be calculated should your district policy have a modified rate (e.g. 6> units).

Note: Any changes to the non-resident policy will require a confirmation of the resident policy. Please re-enter the resident tuition policy to \$46 per hour/unit (or \$31 per hour/unit for quarter colleges) so both policies are confirmed with a green check.

Fall 2023 Available for Cross Registration searches

<input checked="" type="checkbox"/> Resident Policy - Created	<input checked="" type="checkbox"/> Cost data entered	Edit Tuition Policy
<input checked="" type="checkbox"/> Non Resident Policy - Created	<input checked="" type="checkbox"/> Cost data entered	Edit Tuition Policy

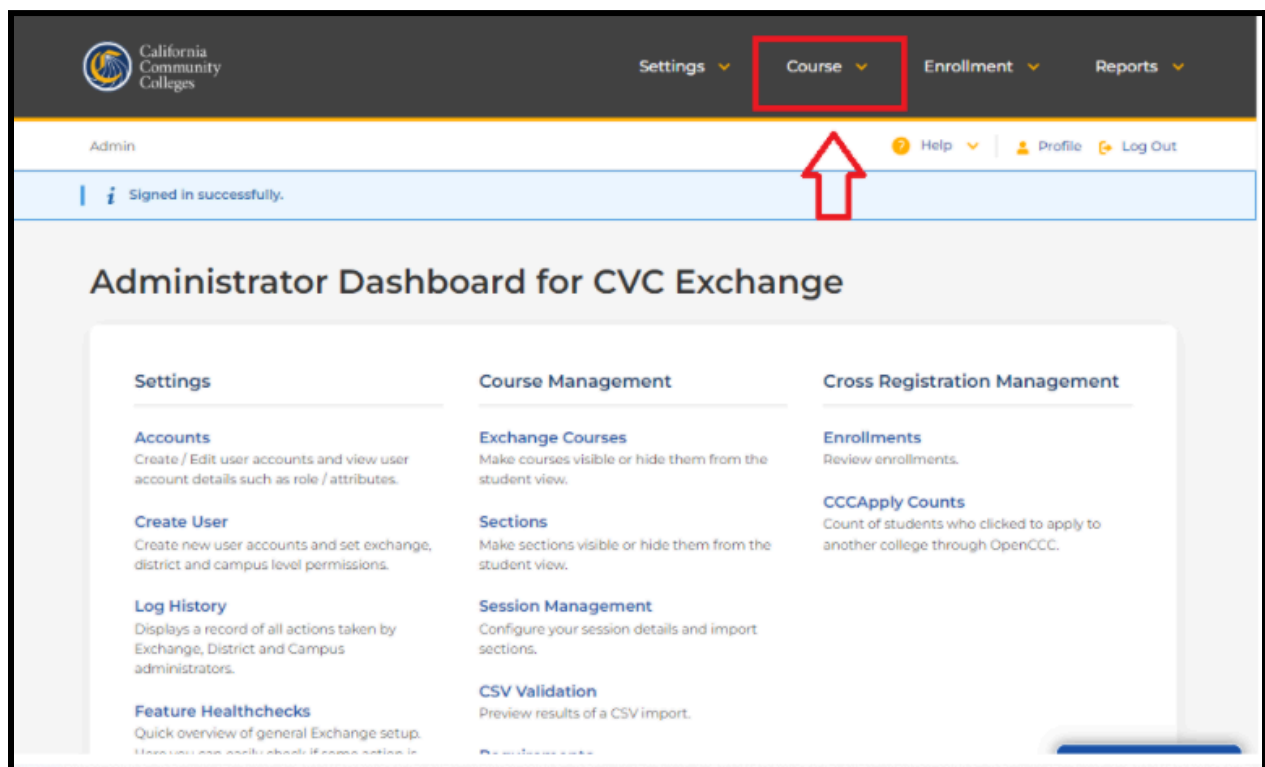
Session Management (Importing Courses)

Step 1: Login to the Admin Dashboard

After successfully logging into the CVC Exchange platform, follow the steps below.

Step 2: Access the Course Tab

After successfully logging in, locate and click on the "Course" tab in the top menu.



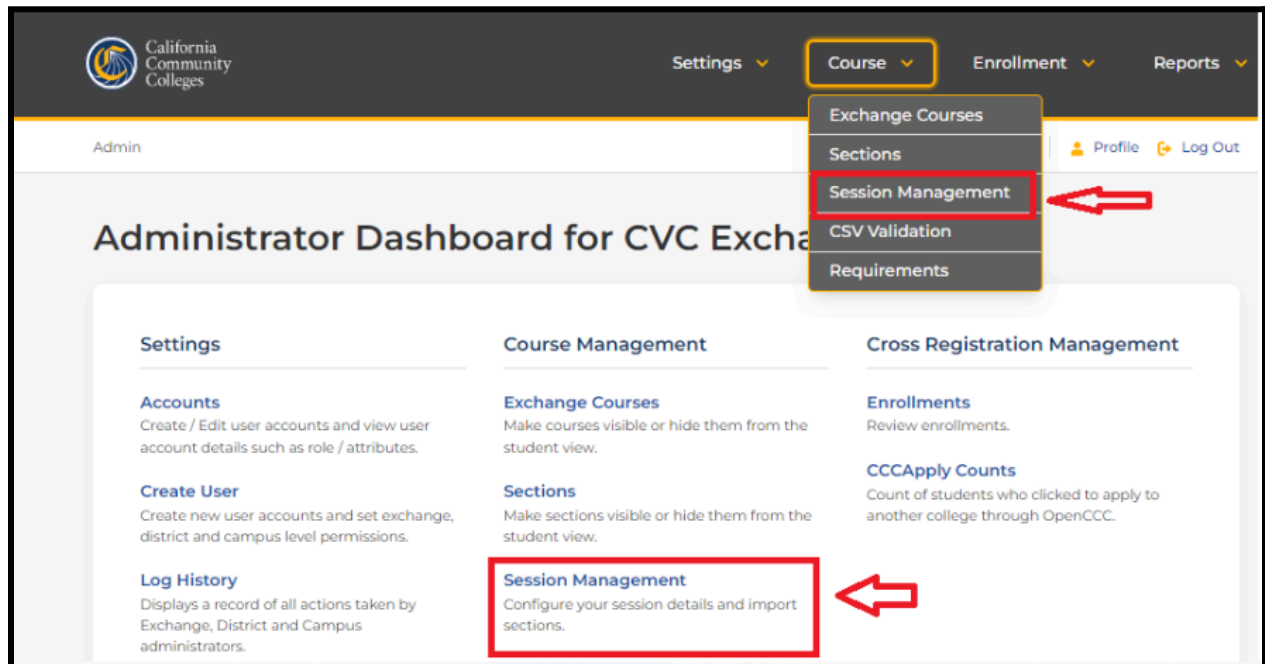
Step 3: Navigate to Session Management

Within the Course tab, find the dropdown menu.

From the dropdown menu, select "Session Management" and click on it.

You can also click on the Session Management in the Course Management column in the admin dashboard.

You will be redirected to the Session Management page.



Step 4: Filter

On the Session Management page, locate the filter criteria section.

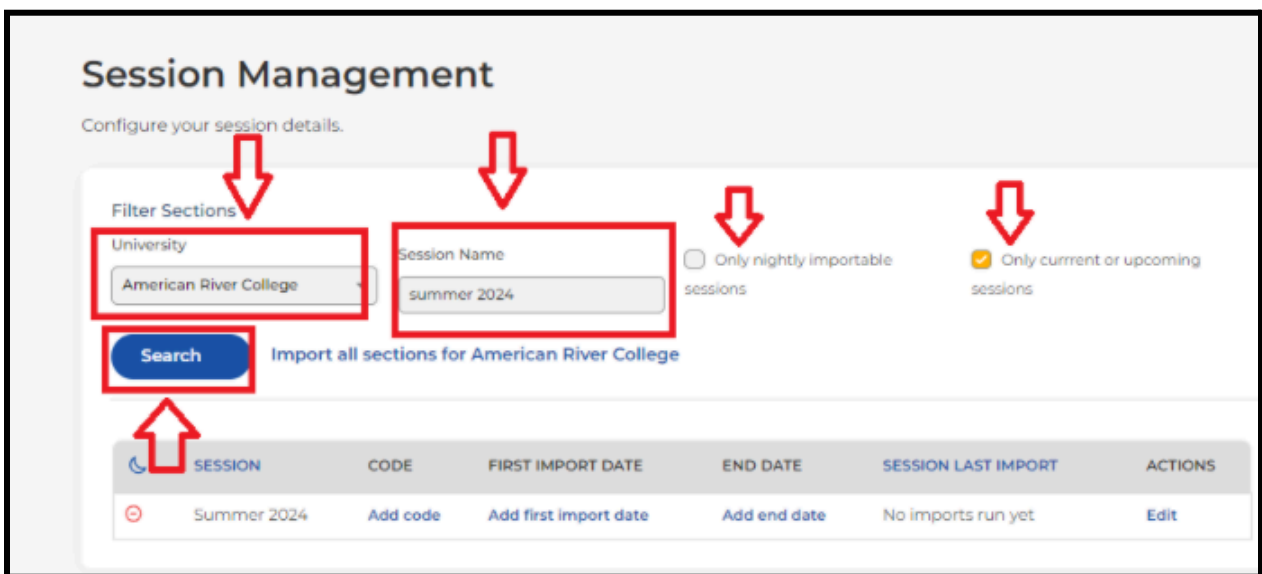
Select the university from the dropdown menu. (e.g "American River College")

Choose the session name (e.g., "Summer 2024") from another dropdown menu.

Optionally, check the boxes for "Only Nightly Importable" or "Only Current or Upcoming Sessions" based on your requirements.

Click on the "Search" button to apply the filter criteria.

Alternatively, you can click on "Import All Sections" to import all sections for the selected college.

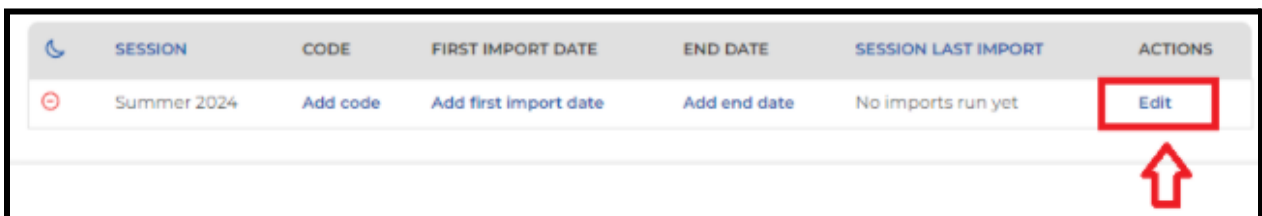


The screenshot shows the "Session Management" interface. At the top, it says "Configure your session details." Below this is a "Filter Sections" section with four main components: a "University" dropdown menu set to "American River College", a "Session Name" dropdown menu set to "summer 2024", a checkbox for "Only nightly importable sessions" which is unchecked, and a checkbox for "Only current or upcoming sessions" which is checked. Below the filters is a blue "Search" button and a link that says "Import all sections for American River College". Below the filter section is a table with the following columns: SESSION, CODE, FIRST IMPORT DATE, END DATE, SESSION LAST IMPORT, and ACTIONS. The table contains one row for "Summer 2024" with links for "Add code", "Add first import date", "Add end date", and "No imports run yet", and an "Edit" link in the ACTIONS column. Red arrows point to the University and Session Name dropdowns, the Search button, and the Edit link in the table.

Step 5: View Results

After applying the filter criteria or importing sections, the results will be displayed.

You can view information such as session, code, first import date, end date, session last import, and action. In the action column, locate and click on the "Edit" option.



SESSION	CODE	FIRST IMPORT DATE	END DATE	SESSION LAST IMPORT	ACTIONS
Summer 2024	Add code	Add first import date	Add end date	No imports run yet	Edit

Step 6: Edit Session Data

When you click on the "Edit" option, you will be redirected to a page where you can edit session data. You can modify/add details such as inventory start date, registration date, start date, end date, census date 1, census date 2, and session code.

After making the necessary changes, click on the "Save" button to save the information.

Explanation of Filter Criteria in Edit Session Data:

Inventory Import Start Date (REQUIRED): When course inventory import starts for the session

Registration Open Date (REQUIRED, Teaching Colleges only): When registration opens

Start Date (REQUIRED): Start date of the session

End Date: (REQUIRED): End date of the session

Census Date 1 (NOT REQUIRED): First census date for the session

Census Date 2 (NOT REQUIRED): Second census date for the session

Session Management - Summer 2024
Configure session information for **American River College**

Inventory Import Start Date	Registration Open Date	Start Date	End Date	Census Date 1	Census Date 2	Session Code
-	-	-	-	-	-	-
Last Session Import Job						

Edit session data

Inventory Import Start Date
MM DD YYYY

Registration Open Date
MM DD YYYY

Start Date
MM DD YYYY

End Date
MM DD YYYY

Census Date 1
MM DD YYYY

Census Date 2
MM DD YYYY

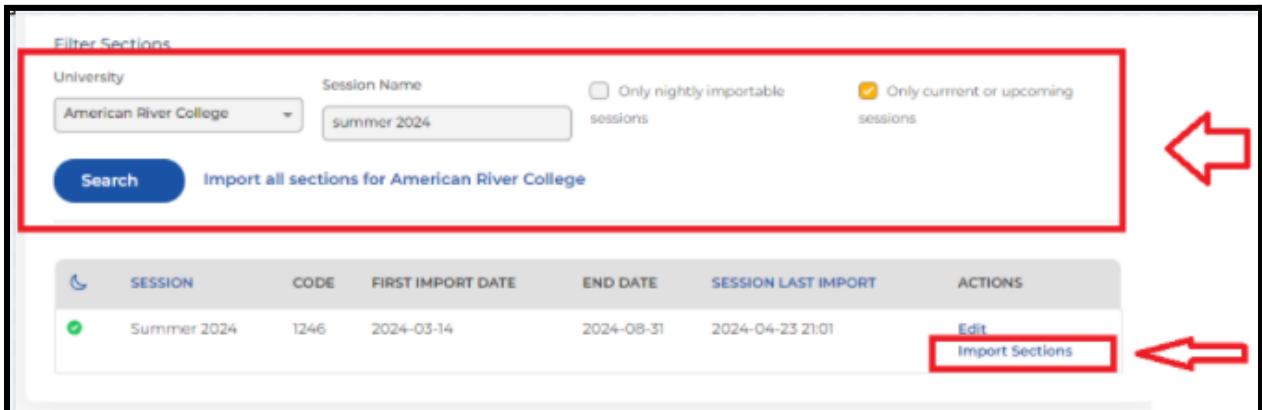
Session Code
[Text Input]

Save Information

Step 7: Import Sections

To import sections for the same college and session, select the same college in the university filter criteria dropdown menu.

Enter the session name in the designated field. Click on the "Search" button to apply the filter. Once the filtered results are displayed, locate and click on the "Import Sections" option.



The screenshot shows a web interface titled "Filter Sections". It features a search form with the following elements:

- University:** A dropdown menu set to "American River College".
- Session Name:** A text input field containing "summer 2024".
- Filters:** Two checkboxes: "Only nightly importable sessions" (unchecked) and "Only current or upcoming sessions" (checked).
- Buttons:** A blue "Search" button and a text link "Import all sections for American River College".

Below the search form is a table with the following data:

SESSION	CODE	FIRST IMPORT DATE	END DATE	SESSION LAST IMPORT	ACTIONS
Summer 2024	1246	2024-03-14	2024-08-31	2024-04-23 21:01	Edit Import Sections

Red arrows in the original image point to the search form and the "Import Sections" link.

By clicking on "Import Sections," you initiate the process of importing sections for the selected college and session.

The system will process the import request, and upon successful completion, the sections associated with the specified session will be imported and integrated into the system.

Users will then have access to the imported sections for further management and administration within the session.

Canvas

Upon registration through the Exchange, students are given access to their Teaching College course through their Home College Canvas account under “All Courses.” This is established through a Trust Relationship with Canvas.

Additional documentation of this process can be found [here](#).

Please contact support@cvc.edu if a student does not have access to their course by the first day of the course. *Students may be dropped from the course by the Teaching College if they have not participated in Canvas on the first day.*

Note: Students will only have access to the course once the instructor has opened the course.

Transcripts

For students that have completed a course through the Exchange, the Teaching Colleges will send transcripts for all cross-enrolled students at the end of each semester. The Home Colleges will then receive and process the transcripts.

Students can view their transcripts from the Teaching College in their Home College account. The course may appear under “Transfer” courses.

To view best practices for sending and receiving transcripts, please view the Best Practices documentation [here](#).

Note: For students that complete short-term courses, their transcripts will still be sent at the end of the academic semester. For students that need transcripts sooner, they can request an official transcript from the Teaching College using the college process (Parchment, National Clearinghouse, etc.)

Note: For students that plan to transfer to another institution, they will still need to request official transcripts from each college they have attended. They can do this using the college process (Parchment, National Clearinghouse, etc.)

Disabled Student Programs and Services (DSPS)

For students that need access to DSPS for courses in the Exchange, the student will need to establish status with each Teaching College by contacting the designated support office or personnel.

For more information on DSPS, please visit

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Student-Service/What-we-do/Disabled-Student-Programs-and-Services>.

Support

To contact support at CVC, you can reach out via email. Simply send your inquiries, questions, or issues to support@cvc.edu. Our support team will promptly assist you with any concerns or assistance you may need.

When reaching out to CVC support via email at support@cvc.edu, please ensure to include the following details in your message:

Student ID: Provide the student identification number to help us identify the student and access records more efficiently.

Email Address: Include the email address associated with the student's CVC account to ensure that we can respond to your inquiry promptly.

Course Information: Specify the course or courses that you are experiencing issues with or have questions about. Providing course details will allow us to better understand the context of your inquiry.

Additional Resources:

[CVC Exchange Support](#)

[CVC Exchange FAQ](#)

[CVC Technical Documentation](#)