



**TO:** Admission and Records Officers  
Chief Executive Officers  
Chief Information Systems Officers  
Chief Student Services Officers  
Chief Instructional Officers

**FROM:** Dr. Valerie Lundy-Wagner, Interim Vice Chancellor, Digital Innovation and Infrastructure

**RE:** CVC Course Exchange as an Enrollment Strategy Tool

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The global pandemic has continued to exacerbate economic and attainment equity gaps that disproportionately affect students seeking a postsecondary education in the California Community College (CCC) system. This is evident by the ongoing effort to understand enrollment systemwide, within regions or districts, and at specific community colleges. This memo provides information about how colleges and districts should be leveraging the California Virtual Campus (CVC) Course Exchange as a tool for expanding access to the CCC system for students, regardless of which college they initially enroll in or where they live. In addition, there are specific details related to proper configuration and available support.

### **Course Exchange Benefits Students, Colleges, and Districts**

In 2019 and 2020, CVC expanded and redesigned the Course Exchange, the statewide platform for CCC students to find and enroll in online courses offered by other colleges through cross-enrollment. This is an important tool that can provide students with more equitable and flexible access to courses that will help them meet educational goals, whenever the classes at their home college are full or their home college does not have the available instructional capacity to offer the courses on days and times that work for a student's schedule. The ability to maximize cross-enrollment through the Course Exchange provides a convenient and valuable vehicle for facilitating uninterrupted and term-to-term enrollment, credential completion, and timely transfer, in line with the increased efforts to focus on data (e.g., [the Student Success Metrics dashboard](#)). Colleges and districts also benefit from using the Course Exchange, as online courses

that cannot be filled locally are made available to interested students across the state. This can help optimize state instructional capacity investments and support management of faculty teaching loads, and help colleges maximize the Student Centered Funding Formula. Coordination of cross-enrollment between colleges and districts necessarily requires consistent district utilization of common systemwide technology infrastructure already funded by or made available through the Chancellor's Office, namely, the OpenCCC/CCCID and Single Sign-On (SSO) Gateway/Proxy (managed by the California Community Colleges Technology Center) as well as Canvas and the Course Exchange (managed by CVC).

### **Configuration of SSO Gateway/Proxy**

Successful deployment of the Course Exchange depends on receipt of student and college data elements via the SSO Gateway/Proxy. This allows "home" and "teaching" colleges to identify authenticated students and match their records between districts. This requires that colleges support a fully configured connection to the SSO Gateway/Proxy. Students using CVC Exchange authenticate using their Home College identity provider (IdP), and a connection to the SSO Gateway/Proxy service should send the expected following attributes upon successful authentication:

1. Student CCCID
2. Student First Name
3. Student Last Name
4. Student Email
5. Student Display Name
6. Local User ID
7. Affiliation
8. EPPN (i.e., the internet-based identifier or "eduPersonPrincipalName")

If colleges do not send all eight data elements listed above, students may experience enrollment failures and other administrative challenges associated with cross-enrollment processes (e.g., creation of enrollment records, confirmation of financial aid eligibility, combining courses across Canvas instances, and electronic transcripts).

The ability to cross-enroll students between institutions requires use of the CCCID as the sole inter-institutional identifier. Currently, all students receive a CCCID upon creation of an OpenCCC account, and this unique systemwide identifier is included in the student application dataset received by colleges from CCCApply. If a college does not pass the CCCID to the SSO

Gateway/Proxy upon authentication, students are functionally excluded from participation in cross-enrollment because their identities and records cannot be matched between institutions. Beyond creating a technical barrier, inconsistent use of CCCID is detrimental to systemwide efforts to understand and eliminate regional and equity gaps.

### **Support for Configuring the SSO Gateway/Proxy for Course Exchange**

In preparation for participation as a Home College in the CVC Course Exchange, colleges should ensure that they have an active connection to the SSO Gateway/Proxy and that all integration is properly configured to pass the student CCCID and the full set of required attributes outlined above. There are three key supports available to all colleges:

1. Support for configuration of the OpenCCC SSO Gateway/Proxy is available from the California Community Colleges Technology Center. Colleges may contact [staffsupportccctc@openccc.zendesk.com](mailto:staffsupportccctc@openccc.zendesk.com) or reach out directly to Martin Rudd ([mrudd@ccctechcenter.org](mailto:mrudd@ccctechcenter.org)) for assistance, including information on potential workarounds if they don't have an existing LDAP environment that will accommodate the CCCID.
2. Colleges should contact [support@cvc.edu](mailto:support@cvc.edu) to validate that their current SSO Gateway/Proxy configuration is working correctly to support cross-enrollment.

The level of effort needed to update the data elements passed by the SSO Gateway/Proxy will vary by district and is determined by local environment configuration. **Districts must ensure that their LDAP environments include the CCCID and any other missing elements in order to update their IdP configuration.**

3. CVC also provides support for testing the SSO Gateway/Proxy configuration as part of onboarding as a Home College in the Course Exchange. Contact the CVC College Support Team at [support@cvc.edu](mailto:support@cvc.edu) for assistance. For more on the onboarding process, please visit the IT Training and Support Materials at <http://cvc.edu/exchange/it>.

The Chancellor's Office remains committed to supporting colleges and districts by leveraging the CVC Course Exchange in improving student's initial and continuous enrollment, their ability to enroll full-time and efficiently progress, and successfully complete and/or transfer. In coming months there will be additional effort to confirm that all colleges and districts are able to serve as

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both “home” and “teaching” colleges through the Course Exchange, thereby enabling all students, no matter where they live or which college they enroll in to maximize credential attainment.

For any additional questions about this memo, please contact Chancellor’s Office project co-monitors: Russell Grant, Digital Innovation and Infrastructure Information Technology Specialist, [rgrant@cccco.edu](mailto:rgrant@cccco.edu) or (916)323-5954, or Erin Larson, Educational Services and Support Specialist, at [elarson@cccco.edu](mailto:elarson@cccco.edu) or (916)327-0067.

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