



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Financial Aid Administrators

FROM: Marty J. Alvarado
Executive Vice Chancellor, Educational Services & Support

RE: Maximizing Student Financial Aid in the California Virtual Campus

The California Virtual Campus (CVC) is evolving its services and support for students taking online courses at cvc.edu. Students who participate in cross-enrollment and are receiving Federal Title IV Financial Aid, may also have their academic units combined to establish financial aid eligibility at their home college. This memo details the process for ensuring your college is ready to support students receiving financial aid through cross-enrollment at cvc.edu.

Cross-enrollment¹ is a convenient and valuable vehicle for student completion, a vital tool for online guided pathways, and important for reaching the vision for success goals. The online Course Exchange is the mechanism through CVC that makes courses available for cross-enrollment. Students, who participate in cross-enrollment and receive Federal Title IV Financial Aid, may have their units combined to establish financial aid eligibility and have their aid awarded at their home college.

The **Federal Financial Aid Consortium Agreement** is a written agreement between two or more Title IV eligible institutions enabling students to take coursework at different institutions simultaneously for the purpose of completing a degree while recognizing registration at each location for financial aid purposes. The Federal Financial Aid Consortium Agreement allows the degree granting institution (Home College) to count courses taken at the host school (Teaching College) in the aid calculation.

California Community Colleges, eligible to participate in Title IV, must sign the Federal Financial Aid Consortium Agreement to combine units for the determination of eligibility and awarding for students who participate in the cross-enrollment process. Guidance has been received from the

¹ [Education Code section 66770 \(et. seq.\)](#) establishes cross-enrollment in online education between a student's home and teaching college.

Federal Student Aid – U.S. Department of Education in the development of the Federal Financial Aid Consortium Agreement.

Next Steps

Three simple steps are involved to get your college ready to participate in this new process. You will continue to receive information from CVC-OEI over the next several weeks on enhanced operational administrative dashboards, which will support this process. The first step, however, is to sign the Federal Financial Aid Consortium Agreement. Nexgen Dynamic Forms is providing an easy, secure, and accessible dynamic form and E-signature process for our Colleges. Please click on the following link and complete the easy 3-step process outlined below:

<https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/9502d700-3b12-438f-a31d-42767d33ca24>

Step 1 Create a Dynamic Forms Account	Step 2 Verify your Dynamic Forms Account	Step 3 Log in to e-sign the Consortium Agreement
<ul style="list-style-type: none">•Use your work email to create the account.•Take note of your username & password - you'll need both to access the Federal Financial Aid Consortium Agreement for review & e-signature	<ul style="list-style-type: none">•Dynamic Forms will send a verification email to the address you provided, with the subject line "Activitate your account".•After clicking on the verification email, your Dynamic Forms account will be set up.•Helpful Hint: Check your email on the same device you registered on. If you don't see the verification email, look in your junk folder.	<ul style="list-style-type: none">•The verification email from Dynamic Forms includes a link to continue to the Federal Financial Aid Consortium Agreement•Follow the link and use your verified user name and password to log in and access the Federal Financial Aid Consortium Agreement.

Two (2) signatures are required on the Federal Financial Aid Consortium Agreement:

1. Financial Aid Director or Designee
2. President or Designee

After the Financial Aid Director signs the agreement, the document will be ready to forward to the College President or Designee. These two signatures will complete the process. The College will be prompted to download a copy of their completed agreement when both signatures have been executed.

Please complete the E-Sign process by August 14, 2020.

Maximizing Student Financial Aid in the California Virtual Campus

July 24, 2020

If you have any questions about this process, please contact Bonnie Peters at bpeters@cvc.edu or (619) 204-7684. For questions regarding this memo, contact Erin Larson at el Larson@cccco.edu. For more information about the CVC, visit cvc.edu.

cc: Eloy Ortiz Oakley, Chancellor
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