

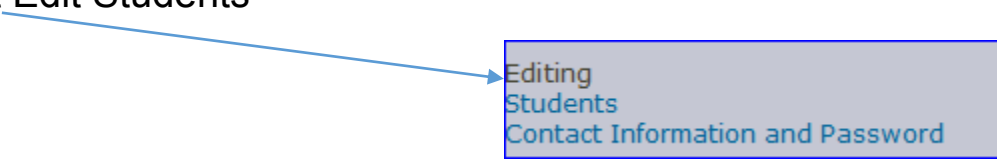
TE Recognized Double Credit 3 Exchange Programs As of January 2015

1. Council of Independent Colleges (XPCIC)
2. Council for Christian Colleges and Universities (XPCCCU)
3. Catholic College Cooperative Tuition Exchange (XPCCCTE)
4. Association of Jesuit Colleges and Universities (XPAJCU)
5. Evangelical Lutheran Churches in America (XPELCA)
6. Associated Colleges of the South (XPACS)
7. Great Lakes Colleges Association (XPGLCA)
8. Associated Colleges of the Midwest (XPACM)
9. Association of Presbyterian Colleges and Universities (XPAPCU)
10. Associated Colleges of the Twin Cities (XPACTC)

Tuition Exchange members who are also members of any of the exchange programs listed above can receive credit for up to three new students imported annually through another exchange program.

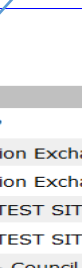

There is a \$35 fee per imported student for participating in the Double Credit 3 option. The charge is included in your Annual Report.

To earn “Double Credit” confirm the student enrolled. Inside the TE portal – select **Edit Students**



Editing
Students
Contact Information and Password

You will be presented with a list of students already in the system or the option to **ADD** a new student. Either select a current student or select **ADD**



Students			
Add New Student			
Student Name	TE ID	Exp. Inst.	Imp. Inst.
dodson, janet	1234	Tuition Exchange (The)	HBP
Dodson, Testing	1375	TE TEST SITE	Tuition Exchange (The)
Doe, John J	1111	TE TEST SITE	Tuition Exchange (The)
Fields, Test	1234	Tuition Exchange (The)	TE TEST SITE
Holman, Test	1234	Tuition Exchange (The)	TE TEST SITE
Robb, Caroline	9876	Tuition Exchange (The)	XP - Council of Independent Colleges - XP

The following is an example of how a completed Double Credit 3 student information should appear.

TE ID	<input type="text" value="9876"/>
Last Name	<input type="text" value="Robb"/>
First Name	<input type="text" value="Caroline"/>
Address	<input type="text" value="3 Bethesda Metro Center"/>
	<input type="text" value="Bethesda, MD 20814"/>
	<input type="text"/>
Email	<input type="text" value="jdodson@tuitionexchange.org"/>
Parent	<input type="text" value="Janet Dodson"/>
Parent Email	<input type="text" value="jdodson@tuitionexchange.org"/>
Entry Class	Freshman
Entry Semester	Fall 2014
Student Expires	Fall 2018
Program Option	<input type="radio"/> Traditional <input checked="" type="radio"/> Double Credit Program (\$35 fee) What is this?
Exchange Program (program student exporting from)	<input type="text" value="Council of Independent Colleges (XPCIC)"/>
<input type="button" value="Submit Info"/>	<input type="button" value="Drop Student"/>
	<input type="button" value="Delete Student"/>

Click the Double Credit Program box and be sure to select from the drop down box the program your school belongs. Then click Submit Info