

# Online Course Exchange (OCE) Process for Advisors

## **Course request guidelines - Courses can be requested if one of the guidelines below is met:**

- A course is not offered for the semester
- A course is cancelled
- A course is offered face-to-face and conflicts with other registered courses
- A course is no longer offered/a program changes

## **Advisors - If the course request meets the guidelines above:**

1. Identify an equivalent course:
  - a. Review the OCE website for courses offered: <https://oce.ilcco.net/> (login not needed).
  - b. If a course isn't listed on the OCE site, review other Illinois community colleges' websites for current schedules.
2. Email Terry Lyons, Waubonsee OCE Champion, the following information:
  - a. The Waubonsee course name and number.
  - b. The requested course name, number, and college.
3. Terry Lyons will reach out to the other institution to confirm availability. If available, official request will be sent to the dean for approval. Decision will be shared with the advisor.
4. Upon approval, Terry Lyons will request student information for registration.

**To request a course, email Terry Lyons, Learning Outcomes, Curriculum and Program Development (LOCPD) and OCE Champion at [tlyons@waubonsee.edu](mailto:tlyons@waubonsee.edu)**