



What is concurrent enrollment?

The concurrent enrollment program provides an opportunity for high school students to earn college credits at the College of the Desert (COD) before they complete their high school diplomas.

Concurrent enrollment students can apply for any college-level course listed in the COD schedule of classes. Students can take

- Courses required for career education certificates or associates degrees
- Courses that can be transferred to universities
- Music or theatre performance courses that require auditions or COD instructor recommendations
- Online courses

What is the criteria to apply for concurrent enrollment?

1. Be enrolled in high school between grades 9-12
2. Have a cumulative GPA of 3.0 or higher (If your GPA is below 3.0, a letter of recommendation from a teacher or counselor is required).

What are the charges for concurrent enrollment?

Tuition and fees are complimentary, meaning tuition and fees are free to high school students. High school students only need to purchase books, supplies, and a parking permit, if needed.

How many credits can I enroll in as a high school student?

Based on approval by the college, students can take up to 11 credits during the fall and spring semesters and up to 6 credits during summer.

What courses are not eligible under concurrent enrollment?

- Any class that can be taken at the student's local high school
- Remedial courses below college-level including Adult Basic Education courses
- Physical education classes that do not apply toward a degree or certificate
- Beginning music or theatre performance courses
- Non-credit courses for recreation or hobbies



How to Apply

1. Apply to COD online. Click on the Getting Started button at www.collegeofthedesert.edu.
 - You will receive your COD ID # by email after 24-72 hours.
2. Ask your high school counselor to email the [HS Concurrent Enrollment Application](#) (form) or turn the form into COD Admissions and Records (A&R) (2nd floor of Craven's Center) with:
 - **All required signatures (student, parent, counselor, and principal)**
 - Unofficial high school transcript
3. Choose course(s) by reviewing the COD class schedule with your high school counselor
 - Use the [Live Schedule on WebAdvisor](#) - From the COD main webpage (www.collegeofthedesert.edu), click on the "Catalogs & Schedules" tab from the red banner at the top of the webpage.
 - The [Live Schedule on WebAdvisor](#) will show you which classes are still open or are accepting students on a waitlist. Courses marked "closed" will require students to request an addcode.
 - Rank requested sections in order of preference on your form.



Add Codes

If a class is full, students might be able to obtain an add code from an instructor.

- Students can request add codes from instructors **on the first day of class**.
- For online courses, students must email instructors to request an add code.
- Students must have a COD ID#.
- Students should submit a complete concurrent enrollment packet (signatures, transcripts, etc.) prior to requesting an add code.
- Email the add code to Admissions and Records within 24 hours once you receive your code to enrolls@collegeofthedesert.edu. Include your full name, COD ID #, phone #, name of your HS, COD course & section number (i.e. ART-010-1234).

Online Courses

High school students can take online courses. Students can find out if they are ready to take an online course, how to access and succeed in their online course, and much more by typing "online courses" from the search engine on the COD website or going to:

<http://www.collegeofthedesert.edu/students/oc/Pages/default.aspx>.

Home School Students

Home School Students who are not affiliated with a school district, accredited private school, or Riverside County Office of Education, must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

English, Math, and Science Placement

If you plan on taking courses in English, math, and/or science, meet with a COD counselor so you can get help using guided self-placement. High school students can only enroll in college-level courses.

Students with Disabilities

If you have a documented disability, contact COD Disabled Students Programs and Services (DSPS). DSPS will determine your academic accommodations through an interactive process – not your high school or COD instructor. College academic accommodations may differ from your IEP or 504 plan. (P): (760) 773- 2534; (F): (760) 862-1329 dspinfo@collegeofthedesert.edu

SPECIAL NOTE TO PARENTS

College of the Desert policies apply to all students, even those less than 18 years of age. COD accepts no responsibility for any extraordinary supervision; will not release information without the written consent of the student; and cannot alter course content. Your son/daughter will be exposed to a diverse population in educational programs designed for adult learners, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the application acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college-level course and participate in all required activities that may include field trips off-campus. All College of the Desert courses, including those taken by high school students via dual or concurrent enrollment, will appear on a COD transcript and become part of the student's permanent collegiate record.

Questions for your HS counselor: **NCAA eligibility** and **dual credit**

College of the Desert cannot assist you with high school policies and procedures.

- If you are a student athlete and are working with a high school counselor to record your NCAA eligibility, notify this counselor about the courses you intend to take at COD.
- COD only awards college credit. Your COD transcript will be provided to your high school. Obtaining high school credit for COD courses must be approved by your HS counselor and is not guaranteed.

