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Concurrent Enrollment

Concurrent Enrollment Checklist- Please follow these steps carefully

STEP 1: Complete the Online Admissions Application for College of the Desert (Only complete this step if you haven't participated in a COD course previously, otherwise skip to step 2)

To complete this application, you will need the following:

- Your full legal name and date of birth as they appear on your Birth Certificate
- Your current home address
- Your Social Security Number or Individual Taxpayer Identification Number (If you do not have these you can still complete the application by checking a box)
- Your current HS GPA, parent's highest education level

• **New Concurrent Enrollment HS students** visit this site to complete the online application process: [COD Online Application- CCCApply](#)

- Click the  button
- Once you reach the CCCApply page, you will begin by clicking create a new account



- Need help?! Please check out this video for a step-by-step guide to completing the CCCApply application: [Video Step by Step guide](#) (Thanks to Manny Ramirez at SHHS for creating this video)
- Once you have fully submitted your application via CCCApply, you should be watching your e-mail address provided during the process for correspondence from the college regarding your COD Student ID Number (7 digits and starts with a zero). That e-mail should arrive about 24-48 hrs. after application submission. The email will also contain your username and password information.

STEP 2: Review Available courses and select options for the term in which you will complete courses.

- While you wait to receive your COD ID number, you should review and select from available courses at COD during the term in which you wish to participate.
 - Visit the [catalogs and schedules](#) page for COD
 - Click Search for courses in Self-Service then select the term

STEP 2 (Cont.): Review available courses, make final selections

- For most up to date information you should check courses in real time for availability of seats, waitlist status, etc. To check courses via the live schedule in Self-Service, click the button below:



- Example (English Composition, ENG-001A, Section: 1108, Full Online, E. Graham, 4.00)
- You will need your course information when completing the Add/Drop Request form in step 6. From the example above you will need the course code and section number (ENG-001A-1108) information for the form.

STEP 3: Prepare information for the Dual/Concurrent Enrollment Authorization and Consent form online When completing this online form, you will need the following:

- All your personal information including e-mail address (preferably your myCOD e-mail)
- Parent's e-mail address
- Counselor's name and e-mail address
- Principal's name and e-mail address (check with your school for the administrator assigned to give authorization for concurrent enrollment)
- Information from above for selected courses
- Your COD Student ID # (Should have been e-mailed to you, ensure you have this before proceeding- 7 digits and starts with a zero)

STEP 4: Submit the online Dual/Concurrent Enrollment Authorization and Consent Form- **SKIP THIS STEP IF YOU HAVE COMPLETED A FORM PREVIOUSLY! Only need one form during High School.**

- Please visit this link to complete required information submittal
- [Dual/Concurrent Enrollment Authorization and Consent Form](#)
- Use the information from above to complete all the fields required and start the e-signature process. Please be sure all e-mail addresses are correct!
- Please be sure to complete the email verification after you sign the form so that the document moves to the next signature request.

STEP 5: Complete the electronic signature form sent to your e-mail from Adobe sign

- Once you complete the form and sign electronically, an e-mail will be sent to yourself, your parent, school counselor and principal to capture their signatures. Please complete the signature request as soon as possible. You will receive a copy of the form once done.



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STEP 6: Submit the Add/Drop Request form to request your courses.

- Fill out the [Add/Drop Request Form](#)
- List all the courses you wish to add, you will receive a confirmation of receipt of the form

STEP 7: Submit your current High School Transcripts

- Once you sign the form, an e-mail will be generated to your counselor who will then be prompted to approve your participation in concurrent enrollment. At that time you should have your counselor e-mail a copy of your current transcript to dualenroll@collegeofthedesert.edu
- Please keep in mind you must have a 2.5 cumulative GPA to participate in concurrent enrollment at College of the Desert, if your GPA is lower than 2.5 you may be required to submit a letter of recommendation to take the courses requested.

STEP 8: Log into your MyCOD Portal to check your class schedule and confirm course registrations

- Visit <https://www.collegeofthedesert.edu/mycod.php> to set up your MyCODportal and check your schedule of classes using the Self-Service platform.
- If there are any registration errors, please contact dualenroll@collegeofthedesert.edu
- If you remain on the waitlist for a course once the semester begins, you may request an add code from the professor and send that add code to dualenroll@collegeofthedesert.edu to be registered officially into the course

STEP 8: Purchase Your Textbooks

- For textbook information, visit <https://www.bkstr.com/collofthedesertstore/home>

STEP 9: Attend Class (es)

- Students may be dropped if they do not attend the first day of class. If an online class, be sure to log into Canvas the first day of the class.
- Online courses are all accessed through the Canvas Learning Management System <https://collegeofthedesert.instructure.com/>
- For more information and resources about Canvas, please visit: <https://www.collegeofthedesert.edu/students/online-classes/welcome-to-canvas.php>