![College of the Desert logo]

Welcome to the dual enrollment program at College of the Desert!
COD provides a convenient online registration process using
DualEnroll.com. Here's how to register for your COD course(s).

First Time Students - Create an Account

You can register by computer or right on your smart phone by
entering https://collegeofthedesert.dualenroll.com and clicking
on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your
account. Provide all information including a login name and
password. All fields marked with a red asterisk (*) are required.
You must provide either an email account or cell phone number
to create the account. If a cell phone is used, standard text
message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code
or an email with a link to confirm your account. You <u>must</u> confirm your account
before you can proceed with the registration. *If using email, be sure to check your junk
and spam folders for the email.*

There are six application steps. Completed steps are listed in green under **Application Steps,** and the current
step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update**
button after completing a step.

Step 1: **Student Information**
Ensure that the information you enter here matches
what you submitted in your CCC Application.

Step 2: Student Number
Verify COD ID #. Selecting "I don't have…"
option will link student to CCC Application.

Step 3: Terms and Conditions
Accept COD terms and conditions.

COLLEGE of the **DESERT**

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Step 4: FERPA Consent
Select Yes for any paragraphs of information you want to share. Enter individuals you authorize to share information. Digitally sign your acknowledgement. If you understand, click the button.

Step 5: Parent Information
Enter parent contact preference and information. Make sure it is accurate and a contact that your parents check frequently. This can be updated anytime. **Parent Consent is Required.**

Step 6: High School
Enter your HS information. If you are a homeschooled student, this step will ask you for an approver and their email address.

Step 7: Home School
Home School students need to enter their approver information or select their parent as the approver.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Login

Log into your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

Forgot your username or password?

Need to enter your text confirmation code?

New students

CREATE MY ACCOUNT

Register for Course(s):
Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:
- College Campus
- High School
- Online
- Regional Center

BY SCHEDULE

Show only classes meeting on:

Browse all courses or narrow the selections displayed using the search criteria
Remember that using multiple search criteria may eliminate all courses

🏛 College Campus 🏫 High School 💻 Online Course 🌐 Regional Center

Course	Type	Subject	Title	College
009	🏛		Landscape Planning & Design	College of the Desert
A 001	🏛	A	Descriptive Astronomy	College of the Desert
A 002	🏛	A	Descriptive Astronomy	College of the Desert

Course Detail: Fundamentals of English 🏛

COURSE NUMBER: ABE 320A
COURSE SUBJECT: ABE
CREDITS: 0.0
COLLEGE: College of the Desert
DESCRIPTION: This course provides basic grammar skills which prepare students for high school completion and GED testing. Students prepare to pass the adult high school proficiency essay examination, the GED essay examination, or the college assessment test.

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
ABE-320A-7241 Spring 2024	🏛	Jessica Williams		(Lecture) Asynchronous	01/29/24 - 05/24/24	Register
ABE-320A-7253 Spring 2024						

Confirm Prerequisites

This course requires prerequisites which must be completed before you can be registered for the course. If you will not meet these requirements, please select a different course.

Continue with this course   Choose a different course

Your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**. You will receive an email letting you know when your registration is complete or if COD needs more information from you.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

Fundamentals of English was successfully queued.

The courses you are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration process:
- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) ... ounselor, parent/guardian, or c...

No Further Actions Required

You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.

Please select one of the options below:

request another class   view current status   logout

Your Courses

Course	
ABE 320A Fundamental... College of the Desert Spring 2024	...tion of Per Term Steps ...cations] [Abandon]
One-time tasks (College...	Student ID [History] [Notifications]

Enjoy your class!

Student Steps

Student: Re-Enter College ID

The college may ask you to enter your roadrunner Student ID.

Enter your Roadrunner Student ID.

Click the **COMPLETE STEP** button when done.

Student: Confirm Student ID

Please enter in your Student ID.

Comments from College (03/07/2024): Please enter correct student ID.

Student Name: **Aaron Roth**

COD Roadrunner Student ID:

[   ]

COMPLETE STEP

Student: Resolve Issue

The student will get this step when the college needs more information to process the registration request.

Respond to the college's request for more information.

When you are finished, click **COMPLETE STEP**.

Student: Resolve Issues

Please resolve the issues noted in the comment line(s).

Student Name: **Heather Roth**
High School: **ABERDEEN HIGH SCHOOL**
Student ID: **0000013**
Term: **Fall 2023**
Course: **Intro to Coll Repair Safety ACRR 1101 (15871)**

Document	Term	Date	Filename	
waiver_request	Fall 2023	2024-02-24	waiver.pdf	UPDATE

[Choose File] no file selected   Kind of Document: [waiver_request ▲]

Comments from College (02/24/2024): Student resolve issue.

Comments
Note: comments entered here will be communicated to the student and will be visible to other participants.

[   ]

Or upload a comments file (PDF only): [Choose File] no file selected

COMPLETE STEP

Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.

Home School Students

COLLEGE of the DESERT

The following instructions are specific to students who attend a Home School. Home school approvers are asked to confirm your students' registrations. Students are asked to upload their transcript.

Parent: Provide Home School Affidavit and Consent

A parent needs to upload their child's Home School Affidavit one-time only when they register for a class.

Select Document Kind of home_school_affidavit. Choose the file then click Upload.

Click **COMPLETE STEP** when done.

Parent: Provide Home School Affidavit and Consent

Please upload your child's Home School Affidavit.

Student Name: **Michelle Roth**
High School: **HOME SCHOOL**
Student ID:

Choose File no file selected   Kind of Document: home_school_affidavit

COMPLETE STEP

Parent: Upload Transcripts

Approval Decision

Please upload this student's transcript so that the COD team can verify that the pre-requisite for this course has been met.

Student Name: **Michelle Roth**
High School: **HOME SCHOOL**
Student ID: **0665938**
Term: **Spring 2024**
Course: **U.S. History II ABE 326B (ABE-326B-7061)**
Course Prerequisites: **ABE 326A**

Choose File no file selected   Kind of Document: transcript

Comments
Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only): Choose File no file selected
Private? ☑

COMPLETE STEP

Parent: Upload Transcripts

You will only see this step when a course section requires a transcript.

You will need to upload the student's high school transcript. Select Document Kind of transcript. Choose the file the click Upload.

Click **COMPLETE STEP** when done.

Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.
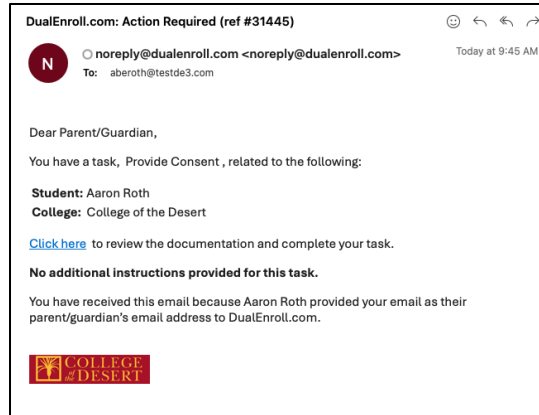
Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

DualEnroll.com: Action Required (ref #31445)

○ noreply@dualenroll.com <noreply@dualenroll.com> Today at 9:45 AM
To: aberoth@testde3.com

Dear Parent/Guardian,

You have a task, Provide Consent , related to the following:

Student: Aaron Roth
College: College of the Desert

Click here to review the documentation and complete your task.

No additional instructions provided for this task.

You have received this email because Aaron Roth provided your email as their parent/guardian's email address to DualEnroll.com.

Parent: Provide Consent

I certify that I am the parent/guardian of the above named student. I give my consent for his/her enrollment into COD courses while still in HS. I have read and understood the HS Dual and Concurrent Enrollment Policy, including the special note to parents. I give my permission for emergency first aid and treatment of my minor child/legal ward. I acknowledge that my child will be creating a permanent college academic record at College of the Desert and have read all of the requirements that my child consented to previously.

The student has confirmed that they understand the following:

1. If approved for enrollment, I give my permission for COD Admissions & Records (A&R) to register me in these classes. I understand approval does not guarantee enrollment. If the class fills, I will obtain a Course Add Code from the instructor once the term begins.
2. I hereby agree to allow College of the Desert to share any and all admissions, registration, and grade information with my high school.
3. I acknowledge that A&R will email me my enrollment status, but I am responsible for checking my class schedule on WebAdvisor to verify enrollment.
4. I will activate my @mycod.us email account and monitor it regularly. I acknowledge that failure to activate and monitor my college email account does not exempt me from responsibility to act upon emails regarding college-related matters.
5. I understand this form is valid for the entire time I participate in Dual or Concurrent Enrollment while in High School, authorizing me to participate in courses at College of the Desert until consent is withdrawn in writing.
6. I understand that I will create a permanent college record and that to pass a class, I must receive a grade of C or above.
7. I accept full responsibility for the grade I receive or for dropping a class, I did not attend.
8. If I plan to be a college athlete after high school graduation ,I will notify the high school counselor who verifies NCAA eligibility.
9. I understand that disability accommodations are available through COD DSPS and that it is my responsibility to request these services. My current HS 504 Plan or IEP doesn't apply to any Dual Enrollment courses offered through my HS site in conjunction with COD.

Placeholder text.

Sign electronically by entering your first and last name: [_____]

Click 'Complete Step' to give permission for your child to take this course and agree to the above

Please click the "COMPLETE STEP" button below to confirm.
If you have any problems or questions regarding payment or permission, click here to contact support.

COMPLETE STEP

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's enrollment.

Click **COMPLETE STEP** button.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.