



**COLLEGE**  
*of the* **DESERT**

**Free Early  
College**

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**Dual and Concurrent  
Enrollment**

**High School  
Counselor,  
teacher and  
staff resource  
guide**

Current Department: 760-862-1396 or [dualenrollment@collegeofthedesert.edu](mailto:dualenrollment@collegeofthedesert.edu)  
<https://www.collegeofthedesert.edu/students/dual-enrollment/default.php>

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# What is Free Early College (FEC)?



- FEC includes dual and concurrent enrollment at COD.
- **Dual Enrollment** = courses part of a CCAP Agreement and/or during the high school bell schedule. **Dual Credit!**
- **Concurrent Enrollment** = high school students taking a COD class. **College credit ONLY!**

**More than just a credit opportunity**



AP is just a college credit opportunity. FEC is more than a rigorous college credit opportunity. FEC is a college experience of applying, registering, navigating college sites/resources, using a new system like Canvas, and ultimately seeing a student as college-capable. FEC is ultimately an independent process with available support. Students can complete the entire application/registration process on their own, but having mutual school-site support improves their chances of success and opens the door for students who may otherwise not believe they are capable of succeeding.

# What do I need to know?

- **Counselor's Impact**
- **Benefits and Risks for Students**
- **How to Apply?**
  1. CCC Application
  2. DualEnroll Profile
  3. DualEnroll Registration
- **Need help? Contact Us!**



This guide encompasses a comprehensive overview of the entire application/registration process because counselors, teachers and staff are often faced with questions by other stakeholders, and are not expected to know all the ins and outs, but this document can serve as a reference when helping a student/parent understand the application and registration process.

Current Department Contact information: 760-862-1396 or [dualenrollment@collegeofthedesert.edu](mailto:dualenrollment@collegeofthedesert.edu)

## Counselor's Impact

1. **Most DualEnroll use at your school**
2. **Approve course selections**
3. **Boots on the ground**

We need your help!

- Counselors are often the most informed about individual students
- Often the first to receive questions and requests for support
- Intersection between parents, students, administrators, etc.

Your role is critically important!



The counselor's role in the Free Early College process cannot be understated. Counselors are in the ideal position to inform students about the benefits and assist with the application/registration process. COD is available to support large-scale registration/application events, and as much as we would love to offer 1:1 walkthroughs for all students who participate, the sudden growth (64% Fall-to-Fall) and limited staff availability makes it necessary to rely on the K-12 sites for support. Thank you for all that you do!

### Benefits of FEC:

1. College experience
2. FREE college credit
  - Save \$\$\$
3. Units
  - 11 units per term
  - 15 units if CCAP
  - 1 course in SU/WI
4. Early start towards degree or certificate
5. Explore college subjects and career options
6. All benefits are before access to the EDGE/pLEDGE programs!

### Risks of FEC:

- Grades impact college GPA
  - Transfer implications
  - Financial Aid (2.0 min GPA)
- Drop Deadlines!
  - Drop before deadline to avoid a "W"
  - Early intervention recommended
- Semester-long Commitment
  - Less absences allowed in college



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**FEC enrollment should be an option, not an assignment.**

High school counselors don't need to know all the technicalities of the risks, but it's important to understand that there are significant risks to consider. Dual/Concurrent enrollment should be an option, not an assignment.

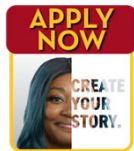
Link to "View Important Section Dates":

<https://www.collegeofthedesert.edu/students/catalog-schedule/important-dates.php>

# How to Apply for Dual Enrollment

1

**Get a COD ID#**



[opencccapply.net](https://opencccapply.net)

2

**Complete a  
DualEnroll Profile**



[collegeofthedesert.dualenroll.com](https://collegeofthedesert.dualenroll.com)

3

**Register via  
DualEnroll platform  
(Dual & Concurrent)**

**- Register each  
semester**

Steps 1 and 2 are a one-time process and can be completed at any time, without any commitment to ever take courses. Independent semesterly registration on a digital platform is part of the college experience and can get students comfortable with the college systems and processes.

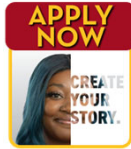
CCC Application:

<https://www.collegeofthedesert.edu/students/admissions/application.php>

DualEnroll: <https://www.collegeofthedesert.edu/students/dual-enrollment/default.php>

## How to Apply for Concurrent Enrollment

**1. Get a COD ID#**



[https://www.opencccapply.net/gateway/apply?  
cccMisCode=931](https://www.opencccapply.net/gateway/apply?cccMisCode=931)

**2. Complete a DualEnroll Profile**



[collegeofthedesert.dualenroll.com](https://collegeofthedesert.dualenroll.com)

**3. Complete COD Concurrent Enrollment Interest Form**

**4. Register via DualEnroll platform (Dual & Concurrent)**

- Register each semester



This slide is only for Concurrent Enrollment

CCC Application: <https://www.opencccapply.net/gateway/apply?cccMisCode=931>

DualEnroll: <https://www.collegeofthedesert.edu/students/dual-enrollment/default.php>

# OpenCCCApply.net



California Community Colleges

CCCApply



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### Application for Admission to College

**Before applying to college you must first have an OpenCCC account.**

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

[Create an Account](#) or [Sign In](#)

**Complete application:**

- **Asks for SSN\***
- **Use personal email**
- **Save CCCID!**

**Social Security Number**

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/TIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

**Do you have a social security number or taxpayer identification number?**

☐ Yes, I have a social security number or taxpayer identification number.

☐ No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

**Just Remember...**

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency, DS-C.F.A. § 1.60005-1.1 A SSN or TIN/TIN is not required when IRS reporting is not required.

☒ Check this box if you are a student enrolled exclusively in noncredit courses, an international student, an undocumented student, a person who is not a citizen or national of the United States, or another exception and do not have a social security number or taxpayer identification number.

**\*Students without a SSN can apply and enroll in dual/concurrent enrollment!**

The application process is part of the college experience. It requires 1. attention to detail, 2. information gathering, and 3. offers opportunities to ask parents for help to bring them into the process.

CCC ID is created upon completing the initial profile creation process. **SAVE THE CCC ID!**

A student with a SSN should apply with it to prevent identity matching issues after high school. The SSN issue can be addressed at this stage, or after graduation; neither is a perfect scenario, but it's a necessary part of the process. If a student can't get it, they can't get it. COD can support speaking to concerned parents, bilingually.

# OpenCCCApply.net

College of the Desert

## Welcome

### Enrollment Information

Term Applying For [?](#)  
-- Select --

Educational Goal [?](#)  
-- Select --

Intended Major or Program of Study [?](#)  
-- Select --

[Save](#) [Continue >](#)


**CCC Application Steps!**  
**Can plan application support workshops with advanced notice**

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Sections will be highlighted as completed:

- Grey = not available
- Blue with empty circle = section not started
- Blue with half circle = incomplete section
- Blue with check mark = complete

# OpenCCCApply.net



College of the Desert | Term: Summer 2026 | Application #: 31

CCC Apply

My Applications Settings CCC MyPath

- Enrollment
- Profile
- Education
- Citizenship/Military
- Residency
- Needs & Interests
- Demographic Information
- Supplemental Questions
- Submission

### Enrollment Information


Term Applying For: Summer 2026 (June 08, 2026 to July 30, 2026)

Educational Goal: Undecided on goal

Intended Major or Program of Study: \*Free Early College

Save Continue

Important Step, do not miss this one.



**When a student is at the "Enrollment Information," under Intended Major or Program of Study, students need to select "\*Free Early College" It is the first option.**

When a student begins to with the Enrollment section, they are filling out Term Applying For, Educational Goal and Intended Major or Program of Study. It is important that when students get to Intended Major or Program of Study that they select the \*Free Early College option. It is the first option so there is no searching required.

# OpenCCCApply.net

**Education**

Your responses will be kept private and secure and will not be used for discriminatory purposes.

**College Enrollment Status**

As of September 01, 2025, I will have the following college enrollment status: ?

-- Select enrollment status --

-- Select enrollment status --

First-time student in college (after leaving high school)

First time at this college; have attended another college

Returning student to this college after absent for a main term

Adult school student in a high school diploma or equivalency program

**Enrolling in high school (or lower grade) and college at the same time**

-- Select enrollment status --

**Citizenship/Military**

Your responses will be kept private and secure and will not be used for discriminatory purposes.

**Citizenship & Immigration**

Citizenship & Immigration Status ?

Other

If you are not a U.S. citizen, please enter the following:

Visa Type ?

-- Select Visa --

☒ No documents

**U.S. Military/Dependent of Military**

U.S. Military Status as of September 01, 2025 ?

None apply to me

**Residency**

Your responses will be kept private and secure and will not be used for discriminatory purposes.

**California Residence**

Has your parent or guardian lived in California continuously since September 01, 2022 ?

☒ Yes ☐ No

**Out-of-State Activities**

As of September 01, 2025, has your parent or guardian engaged in any of the following activities? Check each activity that applies.

☐ Has your parent or guardian lived outside of California ?

☐ Has your parent or guardian lived in a college or university outside of California ?

☐ Has your parent or guardian lived in a residence outside of California ?

**Common Questions:**

1. College Enrollment Status
  - a. "Enrolling in high school and college at the same time"
2. Colleges/Universities Attended\*
  - a. "None"
3. Citizenship/Military
  - a. "No Documents" option
4. Residency

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**\*Not pictured**

# 1. College Enrollment Status= "Enrolling in high school and college at the same time"

## Students need to select this option

1. For the College Enrollment Status drop down, students must select "Enrolling in high school and college at the same time." If this is not an option, that means your date of birth is out of the range for a high school student (you most likely entered the wrong date) and that needs to be updated.
4. Out-of-State Activities can be left blank and should be in most cases.

# OpenCCCApply.net

- Enrollment ✓
- Profile ✓
- Education ✓
- Citizenship/Military ✓
- Residency ✓
- Needs & Interests** ○
- Demographic Information ✓
- Supplemental Questions ○
- Submission

**Needs & Interests**

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

**Main Language**

Are you comfortable reading and writing English?

☒ Yes ☐ No

**Financial Assistance**

Are you interested in receiving information about money for college?

☐ Yes ☒ No [Clear Selection](#)

Are you receiving TANF/CalWORKS, SSI, or General Assistance?


☐ Yes ☒ No [Clear Selection](#)

**Athletic Interest**

Are you interested in participating in a sport while attending college? ⓘ

**Common Questions Continued:**

5. Financial Assistance
  - a. Dual/Concurrent Students cannot receive Financial Aid
6. Athletic Interest
  - a. Dual/Concurrent Students cannot participate in team sports
7. Race/Ethnicity\*
  - a. Optional



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**\*Not pictured**

2nd semester Seniors can enroll in Team Sports for their Spring semester. Contact Angel Meraz, Athletics Counselor for more information at [ameraz@collegeofthedesert.edu](mailto:ameraz@collegeofthedesert.edu).

# OpenCCCApply.net

### Submit Your Application

You are about to submit your application to College of the Desert. NO CHANGES can be made to your application once it is submitted.

California state law allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

Section 54300 of subchapter 4.5 of chapter 5 of division 8 of title 5 of the California Code of Regulations.

☒ By Checking here, I, Armando Robles, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of College of the Desert.

☒ By Checking here, I, Armando Robles, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at [www.ccaaffordcollege.com](http://www.ccaaffordcollege.com), and on most college websites.

### Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data-matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

☐ I consent  
☒ I do not consent


**Common Questions Continued:**

8. Consent to Release Info  
 a. Optional

9. Submit Your Application  
 a. Check both boxes

A confirmation email with a Conf. # from CCC will be sent after submission.

**If students do not receive a welcome email from COD within 48hrs, contact FEC Office with CCC Confirmation # for assistance.**



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Application typos, mismatched information, and multiple submissions from the same IP address (application workshops) can cause applications to be flagged as potential fraud. No alerts are sent in these cases. Contact COD after 48hrs for support.

# COD Welcome Email

Arrives within 1-2 Business Days

Includes:

1. COD ID#
  - ex. 0123123 (7-digits)
2. MyCOD Email @mycod.us
  - ex. arobles123@mycod.us
  - first initial + last name + last 3 #s of COD ID#
3. Password Format
  - ex. Cod012310
  - "Cod" + student's DOB as MMDDYY

Email includes additional information and department contacts that are less relevant for dual/concurrent students.

Email and Password are used to log into COD Portal and Canvas.

Recommend students log into COD Portal asap.

Access the Student Portal for Self-Service, Registration, Add, Drop, Waitlist, Canvas Online Courses and Financial Aid



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Link to COD Portal Login: <https://www.collegeofthedesert.edu/mycod.php>

- Will set up security questions and multi-factor authentication (MFA) on first login. Annoying, but safe.
- Students are strongly recommended to check COD email at least weekly, ideally daily, especially during the semester.

## COD Welcome Email - Troubleshooting

Arrives within 1-2 Business Days\*

If welcome is not received within 48hrs of submission, contact FEC office and provide CCC Conf. # for assistance.

High school transcripts may be requested to address identity-matching problems.

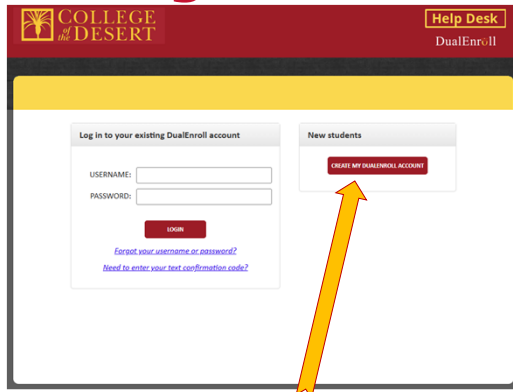
- May need to fill out a SSN form for verification

**\*Check spam/junk folders.  
Welcome email sometimes  
blocked by K-12 Districts.**



Admissions and Records office will need to reset the application, and contacting FEC office can expedite response. Identity matching issues used to be cleared with a SSN Form and Submission of photo ID. A&R will accept high school transcripts in lieu of other forms of ID when possible. SSN Form may still be required specifically for SSN matching errors.

# CollegeOfTheDesert.DualEnroll.com



1. Create DualEnroll account
  - MyCOD email recommended
  - Will ask for COD ID#
2. Parent Consent Form
  - Legally required
  - COD will NOT register a student without a consent form

**Students without a SSN can apply and enroll in dual/concurrent enrollment**



CCC Application and DualEnroll profile can be created at any time (one-time process)! If SSN was used in CCC Application, SSN needs to be used in DualEnroll profile. Using MyCOD email will require students to have logged into their COD Portal, and can serve to coach students to check their college email account regularly. CCC ID# is recommended, but only COD ID# is required to create a DualEnroll profile. Parent Consent is legally required. Even if a student participates in a class all year, they will not be enrolled into the college credit without a completed consent form. We want to be as flexible as possible wherever we can, but unfortunately this is too important of an area to allow for any wiggle room.  
Link: <https://collegeofthedesert.dualenroll.com/>

# CollegeOfTheDesert.DualEnroll.com

Create your DualEnroll account — Required fields are marked with a \*

HIGH SCHOOL: \*

CREATE USERNAME: \*

Password must be at least 6 characters long

CREATE PASSWORD: \*


RETYPE PASSWORD: \*

Please use STUDENT'S correct legal name

STUDENT FIRST NAME: \*

MIDDLE NAME:

STUDENT LAST NAME: \*

DATE OF BIRTH: \*  


Provide at least one contact method for student.  
DO NOT use parent contact information.

STUDENT EMAIL:

STUDENT CELL PHONE: \*

By providing your cell phone number, you are agreeing to receive text notifications.

☐ I prefer not to provide a cell phone

☐ I'm not a robot 

[CREATE ACCOUNT](#)

**DualEnroll Profile Creation**

- Look for required fields


**Recommend to use same username and password as COD Portal**

- Use LEGAL name that matches CCC Application

**Recommended to use calendar icon to input birthdate**

- yyyy-mm-dd

**Cell phone optional**



A student can create whatever username and password they want. Students must use the name that will match their CCC Application. Date of birth causes confusion due to international format. Email will be required if cell phone is declined. Students will receive confirmation email that must be confirmed before moving forward. Use email that can be accessed from application site to prevent delays.

# CollegeOfTheDesert.DualEnroll.com

*Name values entered here should match values entered into your CCC Application.*

First Name ★  Middle Name  Last Name ★

Gender ★  Birth Date ★

Phone Number  Email ★


UPDATE

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

**Complete Application Steps:**

- Green = Complete
- Orange = In Progress
- Grey = Not Yet Started



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If SSN was used in CCC Application, same SSN needs to be used in DualEnroll profile. Failure to do so, or mistyping in either part will result in identity matching issues and can cause registration delays.

# CollegeOfTheDesert.DualEnroll.com

**Complete Your COD Application or provide your "Roadrunner" Student ID**  
Read the options below to complete the step that is correct for you.

☐ I have a COD ID and I took a course in the last two semesters.

☒ I have a COD ID number but I did not take a course in the last two semesters.

1. Enter your COD Roadrunner Student ID \*

2. Enter your CCC ID Number

3. [Click here to apply for the upcoming term.](#)

☐ I don't have a COD ID number but I do have a CCC ID number

☐ I don't have either a COD ID or a CCC ID number


UPDATE

**PROFILE OPTIONS**

- Account
- Student Information
- Student Number**
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

**Student Number Verification:**  
- Verify COD ID#

Selecting "I don't have..." option will link student to CCC Application.



This is where students enter/verify their COD ID#. It is recommended that they type it in rather than copy and paste.

# CollegeOfTheDesert.DualEnroll.com

College of the Desert FERPA Consent

Indicate which records to be released (All Academic Records, All Student Account Records, All Financial Aid Records, or specify which Other records).

All Academic Records (records include: transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, residency information, and any other documentation contained in the academic records) \*

[Yes] ☐ [No] ☐

All Student Account Records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other information contained in student account records) \*

[Yes] ☐ [No] ☐

All Financial Aid Records (records include: status of file, award and disbursement of funds information, satisfactory Academic Progress status, income information, and any other information contained in Financial Aid application or file) \*

[Yes] ☐ [No] ☐

Other (Please Note: Counseling and Services for Students with Disabilities records are considered medical records and are not covered under FERPA rules. A separate release must be obtained from these offices.) \*

[Yes] ☐ [No] ☐

If Other, please specify

Please input the full name for any of the following individuals who are authorized to access the information specified in the released records.

Spouse

Agency

Mother/Stepmother

Father/Stepfather

\* I understand that although I am not required to release this information, I am giving my consent to College of the Desert to disclose these records.

☒ I do not agree to release this information

☐ I do not agree to release this information

Update

## PROFILE OPTIONS

- Account
- Student Information
- Student Number
- Terms and Conditions
- ☒ FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

FERPA Consent:

Optional but strongly encouraged

College faculty/staff cannot discuss any student information without a FERPA Consent on file.

Students can update at any time.



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Check box to and click “Update” to complete the FERPA Consent Form.

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**Parent or Guardian Contact Information**

Parent Or Guardian Name:

Relationship:

Contact Preference:

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

**UPDATE**

**APPLICATION STEPS**

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information**
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

Parent Information:

Recommend the following steps:

1. Choose Email and Text contact preference whenever possible.
2. Double-check email and cell phone number for typos.
3. Inform Parent/Guardian of incoming link before clicking "update".

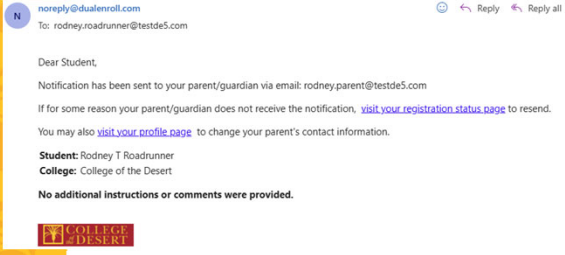


Even if both contact methods are used, parent/guardian only needs to respond via one.

Make sure parent contact information is accurate.

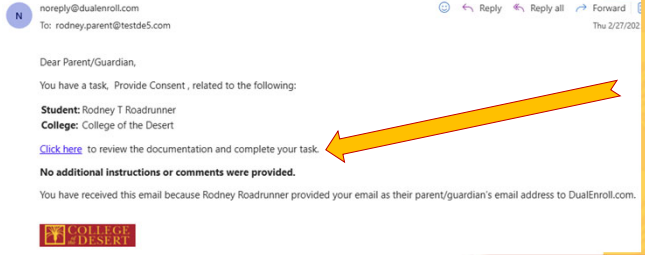
# CollegeOfTheDesert.DualEnroll.com

## Student Receives:




**No action needed  
from student!**

## Parent Receives:



**Parent "Click here"**


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If parents are reporting issues, DualEnroll HELP DESK can assist, or contact FEC office with screenshots of what is being received.

<https://dualenroll.zendesk.com/hc/en-us/requests/new>

Within DualEnroll, the HelpDesk link/logo is in the upper right hand corner.

# CollegeOfTheDesert.DualEnroll.com

## Parent Consent Continued:

Parent: Provide Consent

[Mostrar en Español](#) ← **Translatable to Spanish!**

Rodney T Roadrunner

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 Self-Service Student Portal 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. I agree 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 better.
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 of my intent to request these services. My current HS 504 Plan or IEP doesn't apply to any Dual Enrollment courses.
9. I understand that disability accommodations are available through COD DSPS and that I am responsible to request these services through my HS site in conjunction with COD.

Sign electronically by entering your first and last name:


Click 'Complete Step' to give permission for your child to enroll in 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.

**Must click "Complete Step"**

**COMPLETE STEP**



“Complete Step” icon is not shown initially in mobile (cellphone) version of the link.  
 Scroll down to see “Complete Step” icon on your phone.

# CollegeOfTheDesert.DualEnroll.com

## Parent Consent Troubleshooting:

College of the Desert: Registration Activity [All Student Accounts](#)

High School:  Course:  Term:  Step:

DX Response:  Abandoned:  Search:

| Student / HS / Date | Course         | Status                 | Step Actions                            |
|---------------------|----------------|------------------------|---|
|                     | One-time tasks | <a href="#">[show]</a> | <a href="#">Parent: Provide Consent</a> |
|                     | One-time tasks | <a href="#">[show]</a> | <a href="#">Parent: Provide Consent</a> |
|                     | One-time tasks | <a href="#">[show]</a> | <a href="#">Parent: Provide Consent</a> |
|                     | One-time tasks | <a href="#">[show]</a> | <a href="#">Parent: Provide Consent</a> |

1. Check "Registration" in DualEnroll
2. "Change Contact" to verify parent/guardian
3. Heads-Up to parent/guardian
4. "Resend"



Notifications can be sent by student, counselor, administrator, or COD FEC staff.

# CollegeOfTheDesert.DualEnroll.com

High School (change if incorrect)  
DESERT MIRAGE HIGH SCHOOL

HS School ID High School Grade ★  
Senior

Expected Graduation Date ★  
2025

Counselor ★

Were you previously enrolled at College of the Desert? ★  
No

UPDATE

## APPLICATION STEPS

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

High School:

Counselor drop-down includes all counselors associated with the selected high school.

-If a counselor at your site needs access, contact FEC at:

[dualenrollment@collegeofthedesert.edu](mailto:dualenrollment@collegeofthedesert.edu)

-Selecting "I Don't Know" or "Not Listed" will send approvals to all counselors at the site



Students or counselors can go into student's profile to update the counselor selection if needed.

# Registration Process

Students will immediately be able to search for and select courses via the DualEnroll platform:

**Narrow your Search**

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

**BY TERM**

> All Terms

**BY PROGRAM**

Select Program

**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:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Show only classes meeting between:

Start Time:

End Time:

## Filter Definitions:

College Campus = COD Courses, including online and hybrid courses

High School = Courses at the student's high school

Online = Online modality courses at the student's high school



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Various filters and search boxes can be used to find the right courses. COD does not currently offer any "Regional Center" courses.

# Registration Process

Selecting a course will show the available sections for that course type:

**Course Detail: Introduction to Criminal Justice**

COURSE NUMBER: CJ 001  
 COURSE SUBJECT: CJ  
 CREDITS: 3.0  
 COLLEGE: College of the Desert

**DESCRIPTION:** This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (C-ID AJ 110)

**Available Sections**

| Section                    | Type | Instructor | Location       | Days/Time  | Start/End Date         | Options                  |
|----------------------------|------|------------|----------------|--|------------------------|--------------------------|
| CJ-001-6611<br>Spring 2025 |      | Julio Luna | LA QUINTA HIGH | M (Lecture)<br>11:45am-12:45pm<br>(Lecture)<br>12:00pm-12:00pm   | 01/27/25 -<br>05/23/25 | <a href="#">Register</a> |
| CJ-001-6613<br>Spring 2025 |      | Julio Luna | LA QUINTA HIGH | M (Lecture)<br>9:35am-10:45am<br>Th (Lecture)<br>9:35am-10:45am  | 01/27/25 -<br>05/23/25 | <a href="#">Register</a> |
| CJ-001-6615<br>Spring 2025 |      | Julio Luna | LA QUINTA HIGH | M (Lecture)<br>10:45am-11:35am<br>W (Lecture)<br>11:10am-12:01pm | 01/27/25 -<br>05/23/25 | <a href="#">Register</a> |

Selected courses will show "Pending" until all required steps are completed.

Introduction to Criminal Justice 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) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Courses**

| Course   | Status  | Steps   |
|--|---------|---|
| CJ-001 Introduction to Criminal Justice CJ-001-6611[s]<br>College of the Desert<br>Spring 2025 | Pending | Completion of Per Term Steps<br><a href="#">History</a> <a href="#">Notifications</a> <a href="#">Abandon</a>                           |
| One-time tasks (College of the Desert)   | Pending | Parent: Provide Consent<br><a href="#">History</a> <a href="#">Change contact</a> <a href="#">History</a> <a href="#">Notifications</a> |
| Tasks for the term: Spring 2025 (College of the Desert)  | Pending | Completion of One-Time Steps<br><a href="#">History</a> <a href="#">Notifications</a>   |



Students must click "Register" to add a course. Once a student successfully registers for a course, the "Step" will show "Complete" and the course will appear in the students COD portal and Canvas (allow for 4-6 hours for the course to appear in Canvas)

## Registration Process

Seeing "Complete" next to the course is the end goal. This means the student is enrolled in the course.

The screenshot shows a user interface for a college's registration system. On the left, a table titled "Registration History for [redacted]" lists two courses. The first course is "HS 062 Your Living Body HS-062-[redacted] College of the Desert Summer 2025" with a status of "Complete". The second course is "ENGL C1000 Academic Reading and Writing ENGL-C1000-[redacted] College of the Desert Fall 2025" also with a status of "Complete". A large yellow arrow points from the "Complete" status of the second course towards the right. On the right, a "PROFILE OPTIONS" menu is visible, listing various options: Account, Student Information, Student Number, Terms and Conditions, FERPA Consent, Parent Information, High School, Academics, Documents, Notes, Course History (which is selected with a blue dot), and Select Courses.

| Course  | Steps    |
|---|----------|
| HS 062 Your Living Body HS-062-[redacted]<br>College of the Desert<br>Summer 2025                   | Complete |
| ENGL C1000 Academic Reading and Writing ENGL-C1000-[redacted]<br>College of the Desert<br>Fall 2025 | Complete |

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- ☒ Course History
- Select Courses



"Complete" means the student is enrolled and the course will appear in the students COD portal and Canvas (allow for 4-6 hours for the course to appear in Canvas)

# Understanding "Steps" Alerts

Types of "Steps" and How-to-Resolve:

***"Pending: Completion of Per Term Steps"***

First word says  
who needs to  
resolve.

Message indicates  
resolution needed

***"Parent: Provide Consent"***



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## Understanding "Steps" Alerts

### Common types of "Steps" and How-to-Resolve:

"Complete" = Registration completed successfully.

"Abandoned" = Registration cancelled.

"Failed" = Registration terminated. Requires comment from staff.

"Pending: Completion of One-Time Steps" = Pending an application step.

"Pending: Completion of Per Term Steps" = Pending a registration step.

"High School: Confirm Course/Section" = Counselor course approval pending.

"High School: Upload Transcripts" = Need to confirm pre-requisite.

**Students and Counselors need to ensure they are checking their email for updates, tasks, etc.**



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Students and Counselors need to be checking their emails for updates, tasks, etc.

# Understanding "Steps" Alerts

Types of "Steps" and How-to-Resolve Cont:


**"Counselor: Resolve Issue"**

Click to review  
comments from COD  
staff.

College of the Desert: Registration Activity [All Student Accounts](#)

High School:  Course:  Term:  Step:

DX Response:  Abandoned:  Search:

| Student / HS / Date   | Course  | Status                 | Step Actions                              |
|---|---|------------------------|---|
|  | <a href="#">HIST 017 US History through Reconstruction HIST-017-6571[+]</a> | <a href="#">[show]</a> | <a href="#">Counselor: Resolve Issues</a> |
|   | <a href="#">AIS 006 Business Research AIS-006-0937[+]</a>                   | <a href="#">[show]</a> | <a href="#">Counselor: Resolve Issues</a> |
|   | <a href="#">DDP 116 Social Media Design DDP-116-0233[+]</a>                 | <a href="#">[show]</a> | <a href="#">Counselor: Resolve Issues</a> |



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Comments are required. Issues can vary widely, but comment will try to explain pending issues. Contact FEC office if questions remain. COD does our best to make the comment as clear as possible for what is pending/needed.

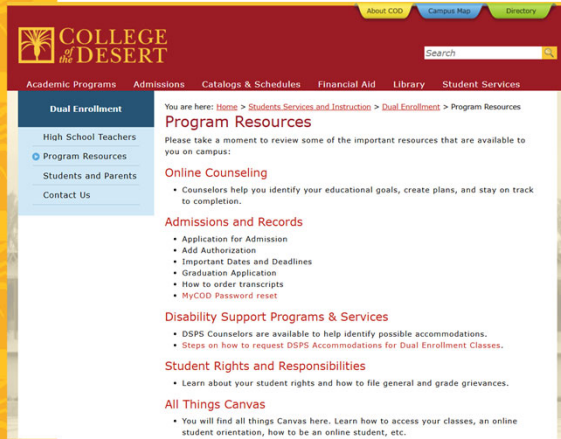
## **Complete COD Concurrent Enrollment Interest Form**

- **Complete this form after creating your DualEnroll.com account**



This slide is only for Concurrent Enrollment

# FEC Support Services



- Dual/Concurrent Enrollment students are COD students!
- Services Include:
  - Library and Tutoring
  - Student ID Card
  - Counseling
  - Mental Health and Safety
- + High School Support!

<https://www.collegeofthedesert.edu/students/dual-enrollment/program-resources.php>



Image is hyperlinked to COD page for more information about any available Student Service.

Link to Student Services: <https://www.collegeofthedesert.edu/students/dual-enrollment/program-resources.php>

# FEC Support Services

## Disabled Students Programs and Services (DSPS)

### DSPS Office

DSPS Counselors are available for academic and disability-related counseling. In-person and phone appointments are available Monday through Friday during fall and spring semesters. The office is closed on Fridays during the summer. Drop-ins are available Monday through Thursday. Please call 760-773-2534 or email the DSPS office for the drop-in hours or to schedule an appointment.

Schedule a DSPS  
Counseling  
Appointment

DSPS High Tech Center faculty and staff are available for technology and instructional support. The lab is open for in-person assistance Monday through Thursday. Please contact the High Tech Center for assistance.

### DSPS Office Hours

Please email the DSPS office (dspd@collegeofthedesert.edu) or call 760-773-2534 and someone will respond to you as soon as possible.

## Disabled Students Programs and Services (DSPS):

**IEPs/504s do not automatically guarantee accommodations in college.**

**Student must initiate DSPS support**



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Link to DSPS website:

<https://www.collegeofthedesert.edu/students/dspd/default.php>

## QUESTIONS?

Director – Kyle Carrigan  
[kcarrigan@collegeofthedesert.edu](mailto:kcarrigan@collegeofthedesert.edu)

Supervisor – Tony Aguilar  
[toaguilar@collegeofthedesert.edu](mailto:toaguilar@collegeofthedesert.edu)

Enrollment Support – Andrea Villalon  
[avillalon@collegeofthedesert.edu](mailto:avillalon@collegeofthedesert.edu)

Dedicated Counselors  
Diego Aguilar [daguilar@collegeofthedesert.edu](mailto:daguilar@collegeofthedesert.edu)  
Yarick Whitmore [ywhitmore@collegeofthedesert.edu](mailto:ywhitmore@collegeofthedesert.edu)



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P:760-862-1396

E: [dualenrollment@collegeofthedesert.edu](mailto:dualenrollment@collegeofthedesert.edu)

COD is here to help and will continue doing our best to support and assist. We appreciate the partnership as we work towards a successful Free Early College collaboration.