



COLLEGE
of DESERT

Free Early
College

Dual and Concurrent

Enrollment

High School
Counselor,
teacher and
staff resource
guide

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

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!



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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!



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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.

How to Apply for Dual Enrollment

1

Get a COD ID#



2

Complete a
DualEnroll Profile



3

Register via
DualEnroll platform
(Dual & Concurrent)

- Register each semester

How to Apply for Concurrent Enrollment

1. Get a COD ID#



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

4. Register via DualEnroll platform (Dual & Concurrent)

- Register each semester

2. Complete a DualEnroll Profile



collegeofthedesert.dualenroll.com

3. Complete COD Concurrent Enrollment Interest Form



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OpenCCCAppl.y.net



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](#)

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

Complete application:

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

Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/ITIN) 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? [②](#)

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. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/ITIN 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.

Open CCCApply.net

College of the Desert

Welcome

Enrollment Information

Term Applying For 

-- Select --

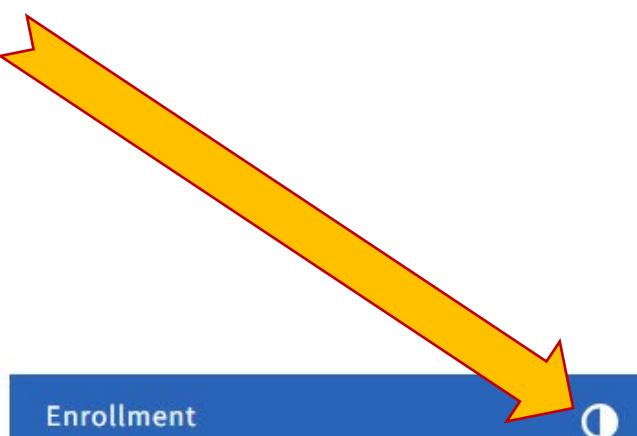
Educational Goal 

-- 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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Open CCCApply.net

College of the Desert | Term: Summer 2026 | Application #: 34567890

Welcome

Enrollment Information

Term Applying For ②

Summer 2026 (June 08, 2026 to July 30, 2026)

Educational Goal ②

Undecided on goal

Intended Major or Program of Study ②

*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.

Open CCCApply.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, 2023? [?](#)

Yes No

Out-of-State Activities

As of September 01, 2023, has your parent or guardian engaged in any of the following activities? Check each activity that applies.

Taxes were paid outside of California [?](#)

Registered to vote outside of California [?](#)

Declared residency at a college or university outside of California [?](#)

Filed for a lawsuit or divorce 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



* Not pictured

Open CCCApply.net

Needs & Interests

Enrollment	<input checked="" type="checkbox"/>
Profile	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Citizenship/Military	<input checked="" type="checkbox"/>
Residency	<input checked="" type="checkbox"/>
Needs & Interests	<input type="radio"/>
Demographic Information	<input checked="" type="checkbox"/>
Supplemental Questions	<input type="radio"/>
Submission	

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

Open CCCApply.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 6 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.icanaffordcollege.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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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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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.

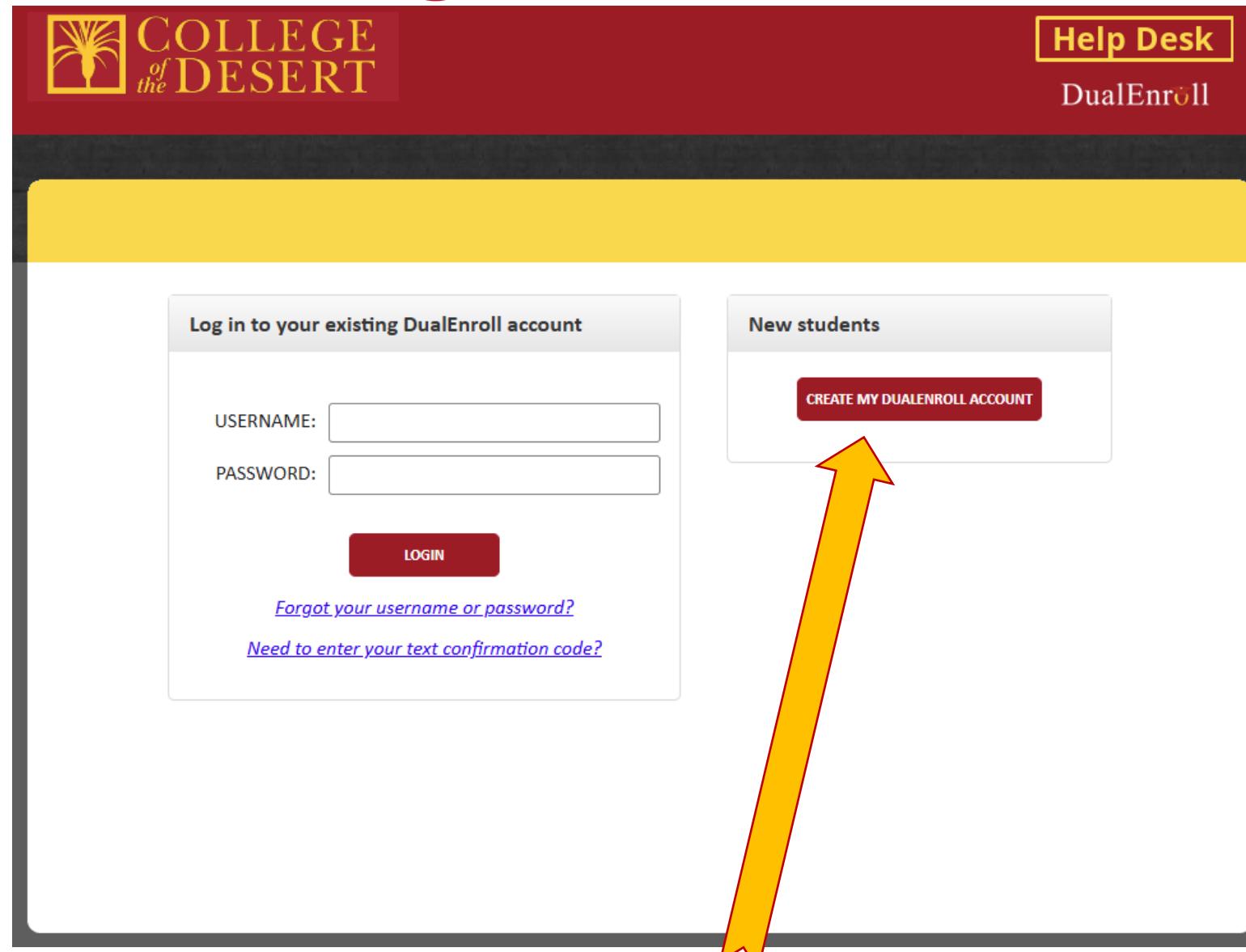
- May need to fill out a SSN form for verification

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



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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

CollegeOfTheDesert.DualEnroll.com

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

HIGH SCHOOL:*

CREATE USERNAME:*

CREATE PASSWORD:*

RETYPE PASSWORD:*

STUDENT FIRST NAME:* Please use STUDENT'S correct legal 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  reCAPTCHA Privacy · Terms

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



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CollegeOfTheDesert.DualEnroll.com

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

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender *	Birth Date *	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Email *	
<input type="text"/>	<input type="text"/>	

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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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.



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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

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

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

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

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

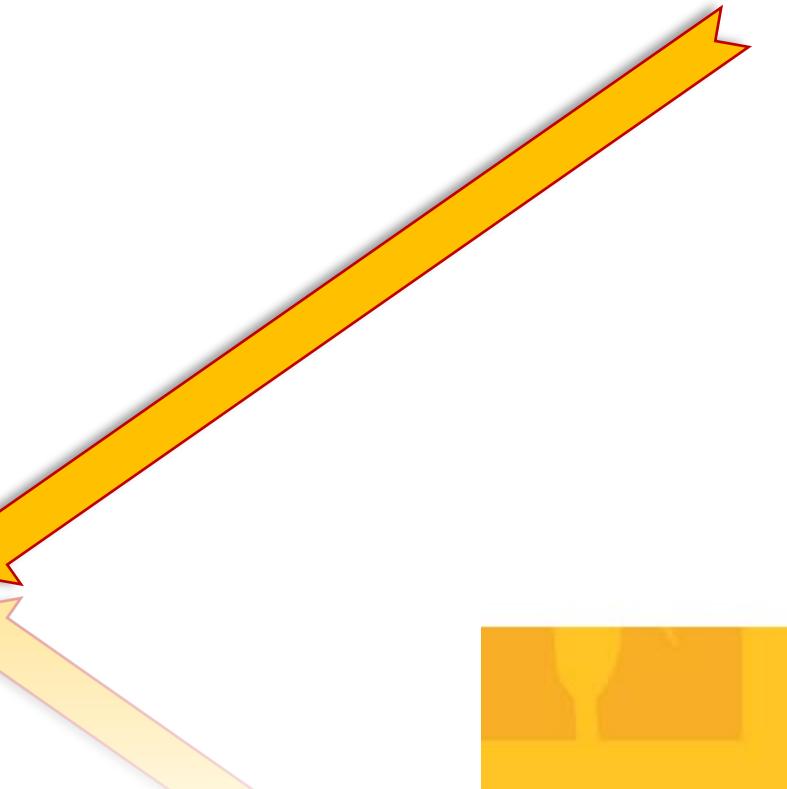
Father/Stepfather

*

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

UPDATE



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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CollegeOfTheDesert.DualEnroll.com

Parent or Guardian Contact Information

Parent Or Guardian Name: *

Relationship: Parent *

Contact Preference: Email *

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”.



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CollegeOfTheDesert.DualEnroll.com

Student Receives:

 noreply@dualenroll.com

To: rodney.roadrunner@testde5.com

Dear Student,

Notification has been sent to your parent/guardian via email: rodney.parent@testde5.com

If for some reason your parent/guardian does not receive the notification, [visit your registration status page](#) to resend.

You may also [visit your profile page](#) to change your parent's contact information.

Student: Rodney T Roadrunner
College: College of the Desert

No additional instructions or comments were provided.



No action needed
from student!

Parent Receives:

 noreply@dualenroll.com

To: rodney.parent@testde5.com

Dear Parent/Guardian,

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

Student: Rodney T Roadrunner
College: College of the Desert

[Click here](#) to review the documentation and complete your task.

No additional instructions or comments were provided.

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



Parent “Click here”



CollegeOfTheDesert.DualEnroll.com

Parent Consent Continued:

Parent: Provide Consent

[Mostrar en Español](#)

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 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 certifies 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 I take 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 take this course and agree to the above

Please click the "COMPLETE STEP" button below to confirm.

If you have any problems with this process regarding payment or permission, click [here](#) to contact support.

[COMPLETE STEP](#)

Translatable to Spanish!

Must click "Complete Step"



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CollegeOfTheDesert.DualEnroll.com

Parent Consent Troubleshooting:

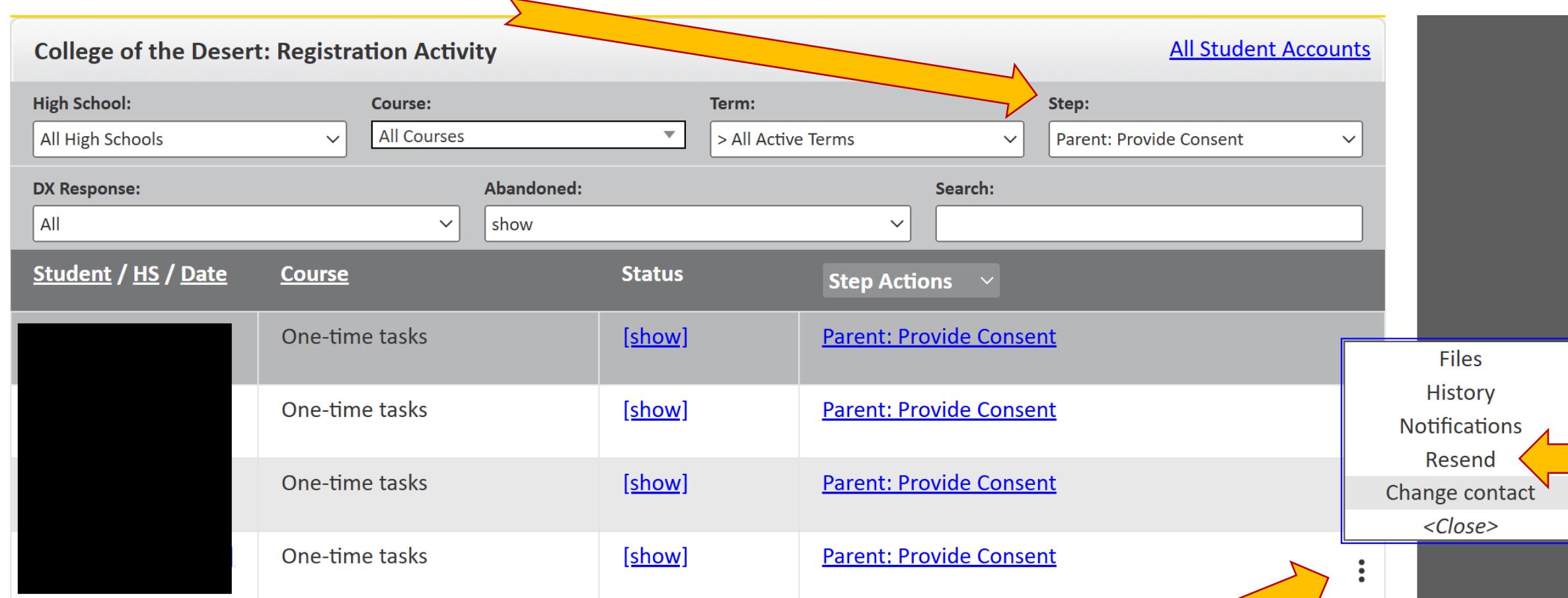
College of the Desert: Registration Activity

High School: All High Schools Course: All Courses Term: > All Active Terms Step: Parent: Provide Consent

DX Response: All Abandoned: show Search:

Student / HS / Date	Course	Status	Step Actions
	One-time tasks	[show]	Parent: Provide Consent
	One-time tasks	[show]	Parent: Provide Consent
	One-time tasks	[show]	Parent: Provide Consent
	One-time tasks	[show]	Parent: Provide Consent

All Student Accounts



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

CollegeOfTheDesert.DualEnroll.com

High School:

High School (change if incorrect)
DESERT MIRAGE HIGH SCHOOL

HS School ID High School Grade *
[REDACTED] Senior

Expected Graduation Date *
2025

Counselor *
[REDACTED]

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

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
- Selecting “I Don’t Know” or “Not Listed” will send approvals to all counselors at the site



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Registration Process

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

Narrow your Search

BY TERM

BY PROGRAM

BY KEYWORD

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:

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
CART 020		CART	Baking and Pastries I	College of the Desert
CART 040		CART	Culinary Fundamentals	College of the Desert
CIS 040		CIS	Information & Communication Technology Essentials	College of the Desert
CIS 053		CIS	Computer Networks and Security	College of the Desert
CIS 054		CIS	Routing and Switching Essentials	College of the Desert
CJ 001		CJ	Introduction to Criminal Justice	College of the Desert
COLL 001		COLL	First Year Seminar	College of the Desert
COUN 101		COUN	Career/Life Planning & Personal Exploration	College of the Desert
FIRE 001B		FIRE	Principles of Emergency Services 1B	College of the Desert
MATH 010		MATH	College Algebra	College of the Desert
MATH 012		MATH	Pre-calculus	College of the Desert

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

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 principals 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 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 11:46am-12:44pm (Lecture) 12:00am-12:00am	01/27/25 - 05/23/25	Register
CJ-001-6613 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 9:35am-10:24am Th (Lecture) 8:30am-10:18am	01/27/25 - 05/23/25	Register
CJ-001-6615 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 10:40am-11:39am W (Lecture) 11:10am-1:01pm	01/27/25 - 05/23/25	Register

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).

Course	Status	Steps
CJ 001 Introduction to Criminal Justice CJ-001-6611 [+] College of the Desert Spring 2025	Pending: Completion of Per Term Steps	[History] [Notifications] [Abandon]
One-time tasks (College of the Desert)	Parent: Provide Consent	[Resend] [Change contact] [History] [Notifications]
Tasks for the term: Spring 2025 (College of the Desert)	Pending: Completion of One-Time Steps	[History] [Notifications]



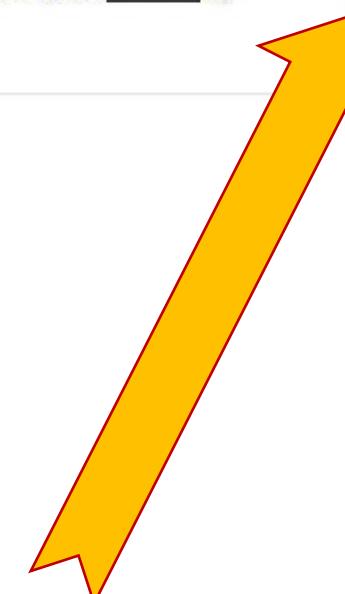
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Registration Process

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

Registration History for [REDACTED]

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



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Understanding "Steps" Alerts

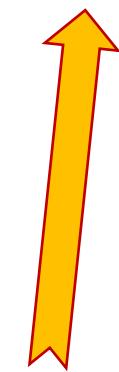
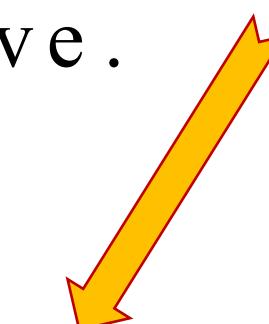
Types of "Steps" and How-to-Resolve:

"Pending: Completion of Per Term Steps"



First word says
who needs to
resolve.

"Parent: Provide Consent"



Message indicates
resolution needed



"



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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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Understanding "Steps" Alerts

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

"Counselor: Resolve Issue"

“

College of the Desert: Registration Activity

[All Student Accounts](#)

High School: Course: Term: Step:
All High Schools All Courses > All Active Terms Counselor: Resolve Issues

DX Response: Abandoned: Search:
All show

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

Click to review
comments from COD
staff.



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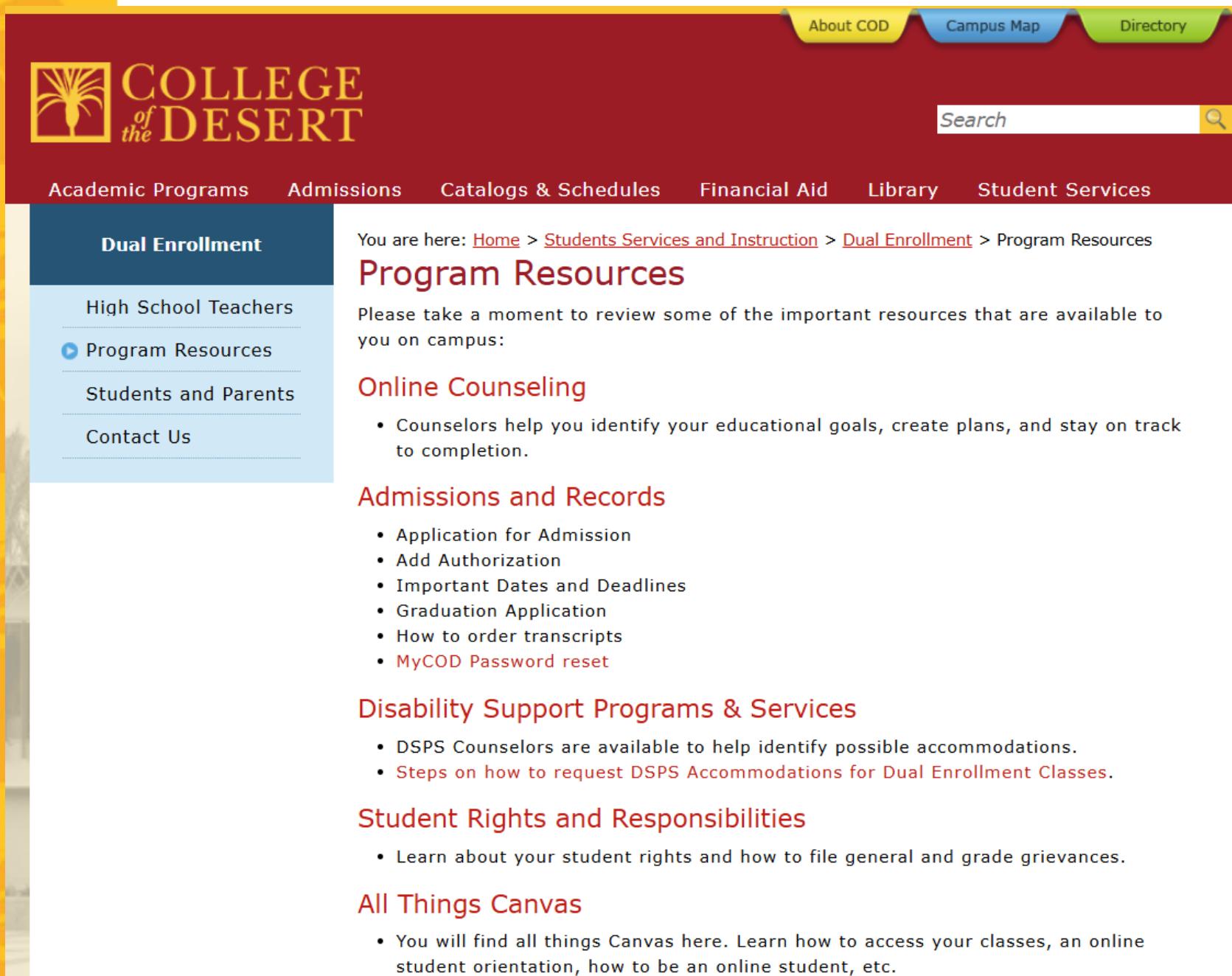
Complete COD Concurrent Enrollment Interest Form

- Complete this form after creating your DualEnroll.com account



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FEC Support Services



The screenshot shows the College of the Desert website with a maroon header. The header includes the college logo, navigation links for About COD, Campus Map, and Directory, and a search bar. Below the header, a blue sidebar on the left lists 'Dual Enrollment' (selected), 'High School Teachers', 'Program Resources' (highlighted with a blue dot), 'Students and Parents', and 'Contact Us'. The main content area displays the 'Program Resources' page for Dual Enrollment. It includes a breadcrumb trail: Home > Students Services and Instruction > Dual Enrollment > Program Resources. The page content is organized into sections: 'Program Resources' (with a note to review available resources), 'Online Counseling' (with a bullet point about counselors helping with goals and plans), 'Admissions and Records' (with a list of items like Application for Admission, Add Authorization, etc.), 'Disability Support Programs & Services' (with a note about DSPS Counselors and steps for accommodations), 'Student Rights and Responsibilities' (with a bullet point about learning about rights and grievances), and 'All Things Canvas' (with a note about accessing classes and orientation). The background of the page features a repeating sunburst pattern.

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



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](tel:760-773-2534) or email the [DSPS office](mailto:dsps@collegeofthedesert.edu) 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](mailto:dsps@collegeofthedesert.edu) (dsps@collegeofthedesert.edu) or call [760-773-2534](tel: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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QUESTIONS?

Director – Kyle Carrigan

kcarrigan@collegeofthedesert.edu

Supervisor – Tony Aguilar

toaguilar@collegeofthedesert.edu

Enrollment Support – Andrea Villalon

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Dedicated Counselors

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