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Free Early College

Dual Enrollment

Current Department: 760-862-1396 or dualenrollment@collegeofthedesert.edu
https://www.collegeofthedesert.edu/students/dual-enrollment/default.php
- Director – Kyle Carrigan (kcarrigan@collegeofthedesert.edu)
- Supervisor – Tony Aguilar (toaguilar@collegeofthedesert.edu)
- Enrollment Support – Andrea Villalon (avillalon@collegeofthedesert.edu)
- Dedicated Counselors – Diego Aguilar (daguilar@collegeofthedesert.edu) and Yarick Whitmore (ywhitmore@collegeofthedesert.edu)

What is Free Early College (FEC)?

- **FEC includes <u>dual and concurrent enrollment</u> 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

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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!**

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This Student Registration Guide encompasses a comprehensive overview of the entire application/registration process. Students are not expected to know all the ins and outs, but this document can serve as a reference to understand the application and registration process.

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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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The counselor's role in the Free Early College process cannot be understated. Counselor's 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.

Students 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 FEC?

1

Get a COD ID#

APPLY NOW
CREATE YOUR STORY.

opencccapply.net

2

Complete a DualEnroll Profile

Dual/Concurrent Enrollment Registration
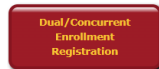
collegeofthedesert.dualenroll.com

3

Register via DualEnroll platform (Dual & Concurrent)

- Register each semester

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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

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

CCC Application Steps!

Can plan application support workshops with advanced notice

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Welcome

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

Enrollment Information

Term Applying For ⑦
-- Select --

Educational Goal ⑦
-- Select --

Intended Major or Program of Study ⑦
-- Select --

Save   Continue   >

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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

Educational Goal and Intended Major questions are just for data collection purposes. Select the answer that best fits. The answer will NOT affect application acceptance chances.

1. College Enrollment Status= "Enrolling in high school and college at the same time" Students need to select this option

4. Out-of-State Activities can be left blank and should be in most cases.

OpenCCCApply.net

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.

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

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? ⑦

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.

7. Select the answer that best fits. Answer will NOT affect application acceptance chances.

OpenCCCApply.net

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.

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.

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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.

Students are strongly encouraged to log into their MyCOD Portal asap!
Dual/Concurrent enrollment students register via DualEnroll.com platform.

Dual/Concurrent students do NOT register via Student Portal!

COD Portal – MFA and Student Portal

The first time you sign in will require setting up Multi-Factor Authentication (MFA)

- Security Questions for Password recovery
- Phone/Email MFA

Canvas:
- Access to classwork

MyCOD Email:
- Check *at least* weekly

College of the Desert Student Portal
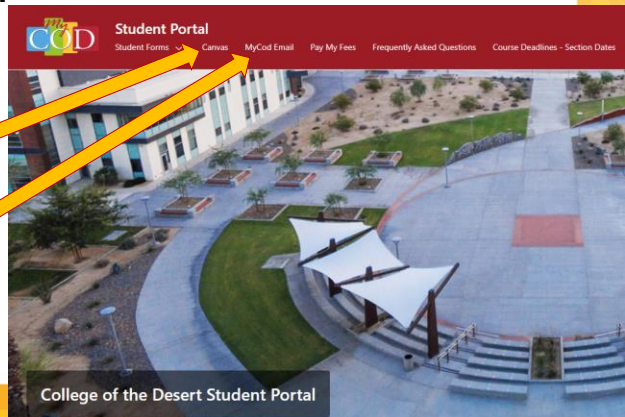
Students are encouraged to explore the Student Portal to see the many resources available to them. Student should regularly check their MyCOD email, ideally daily during an active semester.

Dual/Concurrent students do NOT register via Student Portal!

COD Portal – Additional Links/Resources

Student Portal includes many great resources and links to COD support services!

- **Canvas Training Videos**
- **Counseling***
- **Course Schedule***
- **Tutoring and Library***
- **Jobs/Internships***
- **Drop Deadlines!**
- **And more!**

Contact FEC office for help.

*Link not pictured
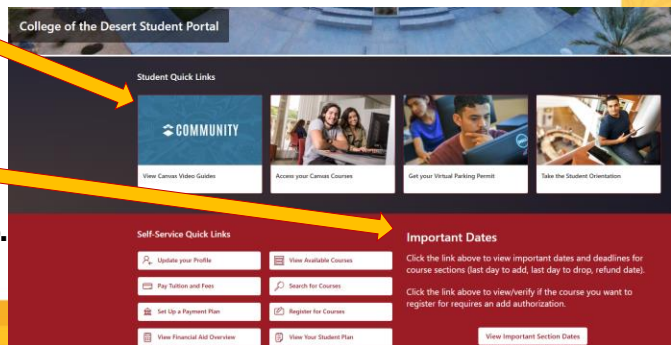
Scroll down on Student Portal page to access the links not pictured. Contact FEC office for basic tech support. COD IT may be required for larger issues.

Link: https://collegeofthedesert.dualenroll.com/

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/

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.

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.

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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:
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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Even if both contact methods are used, parent/guardian only needs to respond via one. Give your parent/guardian a heads up before you send the link.
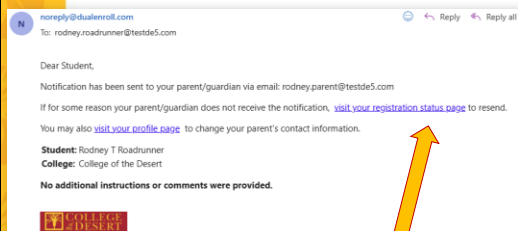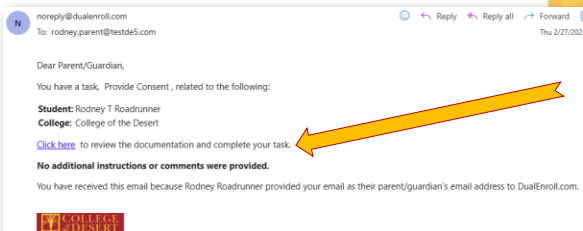
If parents are reporting issues, DualEnroll HELP DESK can assist, or contact FEC office with screenshots of what is being received.

CollegeOfTheDesert.DualEnroll.com

Parent Consent Continued:

Translatable to Spanish!

Type Name here

Must click
"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

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
- 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.

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:

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

Students must click "Register" to add a course. Once a student successfully registers for a course, the "Step" will show as "Complete" and the course will appear in the student's COD Portal and Canvas (it can take between 4-6 hours for it to show in canvas). Pay attention to the course details to make sure you're registering for the right section! See a high school or COD counselor for Academic advising and support.

Registration Process

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

"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)

Registration Process

Registered courses will appear in Canvas via COD Student Portal

Click here to see "Courses"

Can take up to 6 hours for courses to appear.

Dashboard

2025-26 Leading from the Middle ...
Academy I Leading from the ...

Black Student Success Center
Black Student Success Center

Student Support Hub
Student Support Hub
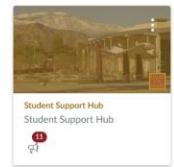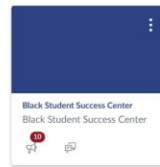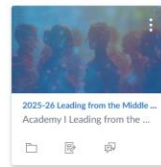
Successfully registered courses will appear on COD schedule and Canvas.

Understanding "Steps" Alerts

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

"Student*: Resolve Issues*"

First word says who needs to resolve.

Message indicates resolution needed

"Student*: Resolve Issues*"

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"Pending:" alerts are tied to another part of the process.

Understanding "Steps" Alerts

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

"Student: *Resolve Issues*"

Click to review comments from COD staff.

College of the Desert: Registration Activity   All Student Accounts

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

DX Response:	Abandoned:	Search:
All	show	

Student / HS / Date	Course	Status	Step Actions ∨	
	ENGL C1000 Academic Reading and Writing ENG-001A-0144[+] Summer 2025	[show]	Student: Resolve Issues	⋮
	POLS C1000 American Government and Politics PS-001-0615[+] Summer 2025	[show]	Student: Resolve Issues	⋮
	COMM C1000 Introduction to Public Speaking COMM-001-0258[+] Summer 2025	[show]	Student: Resolve Issues	⋮

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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.

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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**"Complete" registration can be verified by student in their COD portal and on Canvas.
Students and Counselors need to ensure they are checking their email for updates, tasks, etc.**

COD Support Services
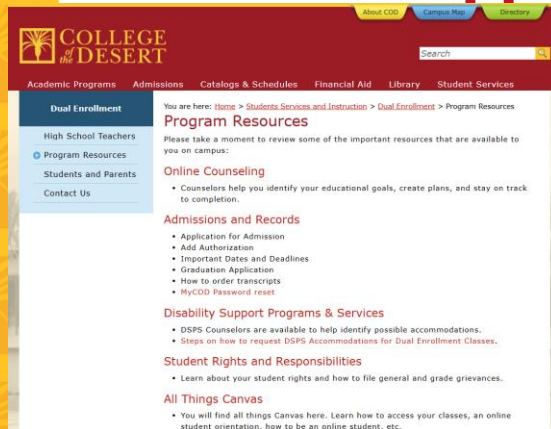
- Dual/Concurrent Enrollment students are COD students!

- 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):

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

Student must initiate DSPS support

Link to DSPS website:
https://www.collegeofthedesert.edu/students/dsps/default.php

QUESTIONS?

Director – Kyle Carrigan
kcarrigan@collegeofthedesert.edu

Supervisor – Tony Aguilar
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Enrollment Support – Andrea Villalon
avillalon@collegeofthedesert.edu

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Diego Aguilar daguilar@collegeofthedesert.edu
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P:760-862-1396
E: dualenrollment@collegeofthedesert.edu

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COD is here to help and will continue doing our best to support and assist.
Congratulations and we will see you soon!