



COLLEGE  
*of* DESERT

## Free Early College

### Dual Enrollment

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 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.

Current Department: 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/pEDGE 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



**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#



[openccapply.net](http://openccapply.net)

2

Complete a  
DualEnroll Profile



[collegeofthedesert.dualenroll.com](http://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>



**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](#)

**\*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/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...**

Provide your social security number or taxpayer identification number, if required, with respect to non-U.S. resident students. If either 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 (DE CFR, § 1.38055-1) 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.

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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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.

# OpenCCCAppl.net

The screenshot shows the 'Education' section of the application. A yellow arrow points to the 'College Enrollment Status' dropdown, which is set to 'Enrolling in high school (or lower grade) and college at the same time'. Another yellow arrow points to the 'U.S. Military/Dependent of Military' dropdown, which is set to 'None apply to me'. The 'Citizenship/Military' section is also visible, with a yellow arrow pointing to the 'Other' dropdown in the 'Citizenship & Immigration' section.

**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

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

# OpenCCCAppl.net

## Needs & Interests

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

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

Yes  No

### 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).

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

# 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<sup>1</sup> allows you to submit your application and residency information online with an electronic signature. Your electronic signature will provide the same level of security as a handwritten signature for electronic submissions. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

Section 9460 of subchapter 4.5 of chapter 5 of division 4 of title 5 of the California Code of Regulations.

By Checking here, I, Armando Robles, acknowledge understanding 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 fabricating or 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](http://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 used and how, see the [District Privacy](#).<sup>2</sup>

- 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.

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



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.

**Dual/Concurrent students do NOT register via Student Portal!**

## COD Portal



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Academic Programs Admissions Catalogs & Schedules Financial Aid Library Student Services

Search

¿QUIERES APRENDER INGLÉS?

Haga clic aquí

APPLY NOW

CREATE YOUR STORY

OPEN CLASS LIST

Grad Fest 2025 – Your One-Stop Event for Graduation Prep

Financial Aid Update for College of the Desert Students

BASIC NEEDS

**Accessible via COD homepage!**

**Requires:**

- COD Email @mycod.us
- Password "CodMMDDYY"



You are here: Home > MyCOD  
MyCOD Student Portal

Log into the new Student Portal for single sign-on and to sign up for courses



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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
- Check *at least* weekly

**MyCOD Email:**

- Check *at least* weekly



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!**

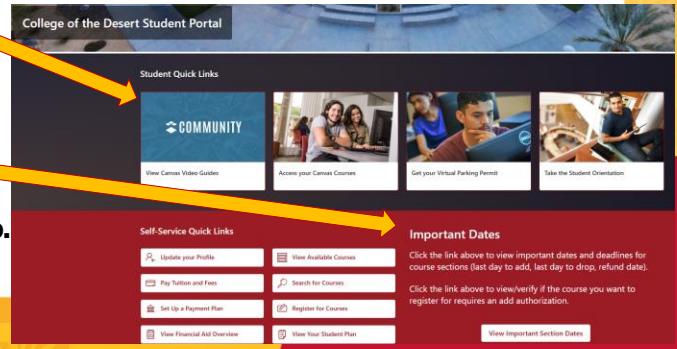
## COD Portal – Additional Links/Resources

**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.

**Dual/Concurrent students register via this platform!**

## CollegeOfTheDesert.DualEnroll.com

You are here: [Home](#) > [Students Services and Instruction](#) > Dual Enrollment

**Early College for High School Students**

**Early Free College Credit at COD While in High School!**

The Dual & Concurrent Enrollment Program at COD let you take college classes while you are still in high school—and earn free college credit.

**Dual Enrollment:**  
Take college-level classes at your high school during the regular school day. These count for high school and college credit.

**Concurrent Enrollment:**  
Take college-level classes either at your high school (outside of the regular day) or directly at COD. These count for college credit only.

To join, you will need approval from your high school principal (or their designee). Once approved, you will be considered a Special Admin Student at COD.

A COD ID is required to register for dual or concurrent enrollment classes. Make sure you have fully submitted your COD ID under the "High School Enrollment (X-12)" tab, to get that ID # (Keep your confirmation number just in case you are asked for it by your high school or a COD staff member).

Special Admin Students are limited to 11 units per year, unless the courses are part of a College and Career Access Pathway (CCAP) agreement, in which case the maximum units per year is 15. For more information about concurrent enrollment courses held on a high school campus under a CCAP agreement, students should speak with their high school counselor.

Once a COD ID is received, registration for classes occurs through our new registration platform.

As part of the registration process for a class a student will apply for a course and need to obtain Parent Consent both of which are required to begin in the programs and are valid for the entire duration of your high school career, unless a written withdrawal of consent is provided by a parent.

Please note that high school concurrent enrollment students enroll during open enrollment and do not receive priority registration.

Once a student has their COD ID and is ready to register for a class, they can click the link below and begin the registration process:

[Dual/Concurrent Enrollment Registration](#)

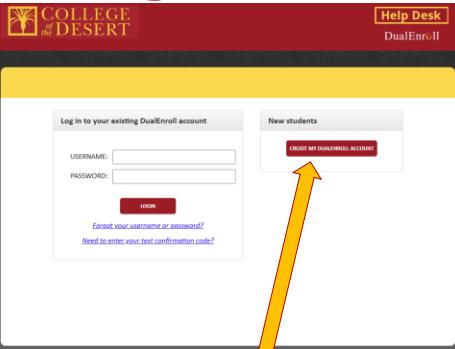
**Access site directly by visiting:  
[collegeofthedesert.dualenroll.com](http://collegeofthedesert.dualenroll.com)**

**Or visit COD Homepage →  
Admissions → “Early College for  
High School Students”  
- Click on Registration button**



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/>

# CollegeOfTheDesert.DualEnroll.com

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

HIGH SCHOOL:  Select 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:  yyyy-mm-dd 

Please at least one contact method for student.

DO NOT use parent contact information:

STUDENT EMAIL:

STUDENT CELL PHONE:  ex. 703-555-1234

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



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 *
<input type="text"/>		
Gender *	Birth Date *	<input type="text"/>
<input type="text"/>		<input type="text"/>
Phone Number	Email *	<input type="text"/>
<input type="button" value="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



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.



# 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 financial aid, 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 not covered under FERPA rules 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**

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.



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

# 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:



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. Give your parent/guardian a heads up before you send the link.

# CollegeOfTheDesert.DualEnroll.com

## Student Receives:

**n** noreply@dualeenroll.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!**  
- Can resend alert if needed!



## Parent Receives:

**n** noreply@dualeenroll.com  
To: rodney.parent@testde5.com  
Thu 2/27/2022

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"**



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:

Parent: Provide Consent

Mostrar en Español

Rodney T Rodriguez

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.
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 that I will create my own college account and be responsible for my own college enrollment while in HS, authorizing me to participate in courses at College of the Desert until consent is withdrawn in writing.
6. I understand that I will receive a grade in each college class I take and that my college grade point average must receive a C or above.
7. I accept full responsibility for the grade I receive or for dropping a class. I did not attend college if I did not receive a C or above.
8. If I plan to be a college athlete after high school graduation, I will notify the high school coach or college who verifies NCAA eligibility.
9. I understand that disability accommodations are available through COD DSPS and that it is my responsibility to request these services. My current HS 504 Plan or IEP doesn't apply to any dual enrollment I may receive 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 terms.

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

If you have any problems or questions regarding this consent or permission, click here to contact support.

COMPLETE STEP

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:

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

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

**BY TERM**  
All Terms

**BY PROGRAM**  
Select Program

**BY KEYWORD**  
Enter 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
CI 001	CI		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 008	FIRE		Principles of Emergency Services 1B	College of the Desert
MATH 030	MATH		College Algebra	College of the Desert
MATH 032	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



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 impact of these principles on the system. The historical development of criminal law, criminal justice, 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 historical 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] T [Lecture] W [Lecture] Th [Lecture] F [Lecture] 11:45am-12:45pm 12:00pm-12:00pm	01/27/25 - 05/23/25	<a href="#">Register</a>
CJ-001-6613 Spring 2025		Julio Luna	LA QUINTA HIGH	M [Lecture] T [Lecture] W [Lecture] Th [Lecture] F [Lecture] 11:45am-12:45pm 12:00pm-12:00pm	01/27/25 - 05/23/25	<a href="#">Register</a>
CJ-001-6615 Spring 2025		Julio Luna	LA QUINTA HIGH	M [Lecture] T [Lecture] W [Lecture] Th [Lecture] F [Lecture] 11:45am-12:45pm 12:00pm-12:00pm	01/27/25 - 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 listed are the required steps for the registration process:

- High-lighted 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
CJ001 Introduction to Criminal Justice CJ-001-6611(+) College of the Desert Spring 2025	Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>	
One-time tasks (College of the Desert)		parent: Provide Consent <a href="#">[Detail]</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 <a href="#">[History]</a> <a href="#">[Notifications]</a>



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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.**

Registration History for [REDACTED]

Course	Steps
HS-362 Your Living Body HS-362-[REDACTED] College of the Desert Summer 2025	Complete
ENGL C1000 Academic Reading and Writing ENGL-C1000-[REDACTED] College of the Desert Fall 2025	Complete

PROFILE OPTIONS

- 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)

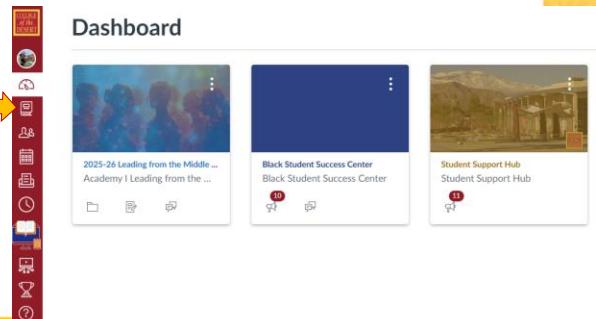
# Registration Process

**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.**



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*"



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

# Understanding "Steps" Alerts

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

"Student: Resolve Issues"

College of the Desert: Registration Activity

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

Click to review comments from COD staff.



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.**



**"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

[About COD](#) [Campus Map](#) [Directory](#)

[Academic Programs](#) [Admissions](#) [Catalogs & Schedules](#) [Financial Aid](#) [Library](#) [Student Services](#)

[Dual Enrollment](#)

[High School Teachers](#)

[Program Resources](#)

[Students and Parents](#)

[Contact Us](#)

[Search](#)

[Program Resources](#)

You are here: [Home](#) > [Students Services and Instruction](#) > [Dual Enrollment](#) > Program Resources

Please take a moment to review some of the important resources that are available to you on campus:

**Online Counseling**

- Counselors help you identify your educational goals, create plans, and stay on track to completion.

**Admissions and Records**

- Application for Admission
- Add Authorization
- Important Dates and Deadlines
- Graduation Application
- How to order transcripts
- MyCODU Password Reset

**Disability Support Programs & Services**

- DSFS Counselors are available to help identify possible accommodations.
- Steps on how to request DSFS Accommodations for Dual Enrollment Classes.

**Student Rights and Responsibilities**

- Learn about your student rights and how to file general and grade grievances.

**All Things Canvas**

- You will find all things Canvas here. Learn how to access your classes, an online student orientation, how to be an online student, etc.

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

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



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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>

34

# 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.



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 ([dsps@collegeofthedesert.edu](mailto:dsps@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**



Link to DSPS website:

<https://www.collegeofthedesert.edu/students/dsps/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 [dagular@collegeofthedesert.edu](mailto:dagular@collegeofthedesert.edu)  
Yarick Whitmore [ywhitmore@collegeofthedesert.edu](mailto:ywhitmore@collegeofthedesert.edu)

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.  
Congratulations and we will see you soon!