



COLLEGE  
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## Free Early College

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## 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!**



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

### Benefits of FEC:

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

### Risks of FEC:

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



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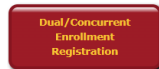
**FEC enrollment should be an option, not an assignment.**

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](https://openccapply.net)**2****Complete a  
DualEnroll Profile**[collegeofthedesert.dualenroll.com](https://collegeofthedesert.dualenroll.com)**3****Register via  
DualEnroll platform  
(Dual & Concurrent)****- Register each  
semester**

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

CCC Application:

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

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

## Social Security Number

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

If you are being asked for your social security number, you should:

- ☒ **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, 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 new U.S. resident students; however documented or undocumented, international students with valid current visas, students who are current law-abiding and stated employment or worked on campus with scholarships; pay by an institutional third party including an employer or government agency (20 USC 1141, 11805-11811) a SSN or TIN/TIN-E is not required when an IRSSS is required; 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, an optional exception and do not have a social security number or taxpayer identification number.**

# OpenCCCApply.net

College of the Desert

## Welcome

### Enrollment Information

Term Applying For <sup>?</sup>

-- Select --

Educational Goal <sup>?</sup>

-- Select --

Intended Major or Program of Study <sup>?</sup>

-- Select --

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

**CCC Application Steps!**

**Can plan application support workshops with advanced notice**

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Sections will be highlighted as completed:

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

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.



# OpenCCCApply.net

**Education**

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

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

Select enrollment status --

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

**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, 2017?

Yes -- No --

**Out-of-State Activities**

As of September 01, 2025, has your parent or guardian engaged in any of the following with their child or child's first spouse?

1. Has been paid outside of California --

2. Engaged in any activity outside of California --

3. Has been awarded a scholarship or grant 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**

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

- Enrollment ✓
- Profile ✓
- Education ✓
- Citizenship/Military ✓
- Residency ✓
- Needs & Interests** 0
- Demographic Information ✓
- Supplemental Questions 0
- Submission

## Needs & Interests

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

### Main Language

Are you comfortable reading and writing English?

☒ Yes ☐ No

### Financial Assistance

Are you interested in receiving information about money for college?

☐ Yes ☒ No [Clear Selection](#)

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

☐ Yes ☒ No [Clear Selection](#)

### Athletic Interest

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

**Common Questions Continued:**

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

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\*Not pictured

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

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 "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 53080 of subdivision 4.2 of chapter 4.5 of division 4 of title 1 of the California Code of Regulations.

☒ By checking here, I, Armando Ribelles, 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 fabrication, 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 Ribelles, 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.scaaffordcolleges.com](http://www.scaaffordcolleges.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.

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.

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

## COD Portal



**Accessible via COD homepage!**

**Requires:**

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



**Click here!**

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)**

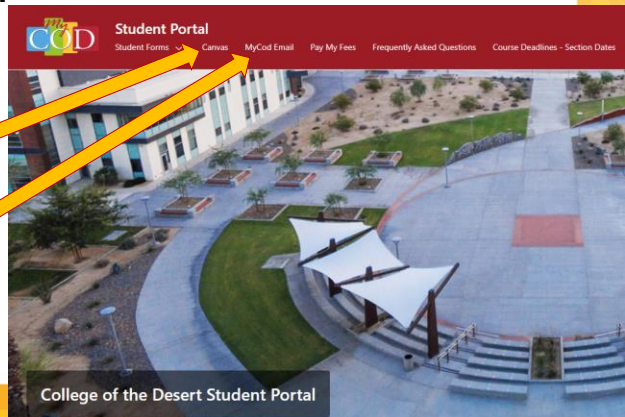
- Security Questions for Password recovery
- Phone/Email MFA

**Canvas:**

- Access to classwork

**MyCOD Email:**

- Check *at least* weekly



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!**

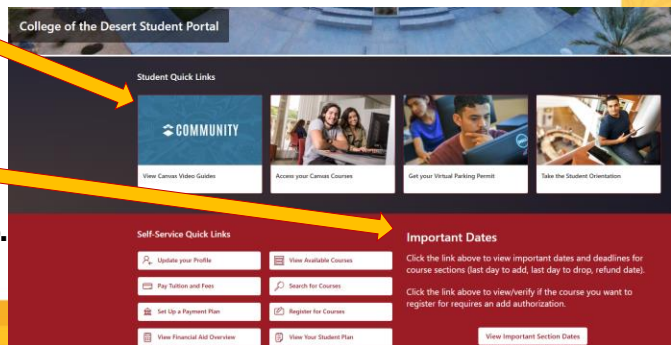
## **COD Portal – Additional Links/Resources**

**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

**Academic Programs** **Admissions** **Catalogs & Schedules** **Financial Aid** **Library** **Student Services**

**Dual Enrollment**

**Early College for High School Students**

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

The Dual & Concurrent Enrollment Programs 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 both 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 admitted, you will be considered a Special Admit Student at COD.

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

Special Admit Students are limited to 11 units per term, unless the courses are part of a College and Career Access Pathway (CCAP) agreement, in which case the maximum units per term is 15. For information about dual 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 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:

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

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

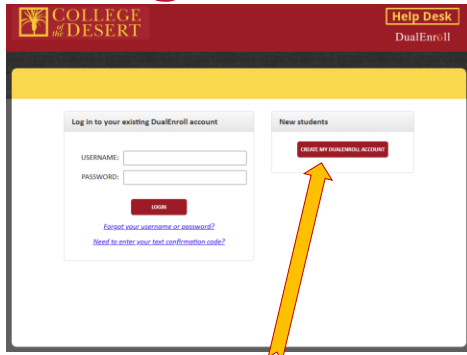
**Dual/Concurrent  
Enrollment  
Registration**



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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 [calendar icon]

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

STUDENT EMAIL:

STUDENT CELL PHONE: \* (xx) 000-000-1212

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 [captcha icon]

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

# CollegeOfTheDesert.DualEnroll.com

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

First Name \*

Middle Name

Last Name \*

Gender \*

Birth Date \*

Phone Number

Email \*


UPDATE

APPLICATION STEPS

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

Complete Application Steps:

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



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

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**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 terms.](#)

☐ 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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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) \*

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 requirements and any other information contained in Student account records) \*

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) \*

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.) \*

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.



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

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**Parent or Guardian Contact Information**

Parent Or Guardian Name:

Relationship:

Contact Preference:

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

**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".

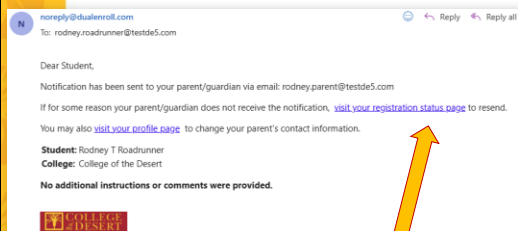


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Even if both contact methods are used, parent/guardian only needs to respond via one. Give your parent/guardian a heads up before you send the link.

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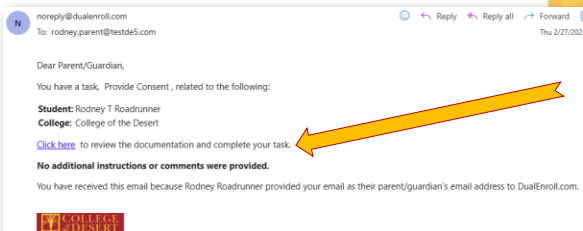
## Student Receives:



**No action needed  
from student!**

**- Can resend alert  
if needed!**

## Parent Receives:



**Parent "Click here"**



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



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## Parent Consent Continued:

Parent: Provide Consent

Mostrar en Español

Translatable to Spanish!

Rodney T Roadrunner

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

The student has confirmed that they understand the following:

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

Type Name here

Must click  
"Complete Step"

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 terms.

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

COMPLETE STEP



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"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 (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
- FERRA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes
- Course History
- Select Courses

### High School:

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

- If a counselor at your site needs access, contact FEC at: [dualenrollment@collegeofthedesert.edu](mailto:dualenrollment@collegeofthedesert.edu)
- Selecting "I Don't Know" or "Not Listed" will send approvals to all counselors at the site



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

# Registration Process

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

Narrow your search

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

College Campus High School Online Course Regional Center

BY TERM  
All Terms

BY PROGRAM  
Select Program

BY KEYWORD  
Enter Keyword(s)

BY COURSE TYPE  
Choose all that apply:  
☐ College Campus  
☒ High School  
☐ Online  
☐ Regional Center

BY SCHEDULE  
Show only classes meeting on:  
☐ Mon ☐ Tue ☐ Wed  
☐ Thu ☐ Fri ☐ Sat  
☐ Sun  
Show only classes meeting between:  
Start Time:   
End Time:

Course	Term	Subject	Title	College
CART 020	CART	CART	Art and Practice I	College of the Desert
CART 040	CART	CART	Culture Fundamentals	College of the Desert
CIS 040	CIS	CIS	Information & Communication Technology Essentials	College of the Desert
CIS 053	CIS	CIS	Computer Networks and Security	College of the Desert
CIS 054	CIS	CIS	Hardware and Software Essentials	College of the Desert
CJ 001	CJ	CJ	Introduction to Criminal Justice	College of the Desert
COLL 001	COLL	COLL	First Year Seminar	College of the Desert
COUN 101	COUN	COUN	Career/Life Planning & Personal Evaluation	College of the Desert
FIRE 0018	FIRE	FIRE	Principles of Fire Science I	College of the Desert
MATH 010	MATH	MATH	College Algebra	College of the Desert
MATH 012	MATH	MATH	Precalculus	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 evolving forces that have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. (C-ID AJ 110)

**Available Sections**

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
CJ-001-6611 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Section) 11:00am-12:00pm (Section)	01/27/25 - 05/23/25	<a href="#">Register</a>
CJ-001-6613 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Section) 12:00pm-12:30pm (Section)	01/27/25 - 05/23/25	<a href="#">Register</a>
CJ-001-6615 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Section) 12:00pm-12:30pm (Section)	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 column indicates what needs to be done to complete the registration process:  

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Courses**

Course	Status	Steps
CJ-001 Introduction to Criminal Justice (C-ID AJ 110) 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="#">View</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.

The screenshot shows a 'Registration History for [redacted]' window. It contains a table with two rows of course information. The first row is for 'HS 062 Your Living Body HS-062 [redacted] College of the Desert Summer 2025' with a 'Complete' status. The second row is for 'ENGL C1000 Academic Reading and Writing ENGL-C1000 [redacted] College of the Desert Fall 2025' with a 'Complete' status. An orange arrow points to the 'Complete' status of the second course. To the right of the table is a 'PROFILE OPTIONS' menu with items: Account, Student Information, Student Number, Terms and Conditions, FERPA Consent, Parent Information, High School, Academics, Documents, Notes, Course History (selected), and Select Courses.

Course	Steps
HS 062 Your Living Body HS-062 [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 (selected)
- 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

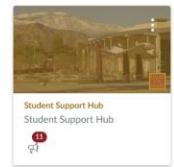
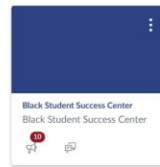
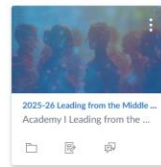
**Registered courses will appear in Canvas via COD Student Portal**

**Click here to see "Courses"**

**Can take up to 6 hours for courses to appear.**



### Dashboard



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:

DK 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.

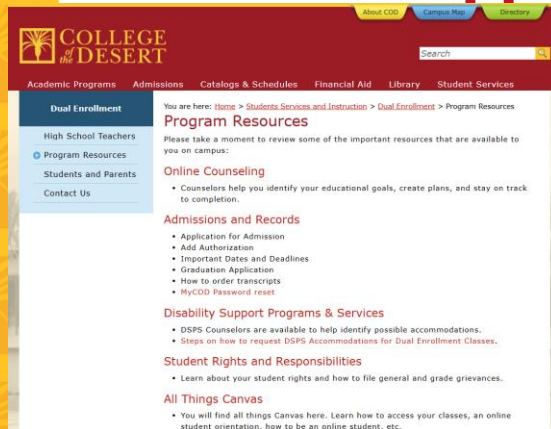
**Students and Counselors need to ensure they are checking their email for updates, tasks, etc.**



**"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)

### DSPS Office

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

Schedule a DSPS  
Counseling  
Appointment

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

### DSPS Office Hours

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

## Disabled Students Programs and Services (DSPS):

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

**Student must initiate DSPS support**



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Link to DSPS website:

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



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P: 760-862-1396

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

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