



COLLEGE
of the DESERT

Free Early College

**Dual and Concurrent
Enrollment**

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

What is Free Early College (FEC)?



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

More than just a credit opportunity



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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!**

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!



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



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FEC enrollment should be an option, not an assignment.

How to Apply for Dual Enrollment

1

Get a COD ID#



opencccapply.net

2

**Complete a
DualEnroll Profile**

Dual/Concurrent
Enrollment
Registration

collegeofthedesert.dualenroll.com

3

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

**- Register each
semester**

How to Apply for Concurrent Enrollment

1. Get a COD ID#



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

2. Complete a DualEnroll Profile



collegeofthedesert.dualenroll.com

3. Complete COD Concurrent Enrollment Interest Form

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

- Register each semester



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OpenCCCApply.net



CCCApply



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Application for Admission to College

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

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

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

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

Complete application:

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

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

Social Security Number

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

Why am I being asked for my social security number? [?](#)

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.

i Just Remember...

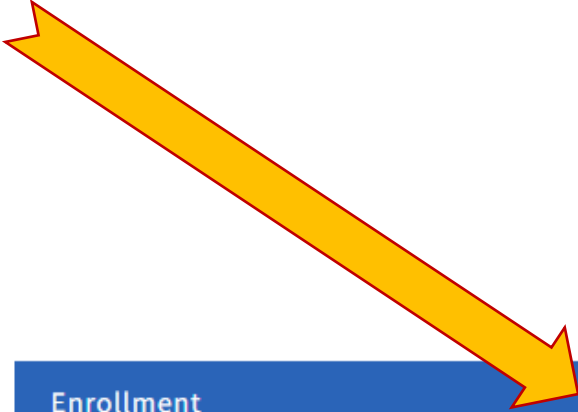
Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

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

OpenCCCApply.net

CCC Application Steps!

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



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

College of the Desert

Welcome

Enrollment Information

Term Applying For ?

-- Select --

Educational Goal ?

-- Select --

Intended Major or Program of Study ?

-- Select --

Save

Continue >



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OpenCCCApply.net

Education

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

Profile ☒

Education ☒

Citizenship/Military ☐

Residency ☐

Needs & Interests ☐

Demographic Information ☒

Supplemental Questions ☐

Submission ☐

College Enrollment Status

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

-- Select enrollment status --

-- Select enrollment status --

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

First time at this college; have attended another college

Returning student to this college after absent for a main term

Adult school student in a high school diploma or equivalency program

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

-- Select enrollment status --

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

Citizenship/Military

Enrollment ☒

Profile ☒

Education ☒

Citizenship/Military ☒

Residency ☐

Needs & Interests ☐

Demographic Information ☒

Supplemental Questions ☐

Submission ☐

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

Enrollment ☒

Profile ☒

Education ☒

Citizenship/Military ☒

Residency ☒

Needs & Interests ☐

Demographic Information ☒

Supplemental Questions ☐

California Residence

Has your parent or guardian lived in California continuously since September 01, 2023? ?

☒ Yes ☐ No

Out-of-State Activities

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

☐ Taxes were paid outside of California ?

☐ Registered to vote outside of California ?

☐ Declared residency at a college or university outside of California ?

☐ Filed for a lawsuit or divorce outside of California ?



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***Not pictured**

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.

Main Language

Are you comfortable reading and writing English?

☒ Yes ☐ No

Financial Assistance

Are you interested in receiving information about money for college?

☐ Yes ☒ No [Clear Selection](#)

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

☐ Yes ☒ No [Clear Selection](#)

Athletic Interest

Are you interested in participating in a sport while attending college? [?](#)

Common Questions Continued:

5. Financial Assistance

- a. Dual/Concurrent Students cannot receive Financial Aid

6. Athletic Interest

- a. Dual/Concurrent Students cannot participate in team sports

7. Race/Ethnicity*

- a. Optional



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***Not pictured**

OpenCCCApply.net

Submit Your Application

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

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

Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

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

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

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

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

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

Request for Consent to Release Information

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

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

☐ I consent

☒ I do not consent

Common Questions Continued:

8. Consent to Release Info

a. Optional

9. Submit Your Application

a. Check both boxes

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

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



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COD Welcome Email

Arrives within 1-2 Business Days

Includes:

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

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

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

Recommend students log into COD Portal asap.

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



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COD Welcome Email - Troubleshooting

Arrives within 1-2 Business Days*

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

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

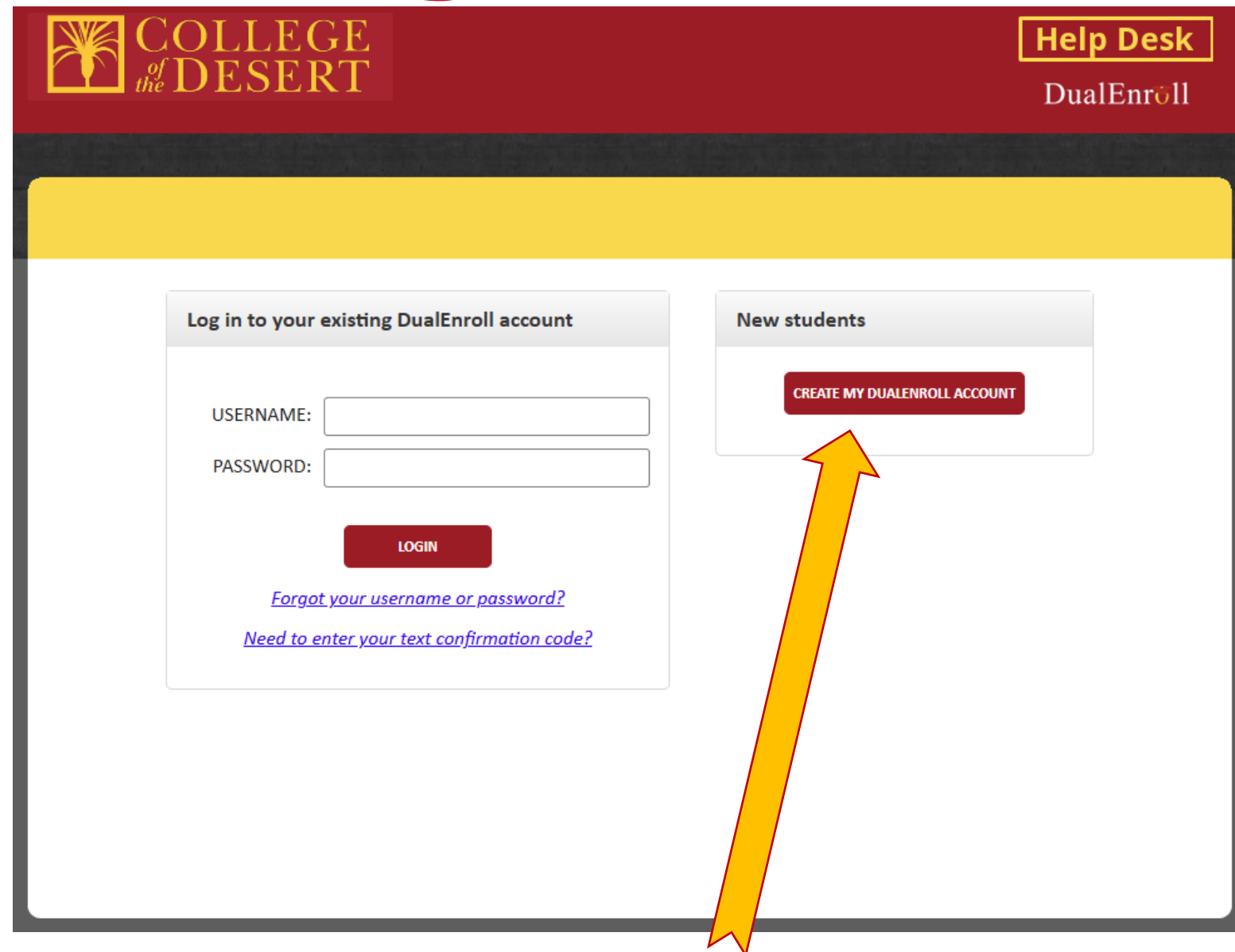
- May need to fill out a SSN form for verification

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



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CollegeOfTheDesert.DualEnroll.com



The screenshot shows the College of the Desert Dual Enrollment website. At the top, there is a red header with the College of the Desert logo on the left and a 'Help Desk' button on the right. Below the header, the main content area is divided into two sections. The left section is titled 'Log in to your existing DualEnroll account' and contains fields for 'USERNAME:' and 'PASSWORD:', a 'LOGIN' button, and two links: '[Forgot your username or password?](#)' and '[Need to enter your text confirmation code?](#)'. The right section is titled 'New students' and contains a red button labeled 'CREATE MY DUALENROLL ACCOUNT'. A large yellow arrow points from the bottom of the 'Log in' section towards the 'CREATE MY DUALENROLL ACCOUNT' button.

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

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

HIGH SCHOOL:*

CREATE USERNAME:*

CREATE PASSWORD:*

RETYPE PASSWORD:*

STUDENT FIRST NAME:*

MIDDLE NAME:

STUDENT LAST NAME:*

DATE OF BIRTH:*

STUDENT EMAIL:

STUDENT CELL PHONE:*

☐ I prefer not to provide a cell phone

☐ I'm not a robot

reCAPTCHA Privacy - Terms

CREATE ACCOUNT

DualEnroll Profile Creation

- Look for required fields

Recommend to use same username and password as COD Portal

- Use LEGAL name that matches CCC Application

Recommended to use calendar icon to input birthdate

- yyyy-mm-dd

Cell phone optional



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██

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

CollegeOfTheDesert.DualEnroll.com

Student Number Verification:

- Verify COD ID#

Selecting “I don’t have...” option will link student to CCC Application.

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



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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.

College of the Desert FERPA Consent

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

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

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

All Financial Aid Records (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in Financial Aid application or file) ★
☐ Yes

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

If Other, please specify

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

Spouse

Agency

Mother/Stepmother

Father/Stepfather

★

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

☐ I do not agree to release this information

UPDATE

PROFILE OPTIONS

Account

Student Information

Student Number

Terms and Conditions

☒ FERPA Consent

Parent Information

High School

Academics

Documents

Notes

Course History

Select Courses

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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”.

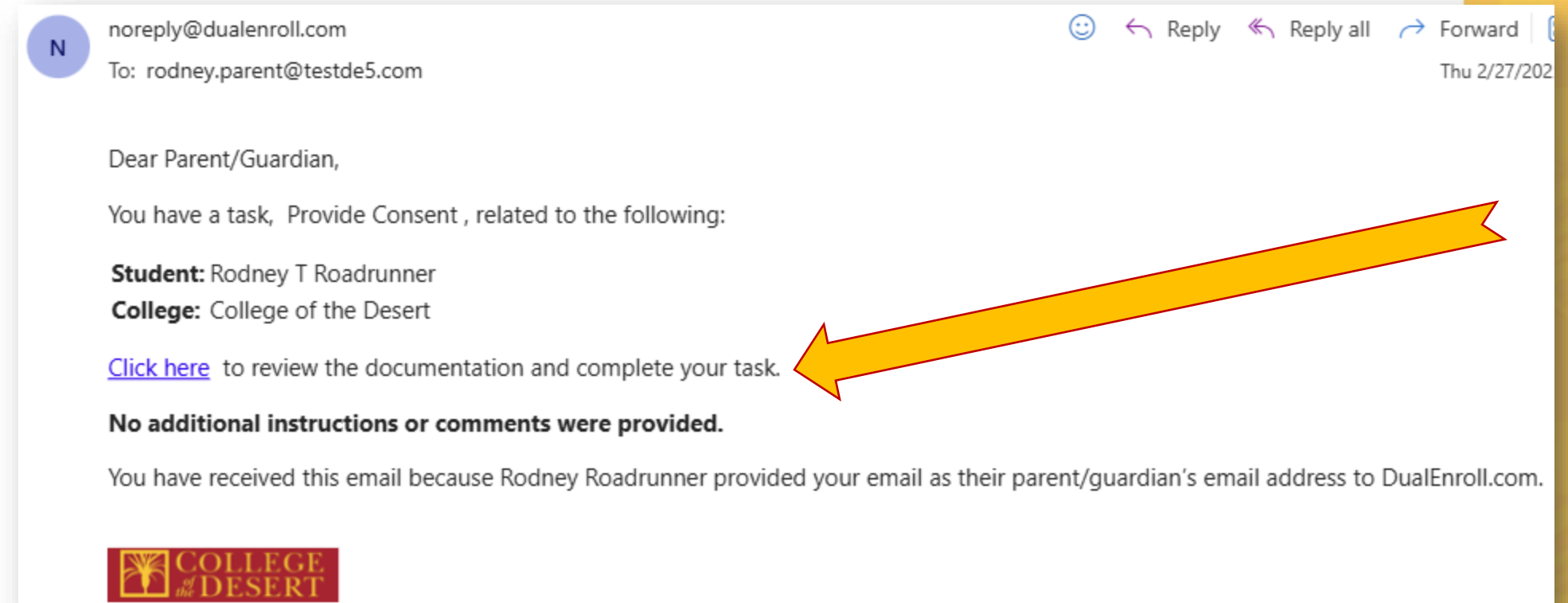
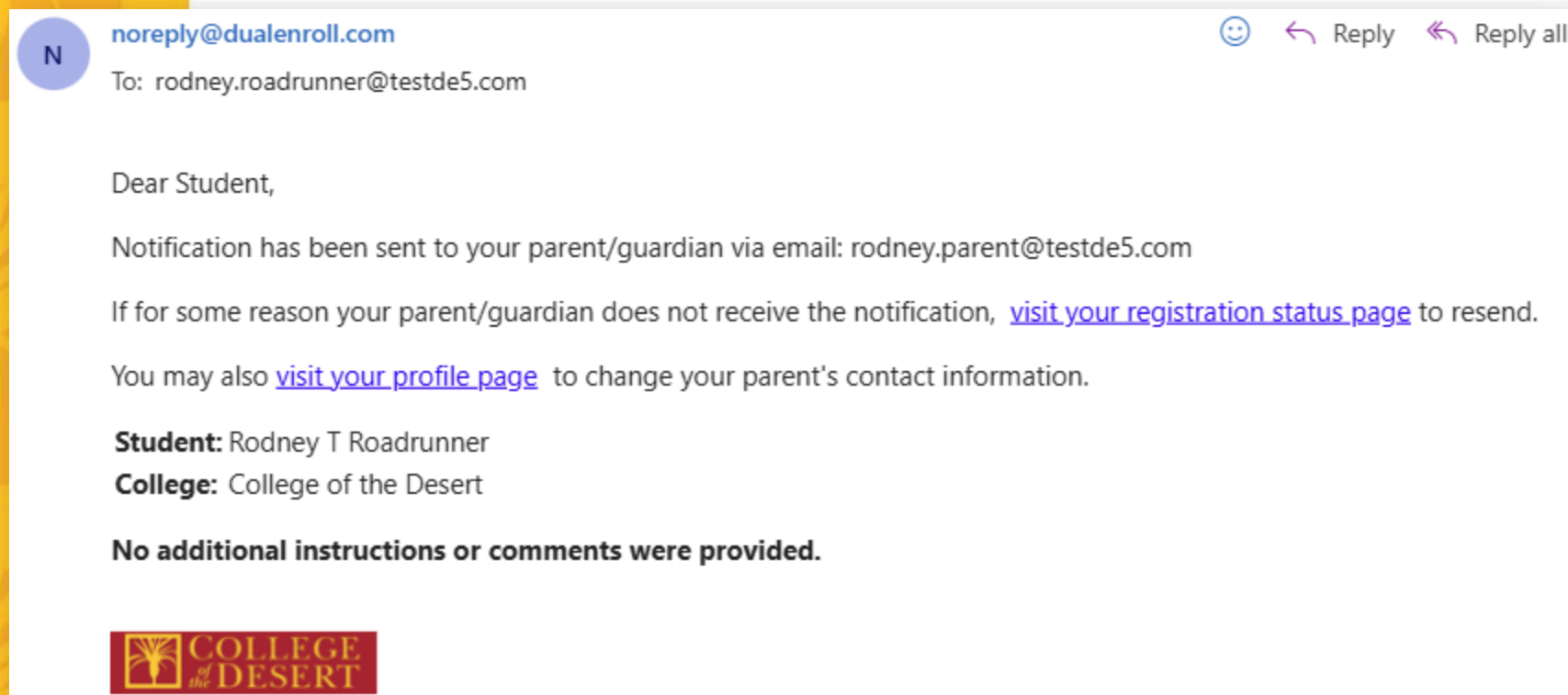


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Student Receives:

Parent Receives:



**No action needed
from student!**

Parent "Click here"



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Parent Consent Continued:

Parent: Provide Consent

Mostrar en Español

Rodney T Roadrunner

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

The student has confirmed that they understand the following:

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

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission for your child to take this course and agree to the above

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

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

COMPLETE STEP

Translatable to Spanish!

Must click "Complete Step"



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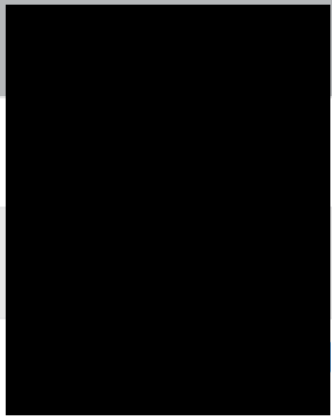
Parent Consent Troubleshooting:

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

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

High School: Course: Term: Step:

DX Response: Abandoned: Search:

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

[Files](#)
[History](#)
[Notifications](#)
[Resend](#)
[Change contact](#)
[<Close>](#)



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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

The screenshot shows the 'High School' section of the application form. It includes a dropdown for 'High School (change if incorrect)' with 'DESERT MIRAGE HIGH SCHOOL' selected. Below this are fields for 'HS School ID' (a text box with a blacked-out value), 'High School Grade' (a dropdown with 'Senior' selected), 'Expected Graduation Date' (a dropdown with '2025' selected), and 'Counselor' (a dropdown with a blacked-out value). There is also a checkbox for 'Were you previously enrolled at College of the Desert?' with 'No' selected. An 'UPDATE' button is at the bottom of this section. To the right is a sidebar titled 'APPLICATION STEPS' with a list of steps: Account, Student Information, Student Number, Terms and Conditions, FERPA Consent, Parent Information, High School (highlighted in orange), Academics, Documents, Notes, Course History, and Select Courses.

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(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:

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

College Campus High School Online Course Regional Center

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

Filter Definitions:

College Campus = COD Courses, including online and hybrid courses

High School = Courses at the student's high school

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



Registration Process

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

Course Detail: Introduction to Criminal Justice




COURSE NUMBER: CJ 001

COURSE SUBJECT: CJ

CREDITS: 3.0

COLLEGE: College of the Desert

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

Available Sections						
Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
CJ-001-6611 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 11:46am-12:44pm (Lecture) 12:00am-12:00am	01/27/25 - 05/23/25	Register
CJ-001-6613 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 9:35am-10:24am Th (Lecture) 8:30am-10:18am	01/27/25 - 05/23/25	Register
CJ-001-6615 Spring 2025		Julio Luna	LA QUINTA HIGH	M (Lecture) 10:40am-11:39am W (Lecture) 11:10am-1:01pm	01/27/25 - 05/23/25	Register

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

Introduction to Criminal Justice was successfully queued.

The courses you are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration process:

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

Your Courses

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

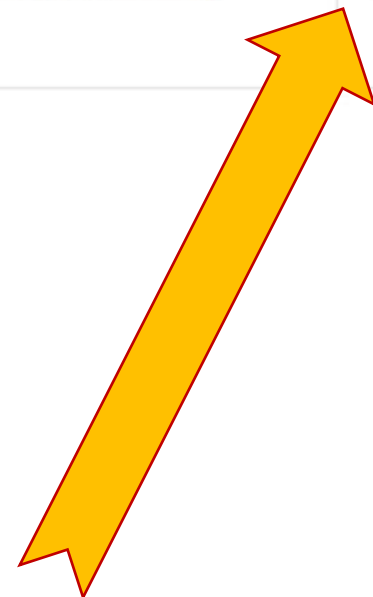



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Registration Process

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

Registration History for [REDACTED]	
Course	Steps
HS 062 Your Living Body HS-062-[REDACTED]+] 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

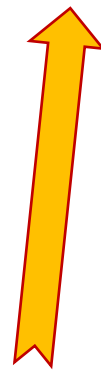


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Understanding "Steps" Alerts

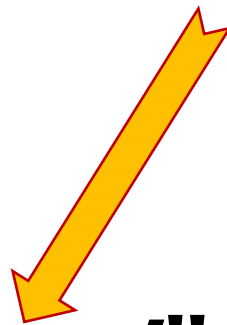
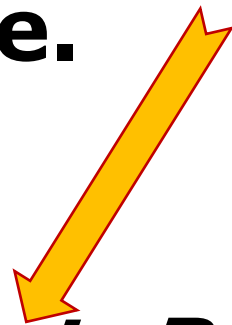
Types of "Steps" and How-to-Resolve:

"Pending: Completion of Per Term Steps"



**First word says
who needs to
resolve.**

**Message indicates
resolution needed**



"Parent: Provide Consent"



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Understanding "Steps" Alerts

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

"Complete" = Registration completed successfully.

"Abandoned" = Registration cancelled.

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

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

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

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

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

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



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Understanding "Steps" Alerts

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

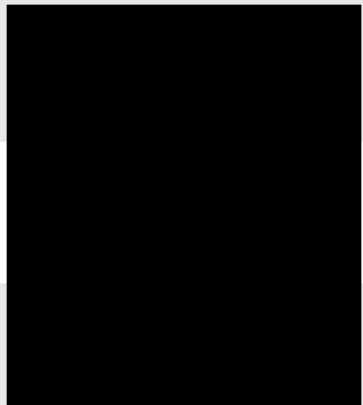
"Counselor: Resolve Issue"

Click to review
comments from COD
staff.

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

High School: Course: Term: Step:

DX Response: Abandoned: Search:

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



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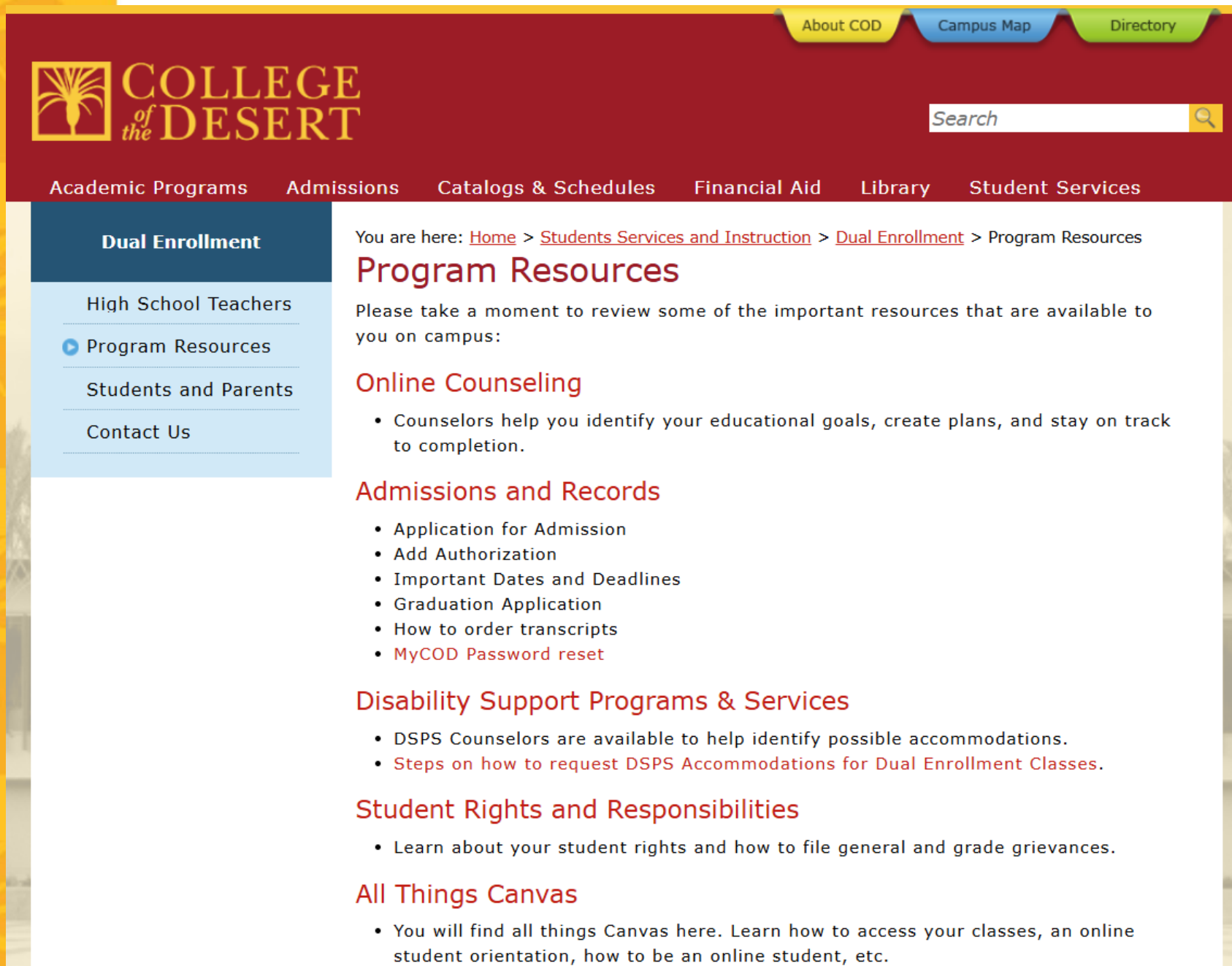
Complete COD Concurrent Enrollment Interest Form

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



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FEC Support Services



The screenshot shows the College of the Desert website. The header includes the college logo, navigation tabs (About COD, Campus Map, Directory), a search bar, and a main menu (Academic Programs, Admissions, Catalogs & Schedules, Financial Aid, Library, Student Services). The left sidebar highlights 'Dual Enrollment' with sub-links for High School Teachers, Program Resources (selected), Students and Parents, and Contact Us. The main content area shows the breadcrumb trail: Home > Students Services and Instruction > Dual Enrollment > Program Resources. Below this, it says 'Please take a moment to review some of the important resources that are available to you on campus:' followed by several resource sections: Online Counseling, Admissions and Records, Disability Support Programs & Services, Student Rights and Responsibilities, and All Things Canvas.

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

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
- [MyCOD Password reset](#)

Disability Support Programs & Services

- DSPS Counselors are available to help identify possible accommodations.
- [Steps on how to request DSPS 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.

- 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>

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 (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



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QUESTIONS?

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

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