Last Updated: 11/24/25

COLLEGE of the DESERT

Free Early College

Dual Enrollment

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!**

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Counselor's Impact

1. Most DualEnroll use at your school
2. Approve course selections
3. Boots on the ground

We need your help!

- Counselors are often the most informed about individual students
- Often the first to receive questions and requests for support
- Intersection between parents, students, administrators, etc.

Your role is critically important!

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Benefits of FEC:

1. College experience

2. FREE college credit
   - Save $$$

3. Units
   - 11 units per term
   - 15 units if CCAP
   - 1 course in SU/WI

4. Early start towards degree or certificate

5. Explore college subjects and career options

6. All benefits are before access to the EDGE/plEDGE programs!

Risks of FEC:

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

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FEC enrollment should be an option, not an assignment.

How to Apply for FEC?

1

Get a COD ID#

opencccapply.net

2

Complete a DualEnroll Profile

collegeofthedesert.dualenroll.com

3

Register via DualEnroll platform (Dual & Concurrent)

- Register each semester

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.

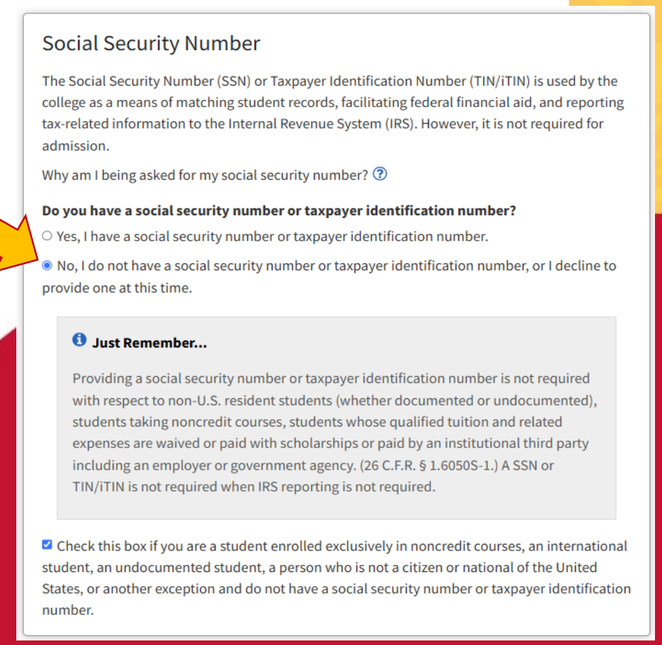
The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

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

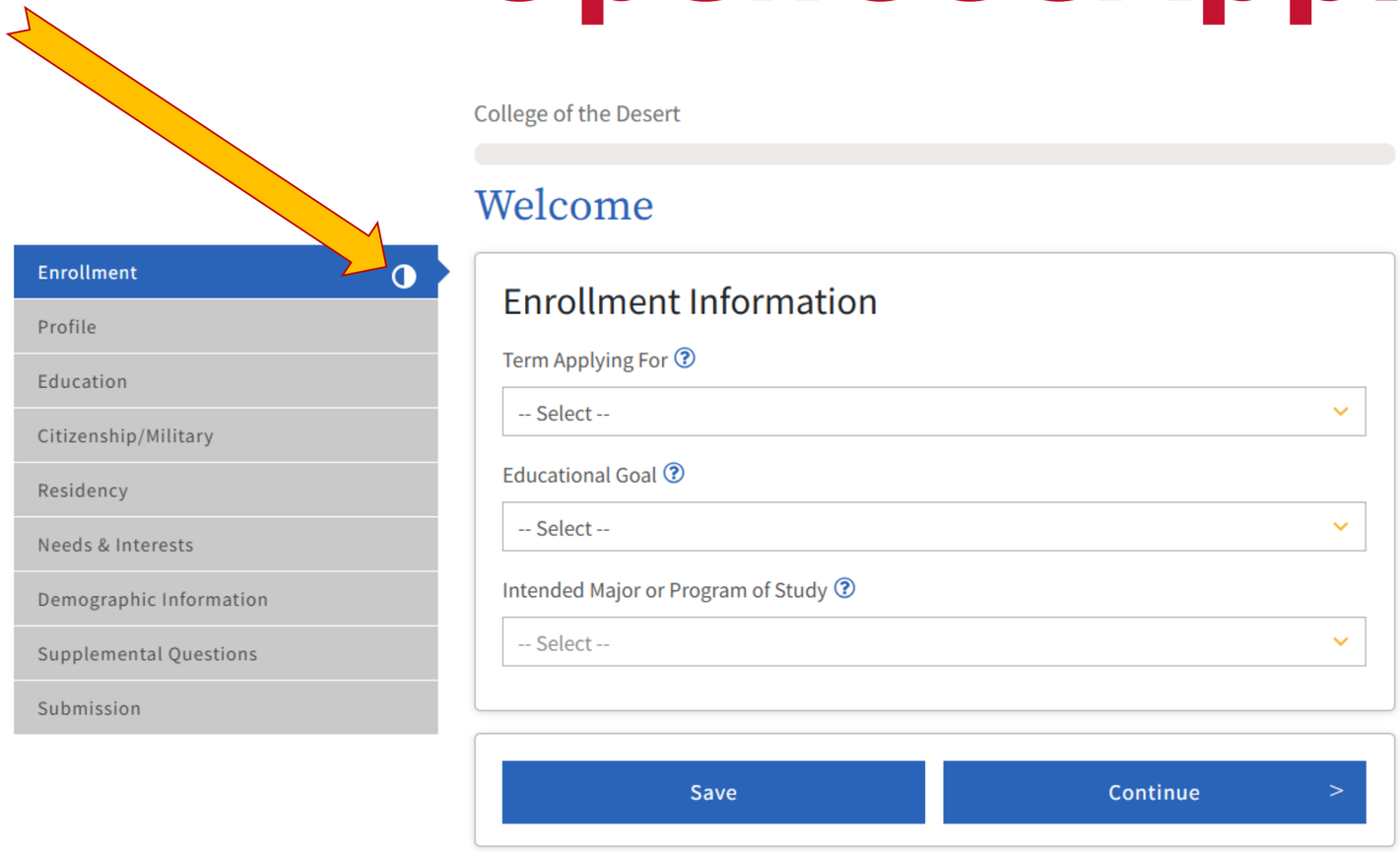
Complete application:

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



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

OpenCCCApply.net



CCC Application Steps!

Can plan application support workshops with advanced notice

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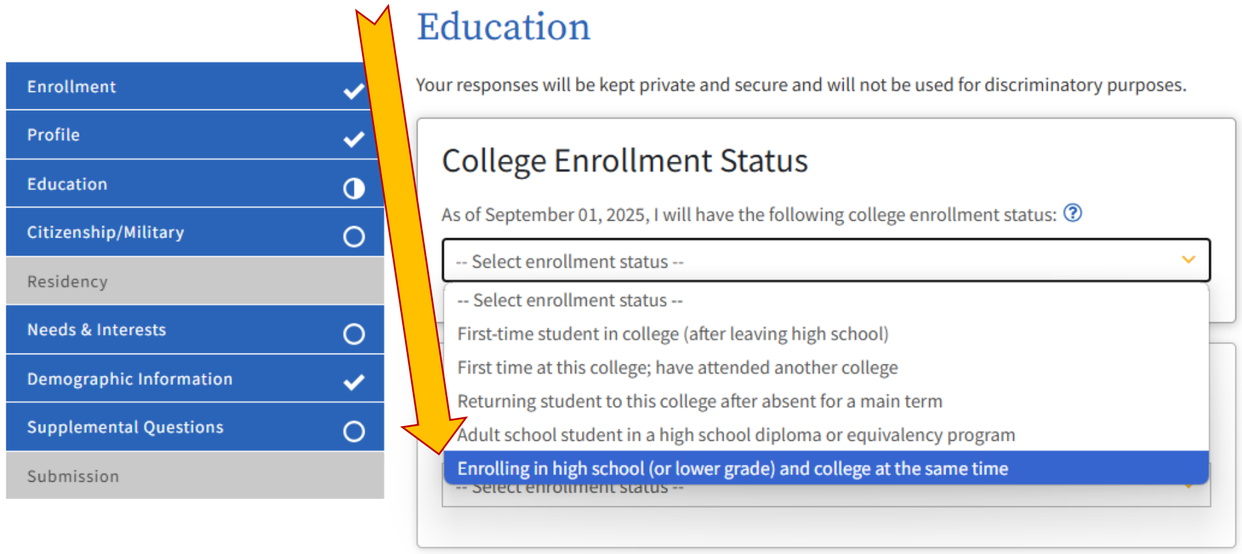
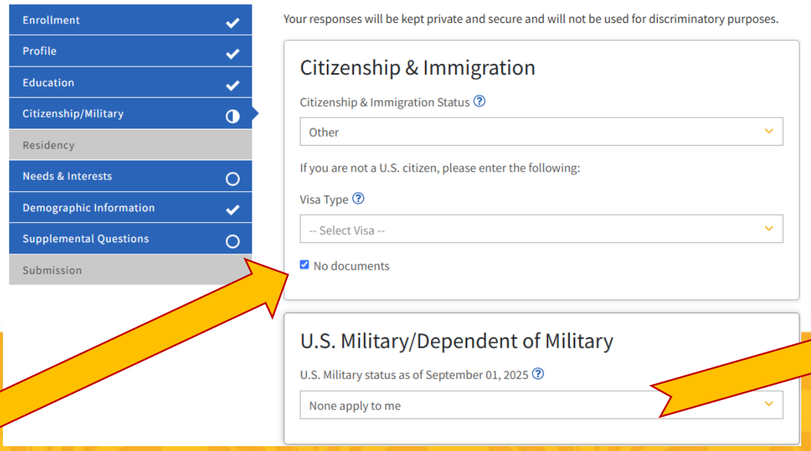
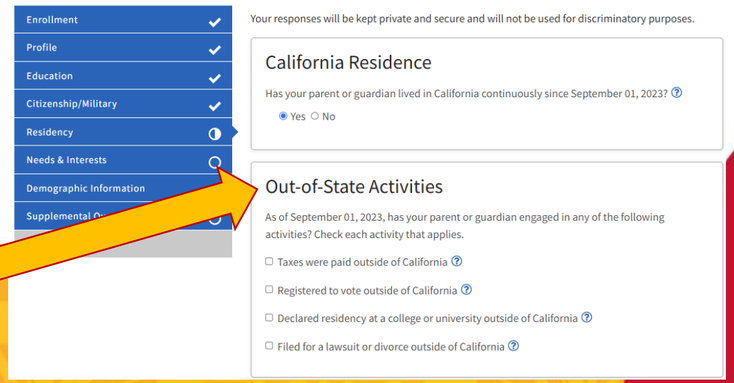
OpenCCCApply.net







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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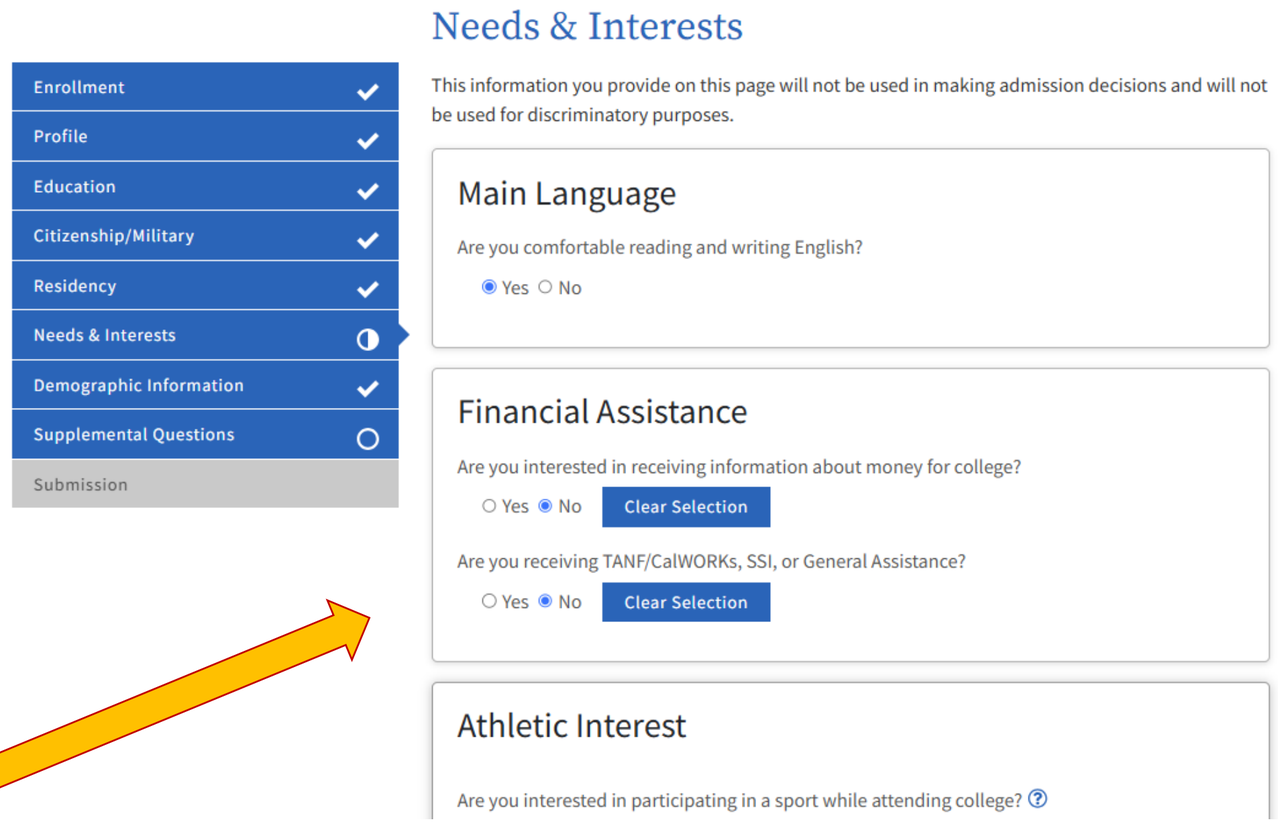
***Not pictured**

OpenCCCApply.net



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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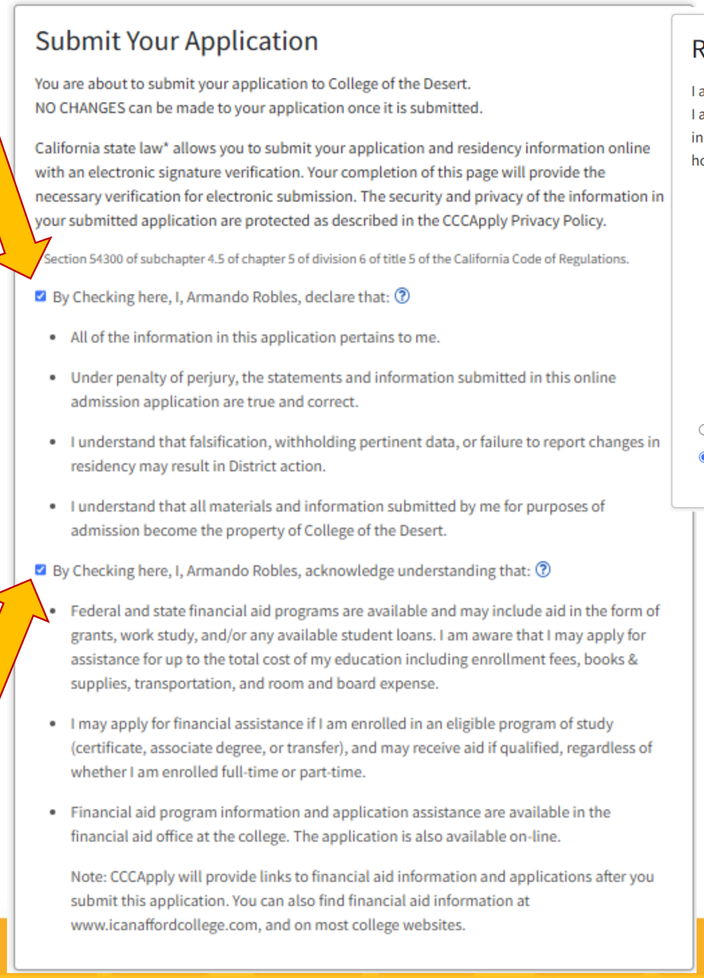
***Not pictured**

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 <u>within 48hrs,</u> 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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Dual/Concurrent students do NOT register via Student Portal!

COD Portal

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

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

Click here!

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Dual/Concurrent students do NOT register via Student Portal!

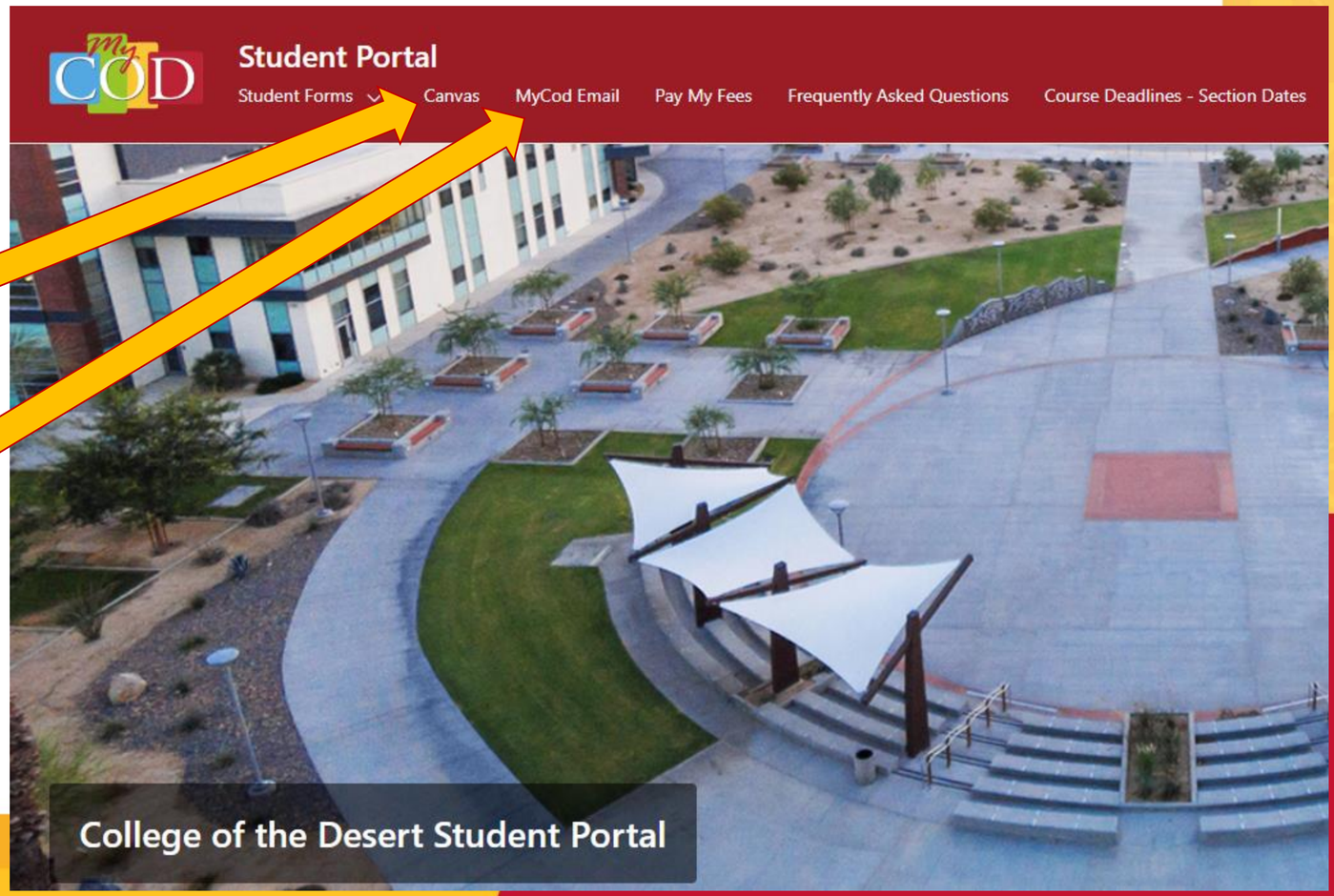
COD Portal – MFA and Student Portal

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**



Dual/Concurrent students do NOT register via Student Portal!

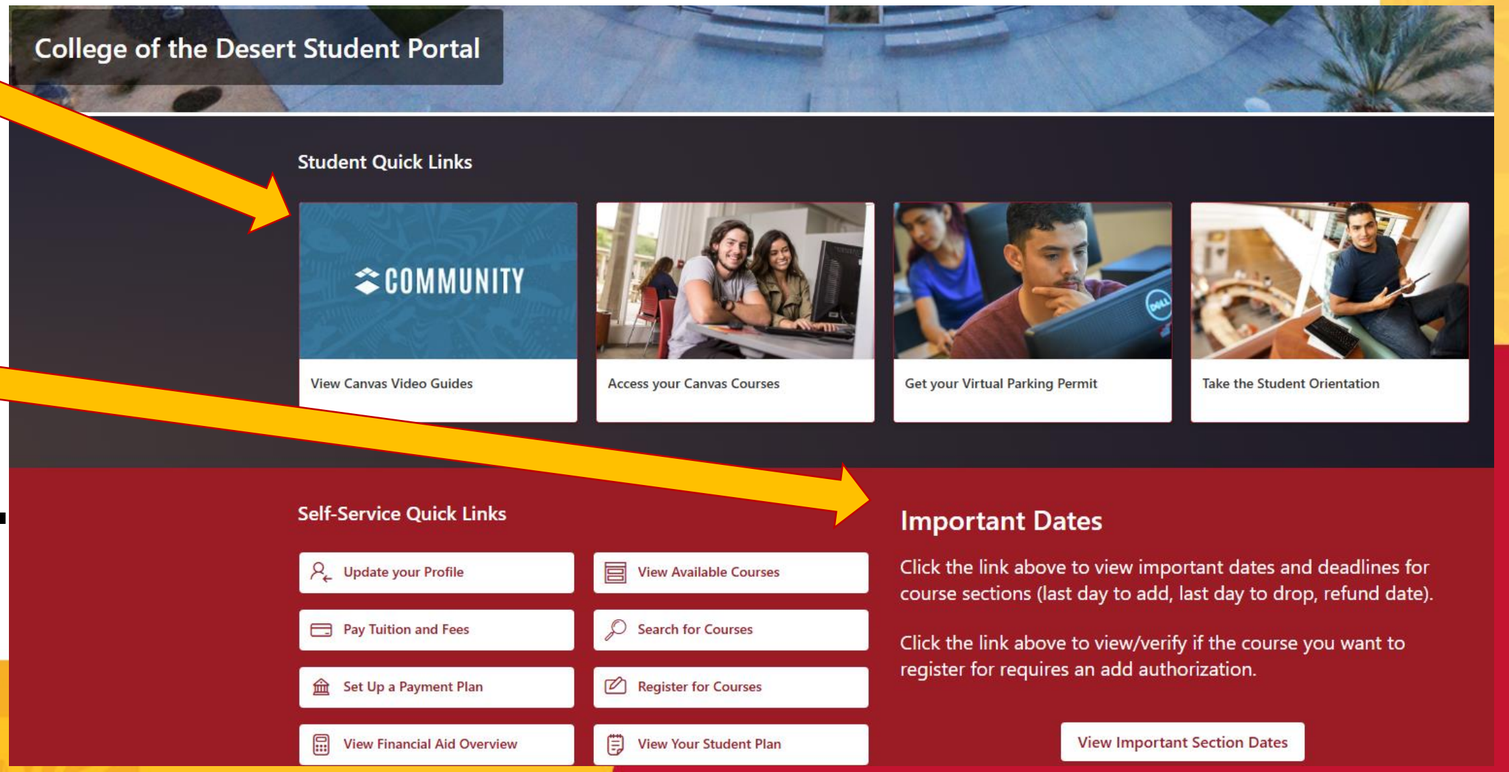
COD Portal – Additional Links/Resources

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!**

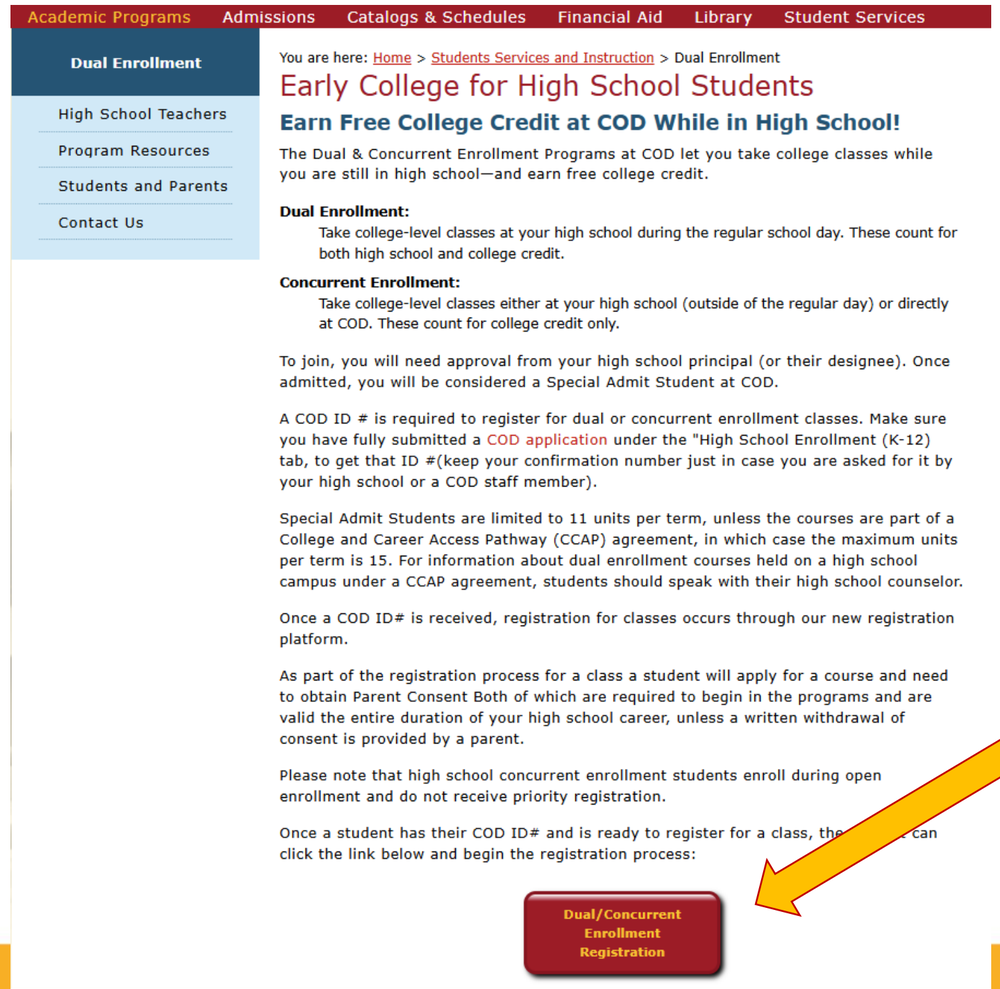
Contact FEC office for help.

***Link not pictured**



Dual/Concurrent students register via this platform!

CollegeOfTheDesert.DualEnroll.com



Access site directly by visiting:
collegeofthedesert.dualenroll.com

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

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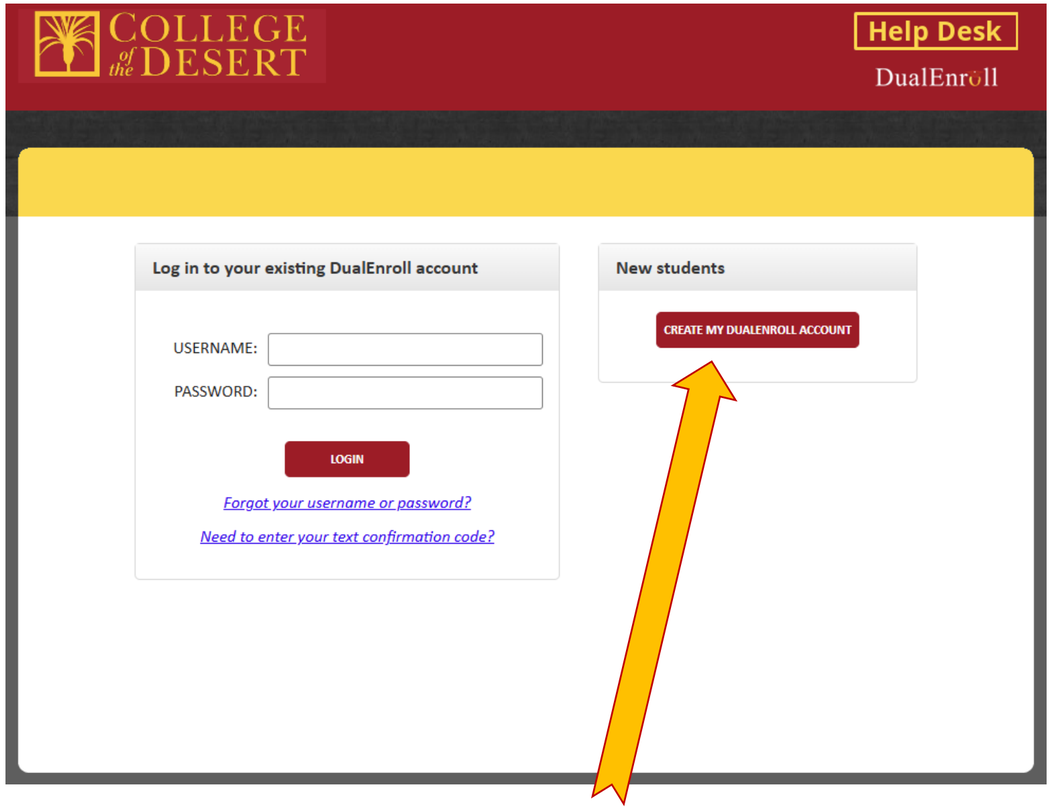
CollegeOfTheDesert.DualEnroll.com



1. Create DualEnroll account
   - MyCOD email recommended
   - Will ask for COD ID#

2. Parent Consent Form
   - Legally required
   - COD will NOT register a student without a consent form

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

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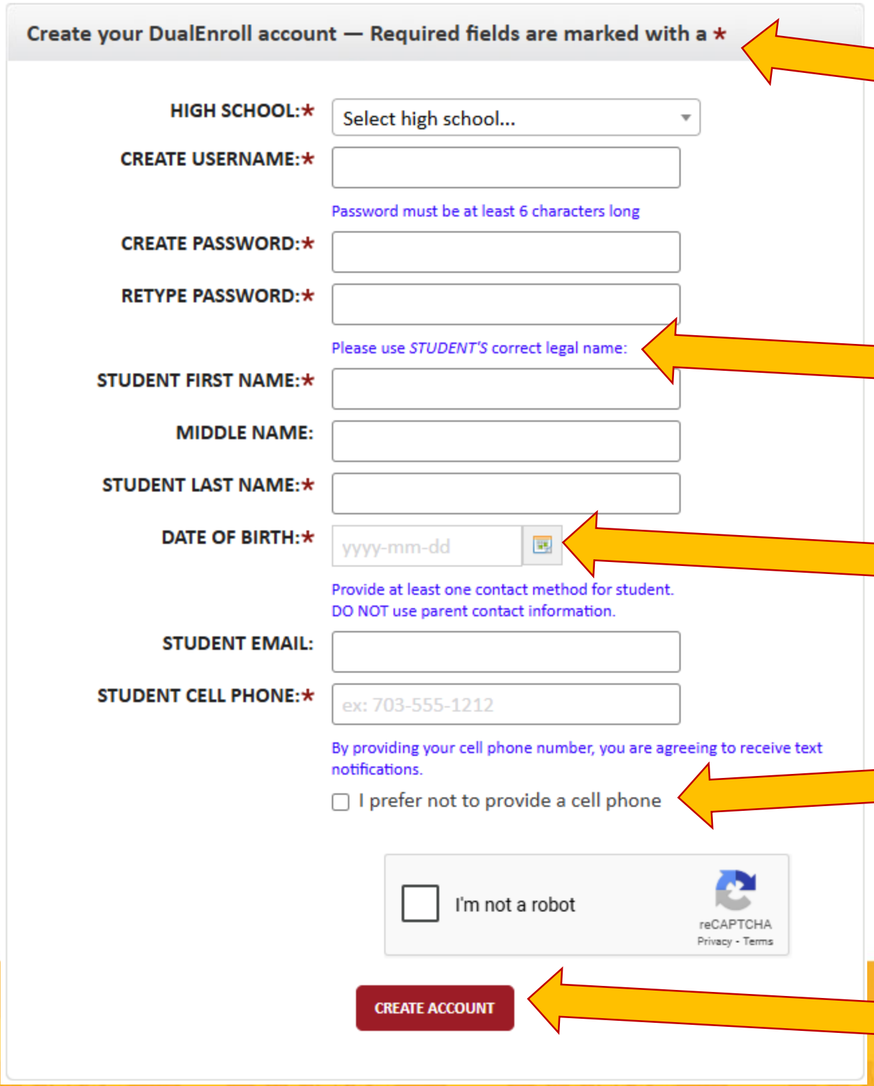
CollegeOfTheDesert.DualEnroll.com



DualEnroll Profile Creation
- Look for required fields

Recommend to use same username and password as COD Portal
- Use LEGAL name that matches CCC Application

Recommended to use calendar icon to input birthdate
- yyyy-mm-dd

Cell phone optional

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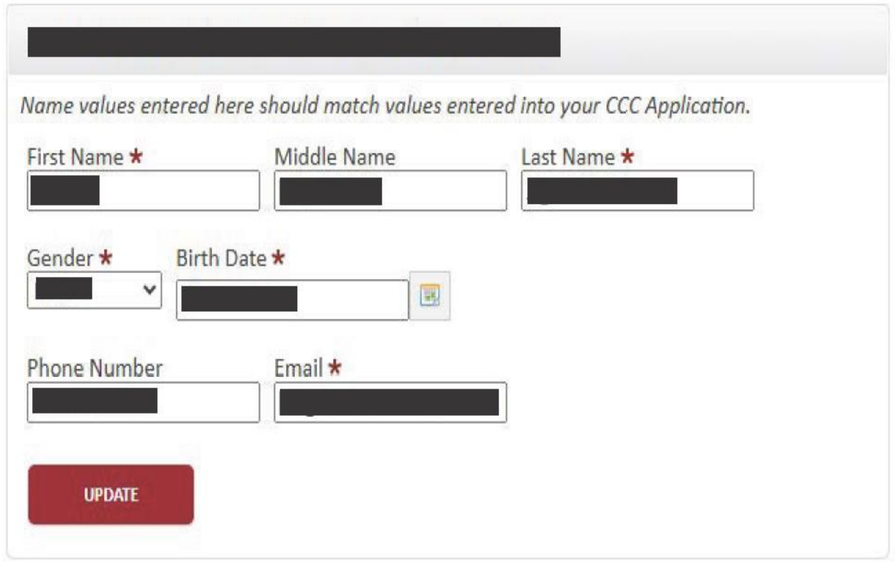
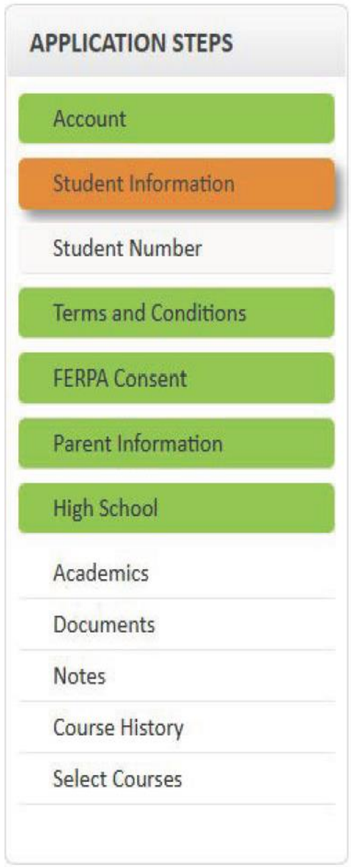
CollegeOfTheDesert.DualEnroll.com





Complete Application Steps:

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

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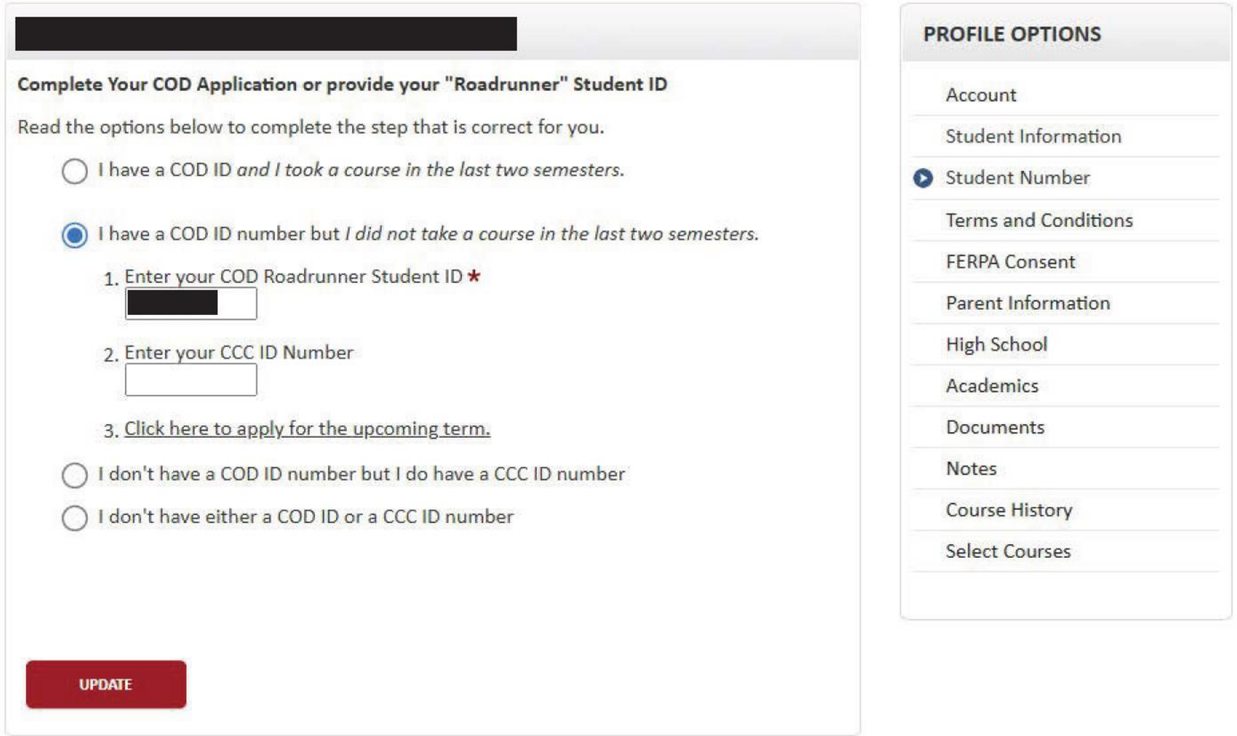
CollegeOfTheDesert.DualEnroll.com



Student Number Verification:
- Verify COD ID#

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

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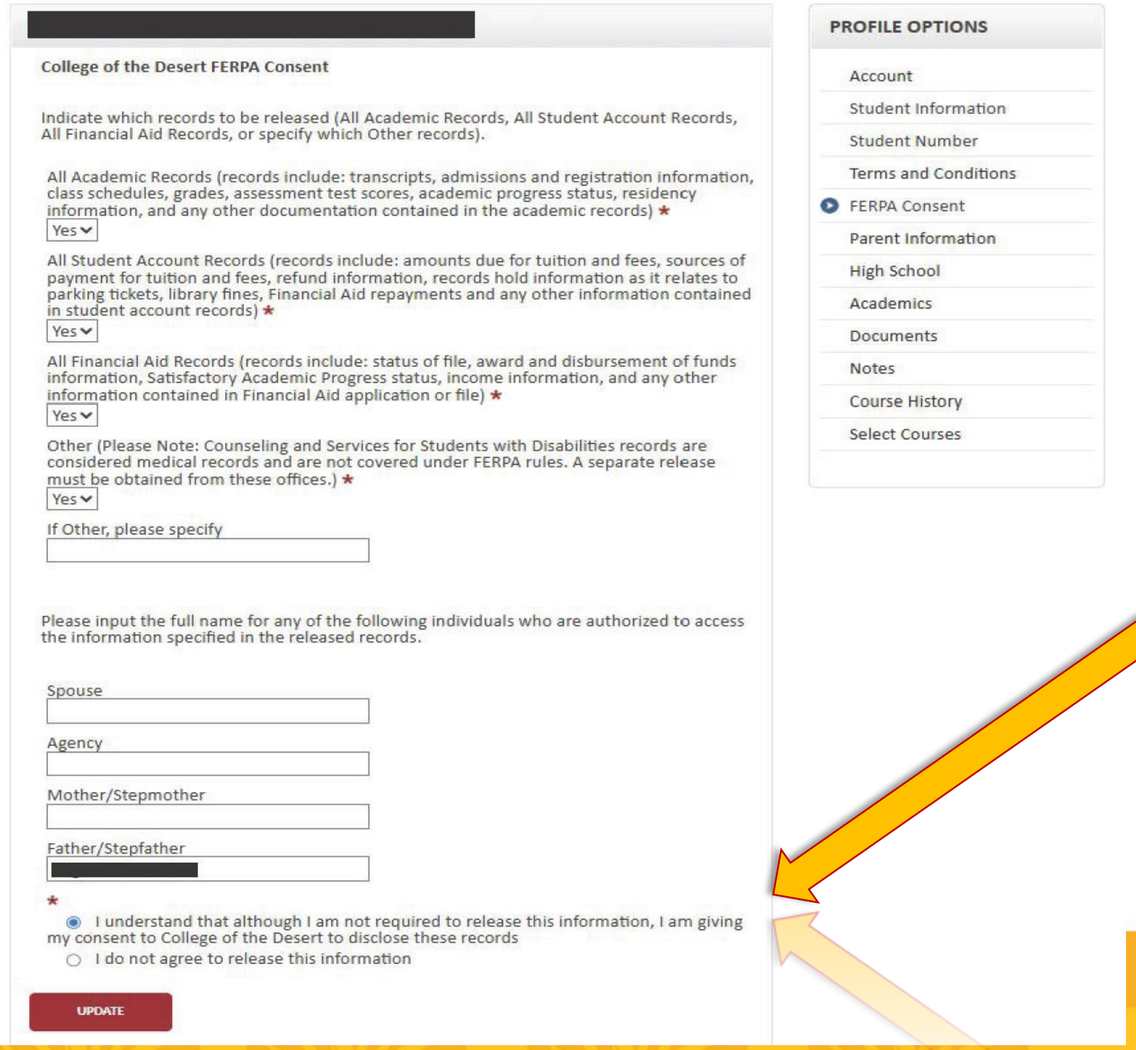
CollegeOfTheDesert.DualEnroll.com


[redacted]

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
[redacted]

*
- (•) 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 <u>strongly encouraged</u>

College faculty/staff cannot discuss any student information without a FERPA Consent on file.

Students can update at any time.

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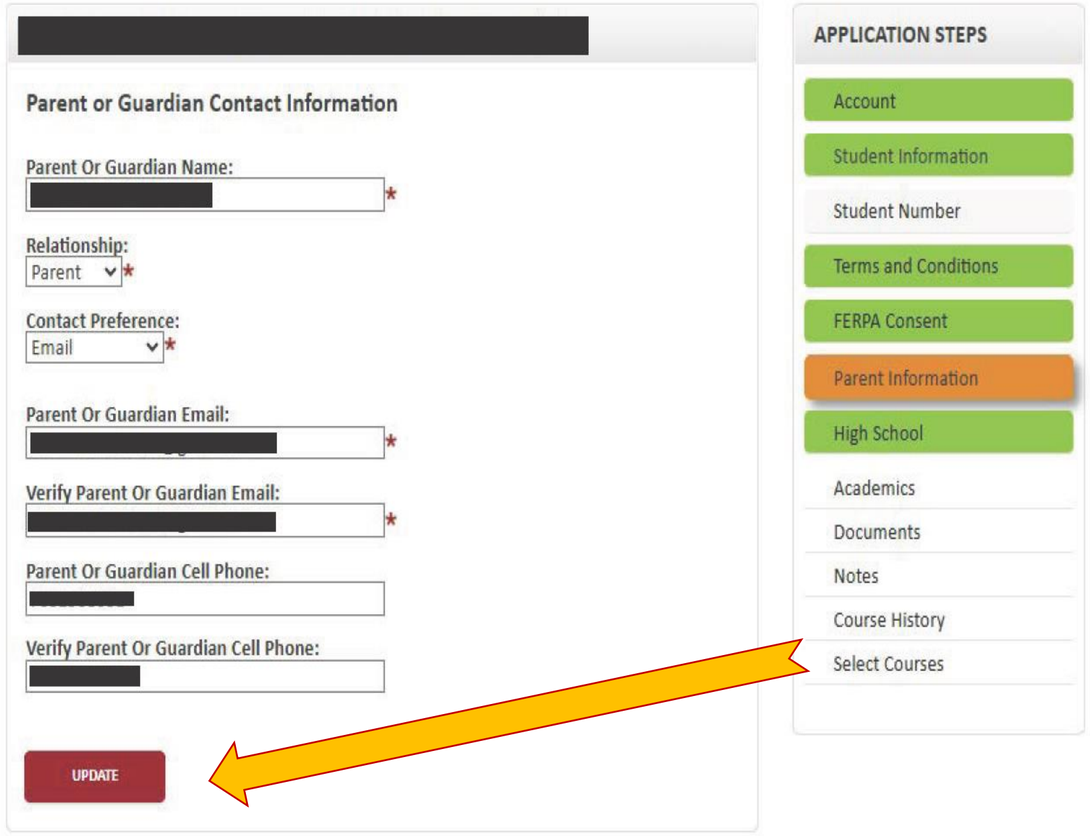
CollegeOfTheDesert.DualEnroll.com



Parent Information:

Recommend the following steps:

1. Choose Email and Text contact preference whenever possible.

2. Double-check email and cell phone number for typos.

3. Inform Parent/Guardian of incoming link before clicking “update”.

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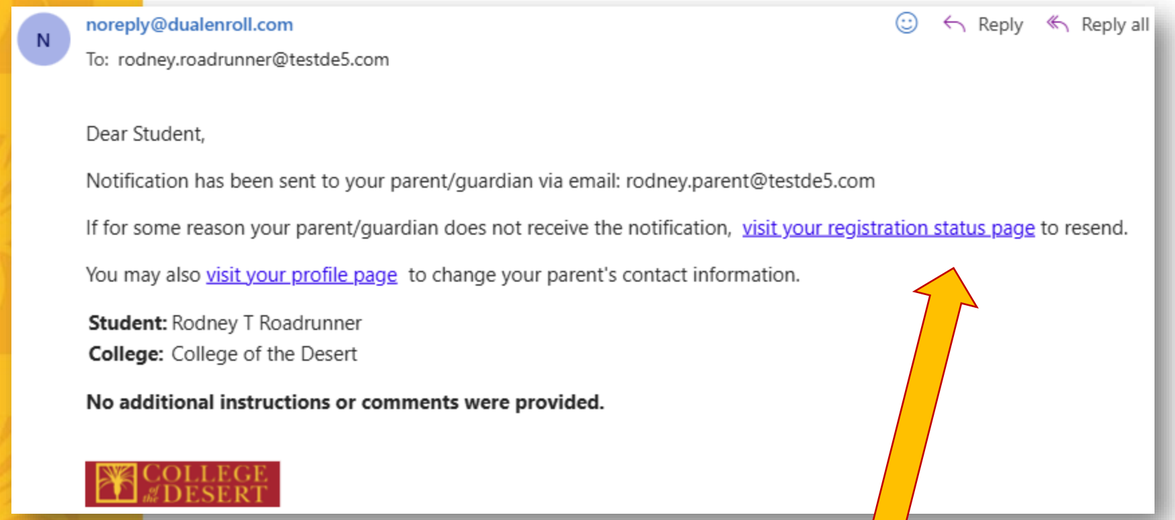
CollegeOfTheDesert.DualEnroll.com

Student Receives:



N noreply@dualenroll.com

To: rodney.roadrunner@testde5.com

Reply Reply all

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.

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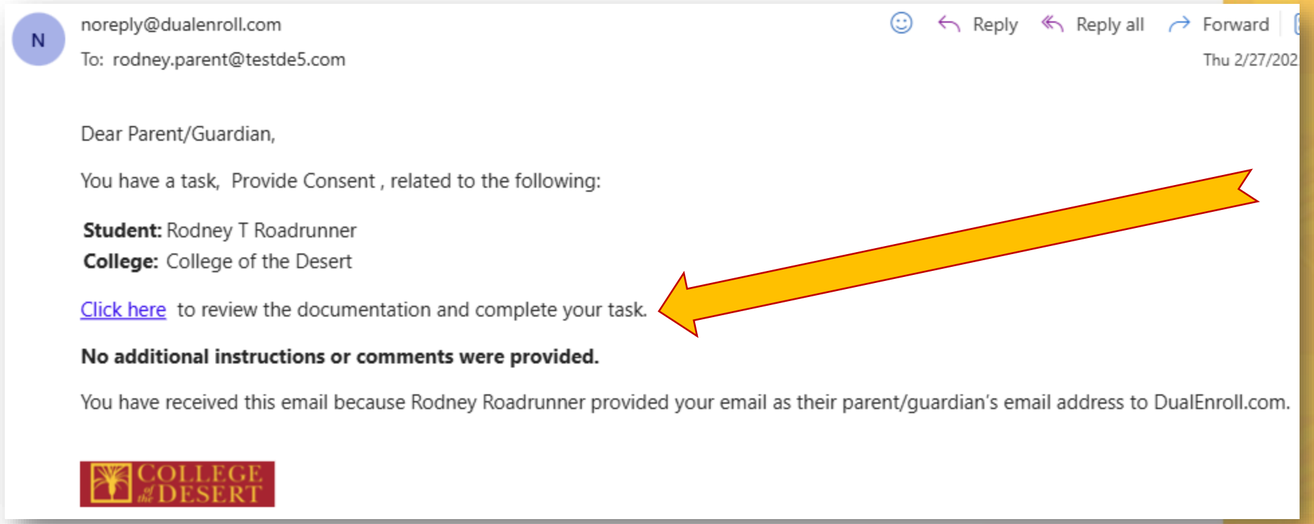
No action needed from student!

- Can resend alert if needed!

Parent Receives:



N noreply@dualenroll.com

To: rodney.parent@testde5.com

Reply Reply all Forward

Thu 2/27/202

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.

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Parent "Click here"

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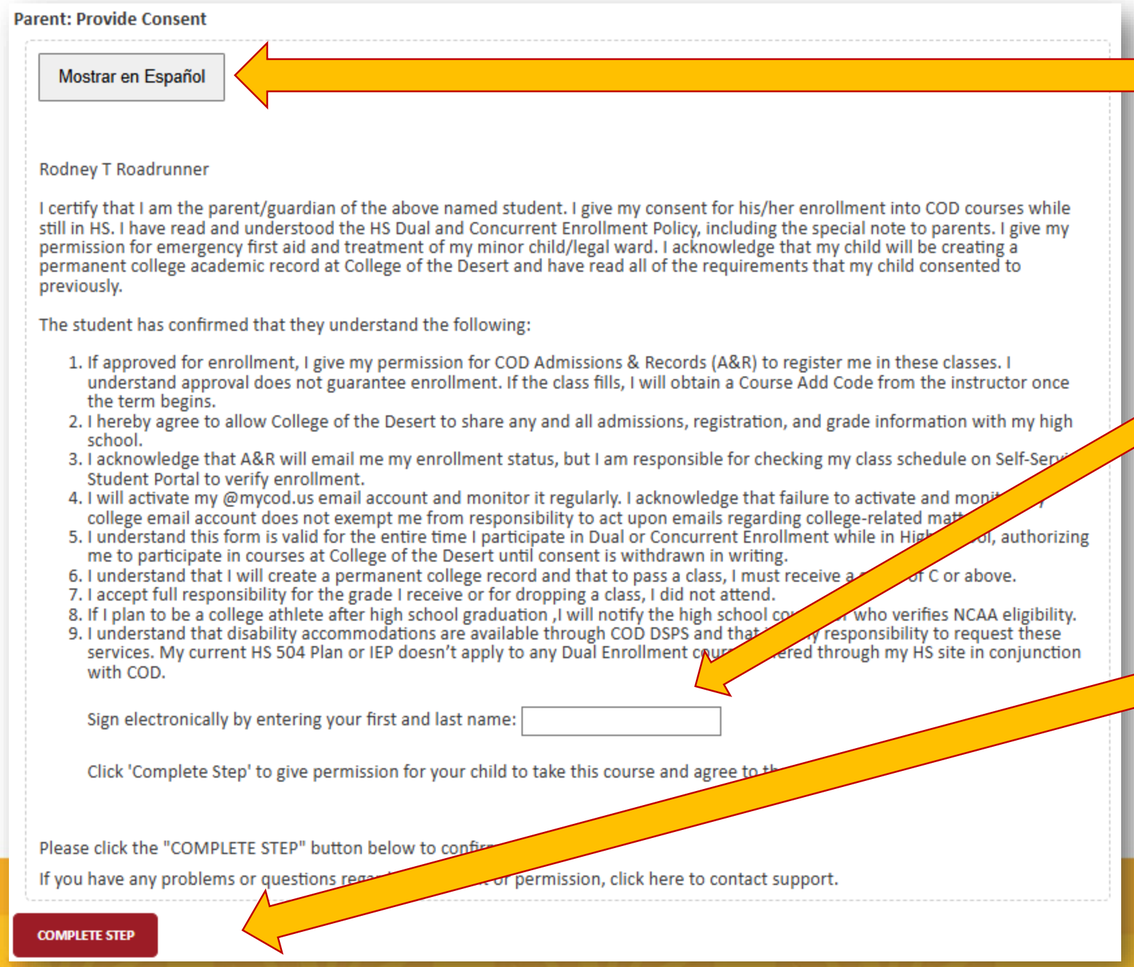
CollegeOfTheDesert.DualEnroll.com

Parent Consent Continued:



Translatable to Spanish!

Type Name here

Must click "Complete Step"

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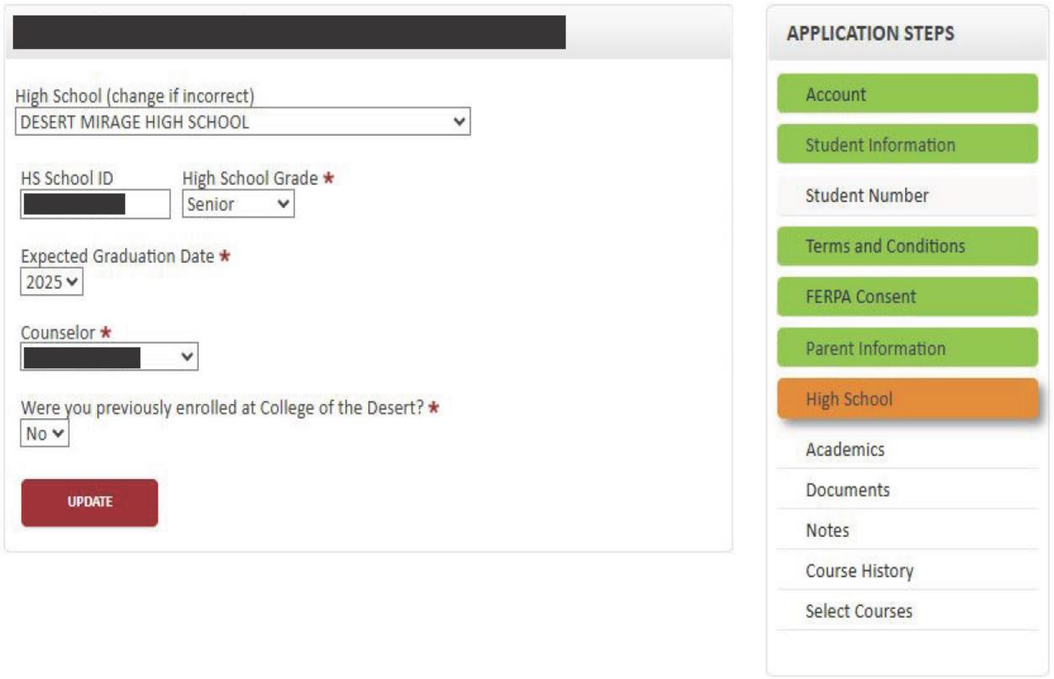
CollegeOfTheDesert.DualEnroll.com



High School:

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

- If a counselor at your site needs access, contact FEC at: dualenrollment@collegeofthedesert.edu
- Selecting “I Don’t Know” or “Not Listed” will send approvals to all counselors at the site

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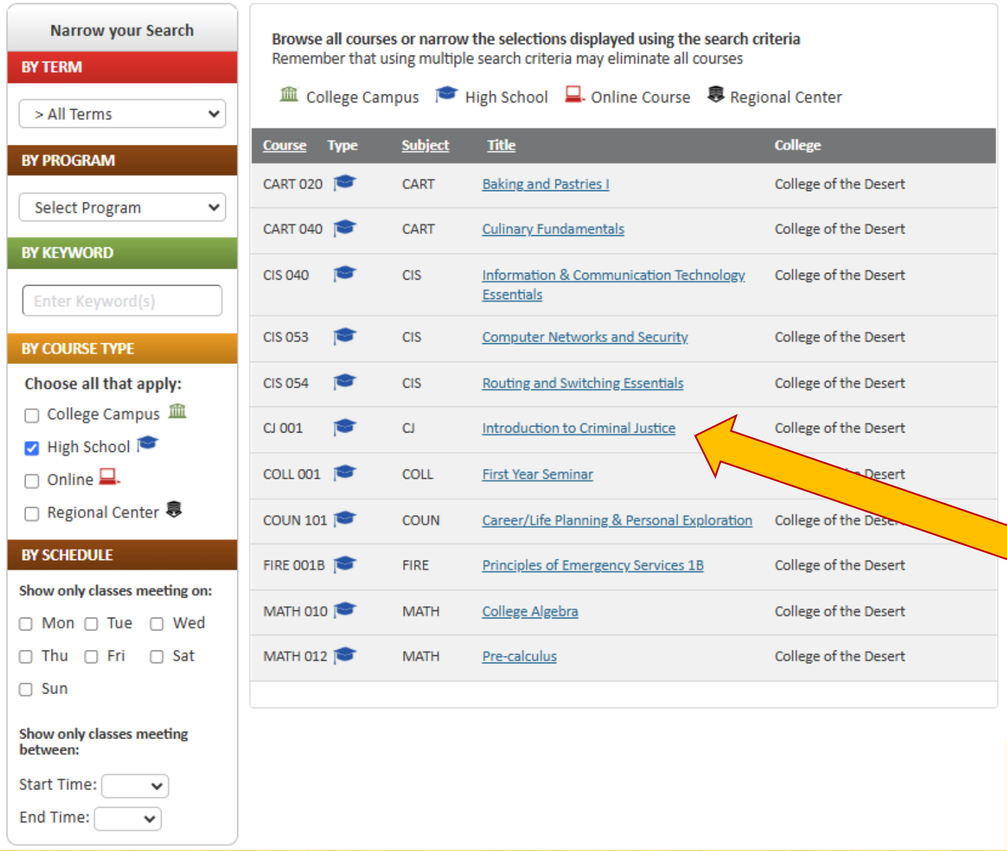
Registration Process

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



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

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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).

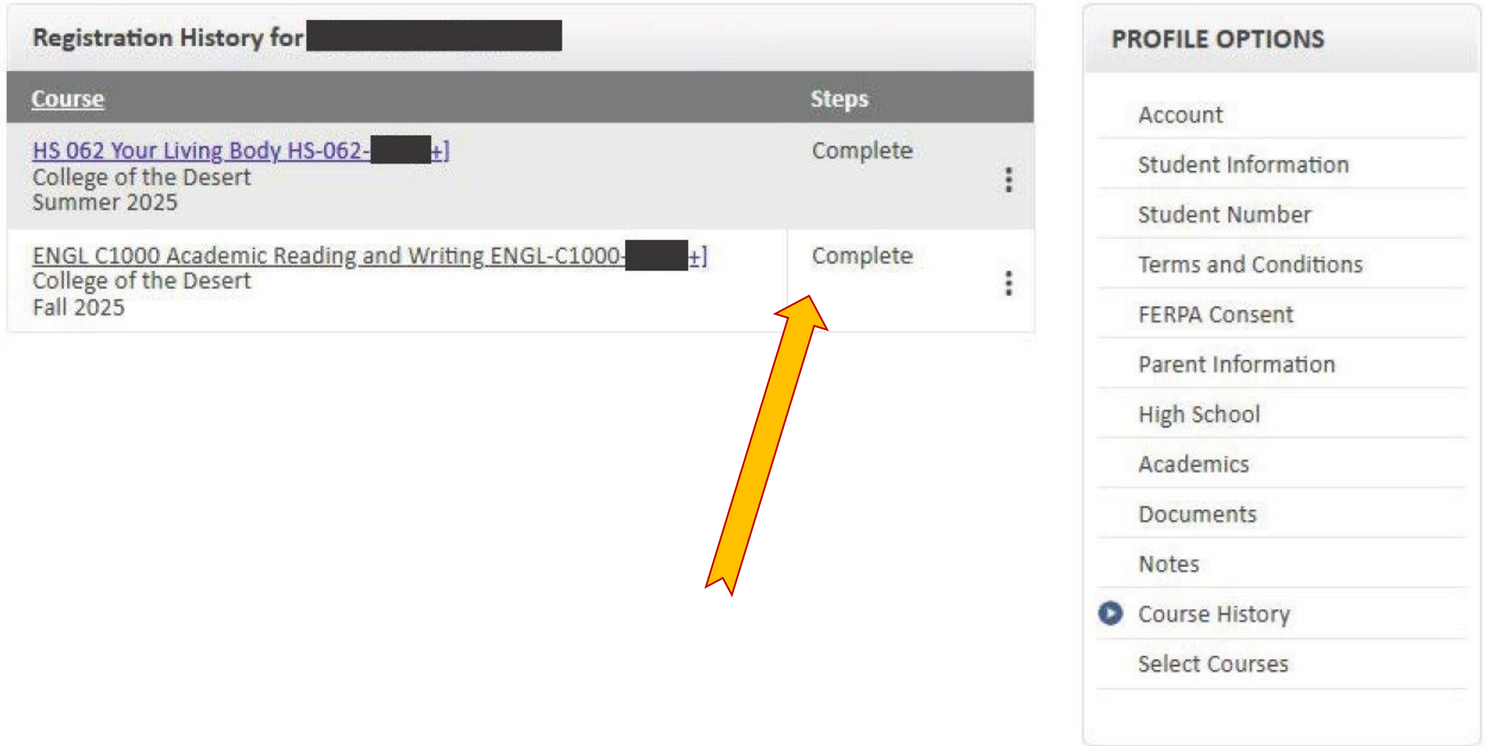
Your Courses

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]

College of the Desert

Registration Process

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



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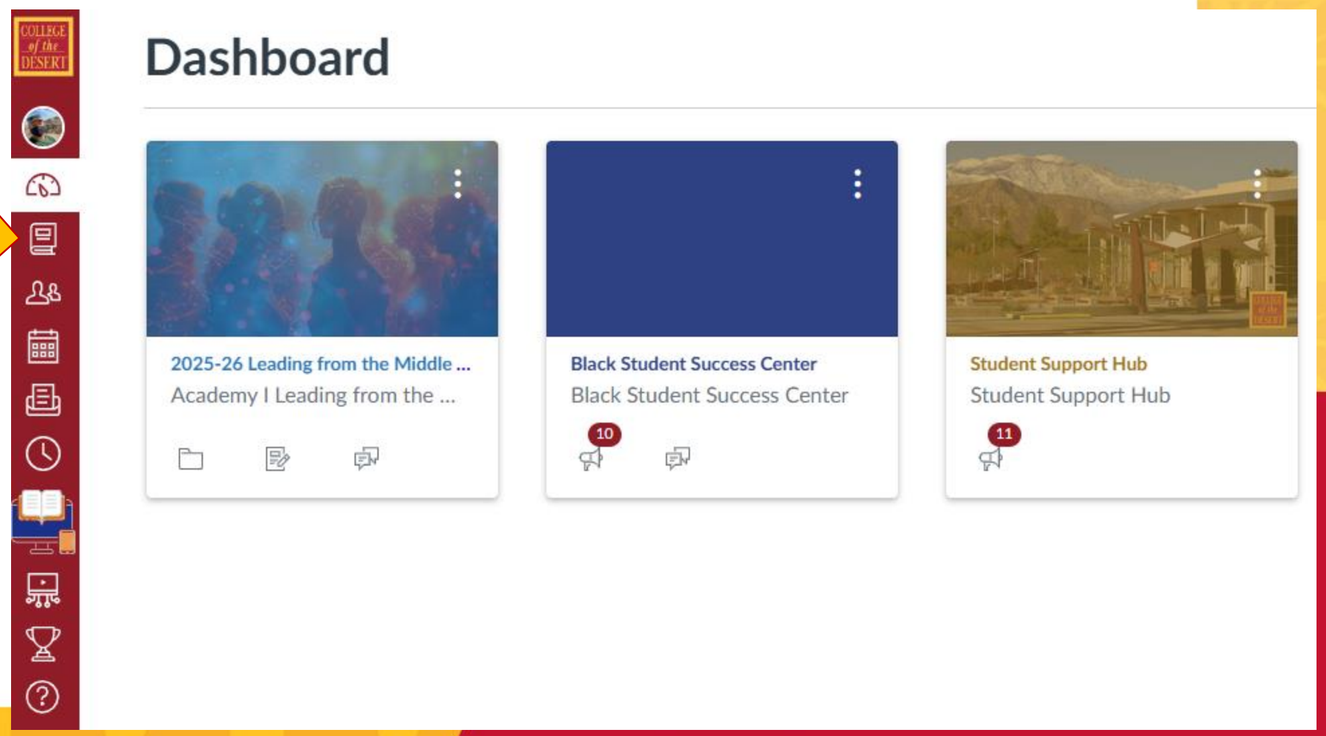
Registration Process

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.



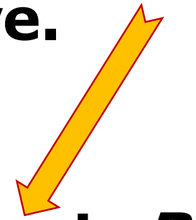
Understanding "Steps" Alerts

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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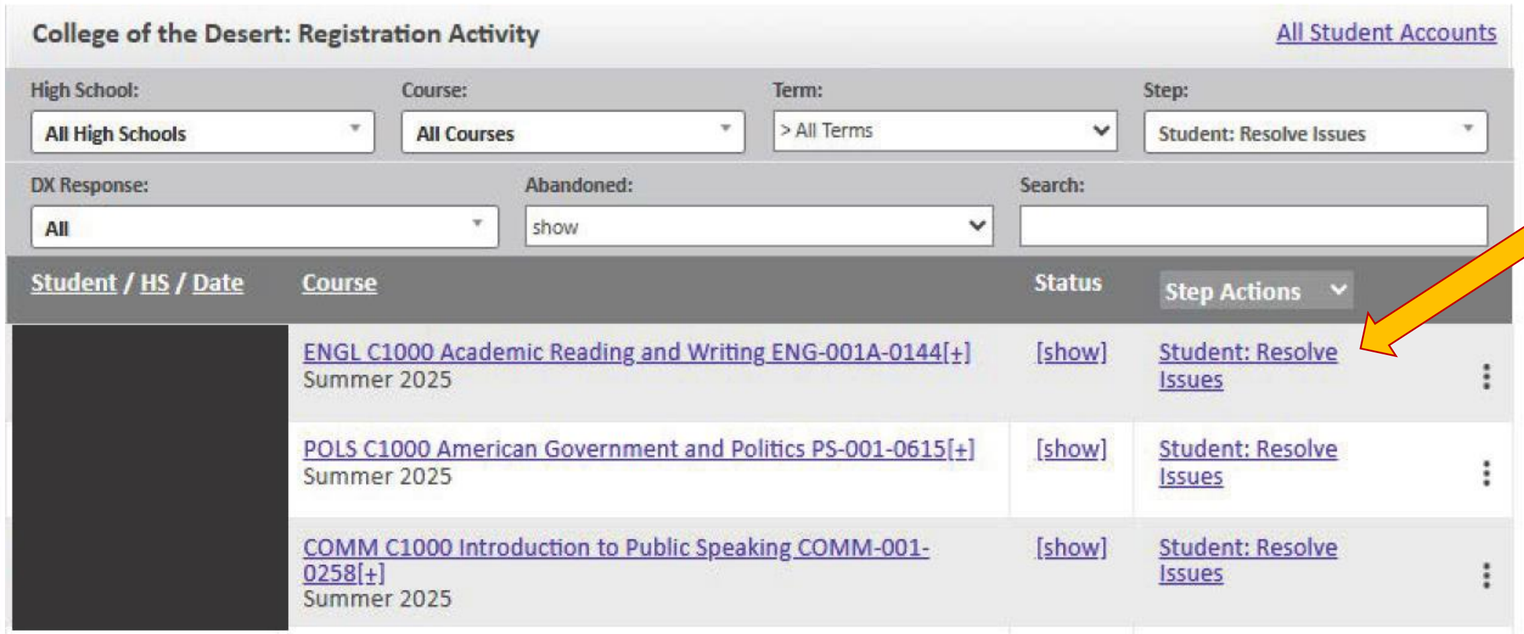
Understanding "Steps" Alerts

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

"Student*: Resolve Issues*“

Click to review comments from COD staff.



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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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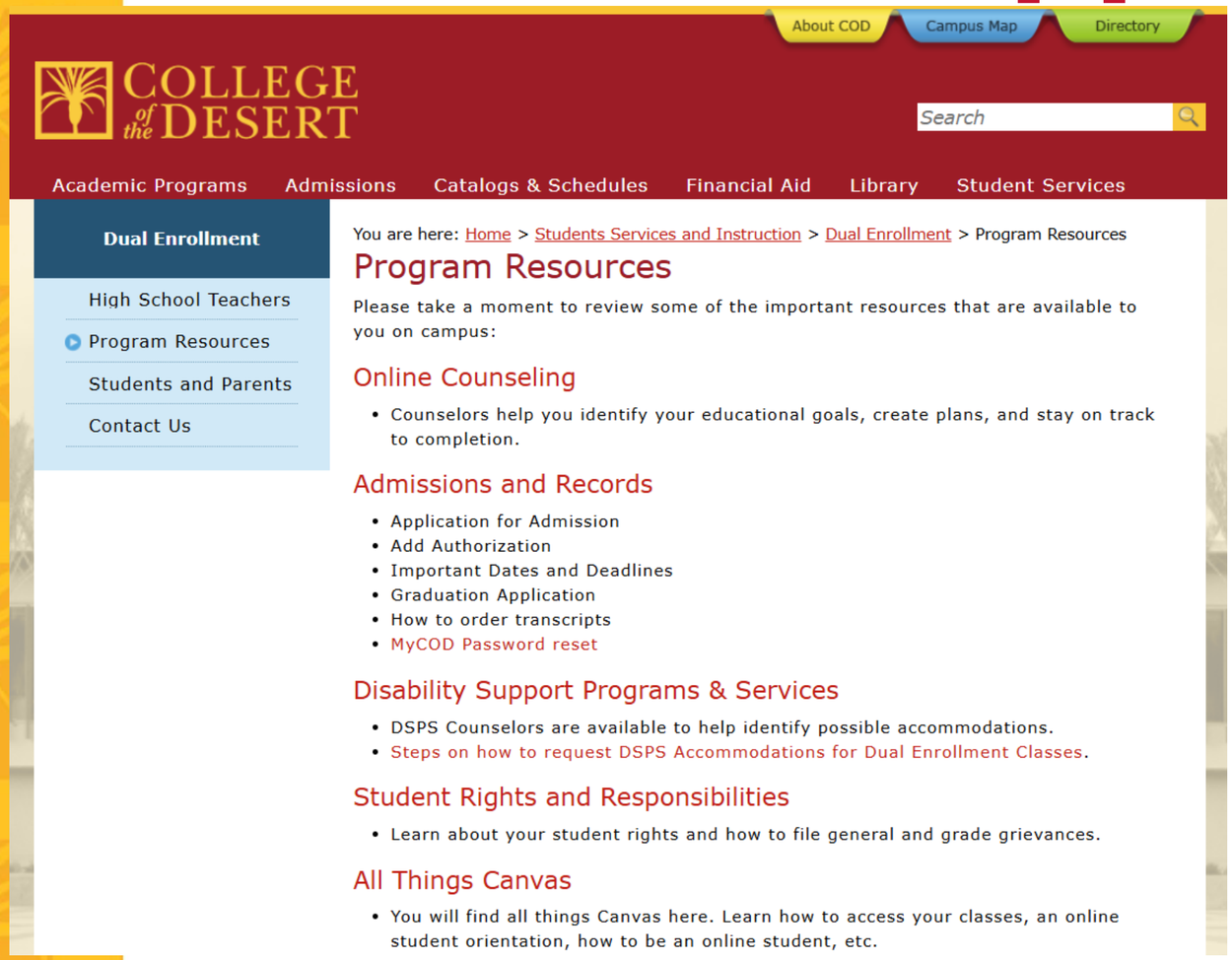
COD Support Services



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

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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
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