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Dual Enrollment


HS Dual Enrollment Checklist- Please follow these steps carefully

STEP 1: Complete the Online Admissions Application for College of the Desert (Only complete this step if you haven't participated in a COD course previously, otherwise skip to step 2)

To complete this application, you will need the following:

- Your full legal name and date of birth as they appear on your Birth Certificate
- Your current home address
- Your Social Security Number or Individual Taxpayer Identification Number
- New Concurrent Enrollment HS students visit this site to complete the online application process: [COD Online Application- CCCApply](#)



- Click the  button
- Once you reach the CCCApply page, you will begin by clicking create new account



- Need help?! Please check out this video for a step by step guide to completing the CCCApply application: [Video Step by Step guide](#) (Thanks to Manny Ramirez at SHHS for creating this video)
- Once you have fully submitted your application via CCCApply, you should be watching your e-mail address provided during the process for correspondence from the college regarding your COD Student ID Number. That e-mail should arrive about 24-48 hrs after application submission.

STEP 2: Review Available courses at your HS through your counselor or counseling office

- While you wait to receive your COD ID number, you should review and select from available courses at your High School.
 - Visit the counseling office to discuss available options in the Dual Enrollment program
 - Remember these courses will take place at your HS location with approved COD Adjunct faculty members and will be a part of your normal HS schedule. You will gain both HS and transcribed College credit.
 - These are COLLEGE courses and will remain on your permanent college transcript, so please take them very seriously.
 - Once you have selected your courses, please make note of the following information: Course Name, Course Code, Instructor name, and number of units for the course.



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- Example (English Composition, ENG-001A, E. Graham, 4.00)
- You will need this information when completing the Dual Enrollment Authorization Application in the next step.

STEP 3: Prepare information for the Dual Enrollment Authorization Application online

When completing this online form, you will need the following:

- All your personal information including e-mail address (preferably your myCOD e-mail)
- Parent's e-mail address
- Counselor's name and e-mail address
- Principal's name and e-mail address (check with your school for the administrator assigned to give authorization for concurrent enrollment)
- Information from above for selected courses
- Your COD Student ID # (Should have been e-mailed to you, ensure you have this before proceeding)

STEP 4: Submit the online Dual Enrollment Authorization and Registration Form

- Please visit this link to complete required information submittal- Be sure to Select DUAL enrollment when completing this form
- [Dual Enrollment Authorization and Registration Form](#)
- Use the information from above to complete all the fields required and submit the online form to start the e-signature process
- You will receive a confirmation e-mail with all the information completed in the submission

STEP 5: Complete the electronic signature form sent to your e-mail from Adobe sign

- Once you complete the form and sign electronically, an e-mail will be sent to your parent, then your counselor and finally your principal to capture their signatures
- Please follow up with the other required signers on the form to ensure they complete the e-signature process

STEP 6: Submit your current High School Transcripts

- Once you sign the form, an e-mail will be generated to your counselor who will then be prompted to approve your participation in dual enrollment. At that time you should have your counselor e-mail a copy of your current transcript to dualenroll@collegeofthedesert.edu. ***Note some HS sites will send all transcripts for any student completing a dual enrollment course, if this is the case, skip this step***
- Please keep in mind you must have a 3.0 cumulative GPA to participate in concurrent enrollment at College of the Desert, if your GPA is lower than 3.0 you may be required to submit a letter of recommendation to take the courses requested.



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STEP 7: Log into your MyCOD Portal to check your class schedule and confirm course registrations

- Visit <http://www.collegeofthedesert.edu/pages/mycod.aspx> to set up your MyCOD portal and check your schedule of classes
- If there are any registration errors, please contact dualenroll@collegeofthedesert.edu

STEP 8: Textbooks will be provided by your school site

- For textbook information, visit <https://www.bkstr.com/collofthedesertstore/home>

STEP 9: Attend Class (es)

- Students may be dropped if they do not attend the first day of class. If an online class, be sure to log into Canvas the first day of the class.
- Online courses are all accessed through the Canvas Learning Management System <https://collegeofthedesert.instructure.com/login/ldap>
- For more information and resources about Canvas, please visit: <http://www.collegeofthedesert.edu/students/oc/Pages/Welcome-to-CANVAS.aspx>