Concurrent 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 (If you do not have these you can still complete the application by checking a box)

• New Concurrent Enrollment HS students visit this site to complete the online application process: COD Online Application- CCCApply

- Click the [Complete Online Application] button

- Once you reach the CCCApply page, you will begin by clicking create a new account
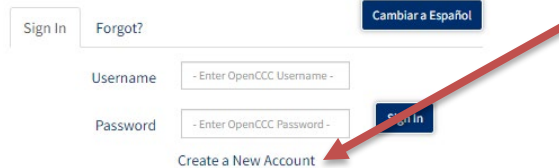
- Need help?! Please check out this video for a step by step guide to completing the CCCApply application: Video Step by Step guide (Thanks to Manny Ramirez at SHHS for creating this video)
- Once you have fully submitted your application via CCCApply, you should be watching your e-mail address provided during the process for correspondence from the college regarding your COD Student ID Number (7 digits and starts with a zero). That e-mail should arrive about 24-48 hrs afterapplication submission.

STEP 2: Review Available courses and select options for the term in which you will complete courses.
• While you wait to receive your COD ID number, you should review and select from available courses at COD during the term in which you wish to participate.

- Visit the catalogs and schedules page for COD
- Select the term in which you wish to participate in courses (Clickable links below)

STEP 2 (Cont.): Review available courses, make final selections

- Review the printed PDF catalog of courses, make sure you pay close attention to the location of the courses, times of the courses when selecting the appropriate sections (Click links below to the PDF course schedule by term)

  [View the Spring 2022 Schedule]   [View the Winter 2022 Schedule]

- You can also check courses in real time for availability of seats, waitlist status, etc. To check courses via the live schedule in WebAdvisor, click the button below, **click students, then click search for sections:**

  [View the Live Schedule on WebAdvisor]

- Example (English Composition, ENG-001A, Section: 1108, Full Online, E. Graham, 4.00)
- You will need this information when completing the Concurrent Enrollment Authorization Application in the next step.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits
20/FA	Open	ENG-001A-1108 (1108) COMPOSITION	Online	1. 08/31/20 12/18/20 Comments: 4.5 WEEKLY HOURS Note: Students must access this fully online class atwww.collegeofthedesert.edu/ on or before August 31st,to begin the course.	E. Graham	29 / 29 / 0	4.00

STEP 3: Prepare information for the Concurrent 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- 7 digits and starts with a zero)

STEP 4: Submit the online Concurrent Enrollment Authorization and Registration Form
- Please visit this link to complete required information submittal
- [Concurrent Enrollment Authorization and Registration Form](#)
- Use the information from above to complete all the fields required and start the e-signature process. Please be sure all e-mail addresses are correct!
- Please be sure to complete the email verification after you sign the form so that the document moves to the next signature request.

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 yourself, your parent, school counselor and principal to capture their signatures. Please complete the signature request as soon as possible. You will receive a copy of the form once done.

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 concurrent enrollment. At that time you should have your counselor e-mail a copy of your current transcript to dualenroll@collegeofthedesert.edu
- 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.

STEP 7: Log into your MyCOD Portal to check your class schedule and confirm course registrations
- Visit https://www.collegeofthedesert.edu/mycod.php to set up your MyCODportal and check your schedule of classes using the WebAdvisor platform.
- If there are any registration errors, please contact dualenroll@collegeofthedesert.edu
- If you remain on the waitlist for a course once the semester begins, you may request an add code from the professor and send that add code to dualenroll@collegeofthedesert.edu to be registered officially into the course

STEP 8: Purchase Your Textbooks
- 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/
- For more information and resources about Canvas, please visit: https://www.collegeofthedesert.edu/students/online-classes/welcome-to-canvas.php