



What is concurrent enrollment?

The concurrent enrollment program provides an opportunity for high school students to earn college credits at the College of the Desert (COD) before they complete their high school diplomas.

Concurrent enrollment students can apply for any college-level course listed in the COD schedule of classes. Students can take

- Courses required for career education certificates or associates degrees
- Courses that can be transferred to universities
- Music or theatre performance courses that require auditions or COD instructor recommendations
- Online courses

What is the criteria to apply for concurrent enrollment?

1. Be enrolled in high school between grades 9-12
2. Have a cumulative GPA of 3.0 or higher (If your GPA is below 3.0, a letter of recommendation from a teacher or counselor is required).

What are the charges for concurrent enrollment?

Tuition and fees are complimentary, meaning tuition and fees are free to high school students. High school students only need to purchase books, supplies, and a parking permit, if needed.

How many credits can I enroll in as a high school student?

Based on approval by the college, students can take up to 11 credits during the fall and spring semesters and up to 6 credits during summer.

What courses are not eligible under concurrent enrollment?

- Any class that can be taken at the student's local high school
- Remedial courses below college-level including Adult Basic Education courses
- Beginning music or theatre performance courses
- Non-credit courses for recreation or hobbies
- Physical education classes

How to Apply



1. Apply to COD online. Click on the Getting Started button at www.collegeofthedesert.edu.
 - You will receive your COD ID # by email after 24-72 hours.
2. Ask your high school counselor to email the [HS Concurrent Enrollment Application](#) (form) or turn the form into COD Admissions and Records (A&R) office (2nd floor of Craven's Center) with:
 - **All required signatures (student, parent, counselor, and principal)**
 - Official high school transcripts (or in a sealed envelope if you turn it into A&R)
3. Choose course(s) by reviewing the COD class schedule with your high school counselor
 - Use the [Live Real Time Schedule](#) - From the COD main webpage (www.collegeofthedesert.edu), click on the "Catalogs & Schedules" tab from the red banner at the top of the webpage.
 - The [Live Real Time Schedule](#) will show you which classes are still open or are accepting students on a waitlist. Courses marked "closed" will require students to request an add code.
 - Rank requested sections in order of preference on your form.



When is the summer deadline for concurrent enrollment?

The summer deadline is May 17, 2017. Late applications will be accepted and processed in order received.

Add Codes

If a class is full, students might be able to obtain an add code from an instructor.

- Students can request add codes from instructors **on the first day of class**.
- For online courses, students must email instructors to request an add code.
- Students must have a COD ID#.
- Students should submit a complete concurrent enrollment packet (signatures, transcripts, etc.) prior to requesting an add code.
- Email the add code to Dr. Bleza at mbleza@collegeofthedesert.edu within 24 hours once you receive your code.

Online Courses

High school students can take online courses. Students can find out if they are ready to take an online course, how to access and succeed in their online course, and much more by typing "online courses" from the search engine on the COD website or going to: <http://www.collegeofthedesert.edu/students/oc/Pages/default.aspx>.

Home School Students

Home School Students who are not affiliated with a school district, accredited private school, or Riverside County Office of Education, must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

Placement Tests

The Assessment test is not required to enroll in most courses via concurrent enrollment. Courses in English, math, and science usually require placement. COD counselors use the results of the assessment test, along with other information such as transcripts to help students enroll in appropriate courses.

If you are considering taking an English, math, or science course, you can make an appointment to take the Assessment test at: <http://www.collegeofthedesert.edu/students/assessment/Pages/default.aspx>. Sample questions and practice exams are also available on this site.

Students with Disabilities

If you have a documented disability, contact COD Disabled Students Programs and Services (DSPS). DSPS will determine your academic accommodations through an interactive process – not your high school or COD instructor. College academic accommodations may differ from your IEP or 504 plan. (P): (760) 773-2534; (F): (760) 862-1329 dspinfo@collegeofthedesert.edu

SPECIAL NOTE TO PARENTS

College of the Desert policies apply to all students, even those less than 18 years of age. COD accepts no responsibility for any extraordinary supervision; will not release information without the written consent of the student; and cannot alter course content. Your son/daughter will be exposed to a diverse population in educational programs designed for adult learners which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the application acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off-campus. All College of the Desert courses, including those taken by high school students via dual or concurrent enrollment, will appear on a COD transcript and become part of the student's permanent collegiate record.

Questions for your HS counselor: **NCAA eligibility** and **dual credit**

College of the Desert cannot assist you with high school policies and procedures.

- If you are a student athlete and are working with a high school counselor to record your NCAA eligibility, notify this counselor about the courses you intend to take at COD.
- COD only awards college credit. Your COD transcript will be provided to your high school. Obtaining high school credit for COD courses must be approved by your HS counselor and is not guaranteed.



High School Concurrent Enrollment Application

Deadline: Summer 2018 – May 17; Fall – August 15

2018-2019

Choose one: ☐ Summer ☐ Fall ☐ Spring Year _____ HS Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12

High School Student's Information

Name: _____ COD Student ID #: 0- _____
Last First M.I.
Phone _____ Age _____ Date of Birth _____ Email Address _____

High School Student's Consent to Enroll

- If approved for enrollment, I give my permission for COD Admissions & Records (A&R) to register me in these classes. I understand that approval does not guarantee enrollment. If the class is filled, I will obtain an Add Permit Code from the instructor once the term begins.
- I understand that I am eligible only for the open enrollment period and do not qualify for priority registration.
- I acknowledge that A&R will email me my enrollment status, but I am responsible for checking my class schedule on WebAdvisor.
- 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.
- I understand this form is valid for the current term only.
- I understand that I will create a permanent college record and that to pass a class, I must receive a grade of C or above.
- I accept full responsibility for the grade I will receive or for dropping a class I will not attend.
- If I plan to be a college athlete after high school graduation, I will notify the high school counselor who verifies NCAA eligibility.
- I understand that my COD transcript will be provided to my high school.

High School Student's Signature _____ Date _____

Requested Class Schedule (Rank requested courses – attach additional sheet if necessary)

Rank	Course	Sect. #	Course Title	Hours	Days	Instructor	Credit
1							
2							
3							

Parent/Guardian Authorization

I certify that I am the parent/guardian of the above named student. I give my consent for his/her attendance at COD. I have read and understand the HS Dual and Concurrent Enrollment Policy including the special note to parents. I give my permission for emergency first aid and treatment for 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 the requirements that my child consented to above.

Parent/Guardian (print name) _____

Parent/Guardian's Signature _____ Date _____

High School Authorization

Permission is granted for the above-named student to enroll in courses at College of the Desert.

Name of High School _____ City _____

High School Counselor _____ Email Address _____
(print name)

High School Counselor's Signature _____ Date _____

High School Principal's Signature _____ Date _____

* For summer session, K-12 principals may not recommend more than 5% of the pupils who have completed a particular grade immediately prior to the time of the recommendation. (Ed Code 48800)

** Home School Students who are not affiliated with a school district, accredited private school, or Riverside County Office of Education must submit copies of forms their parents have submitted to the CA State Superintendent of Public Instruction verifying they have notified the state appropriately of their home school status.

Office Use Only

If needed

- ☐ Current application on file
☐ HS transcript provided by high school or in sealed envelope

- ☐ Letter of Recommendation (GPA < 3.0)
☐ Copy of COD Assessment Scores
☐ Home School Affidavit

☐ Approved ☐ Denied COD Registrar's Signature _____ Date _____