Application and Registration Best Practices*

Here are some application and registration best practices to consider as you assist students in enrolling in Dual Enrollment at COD.

1. **Work in advance**- For example, schools should not be working on getting students their COD ID#'s in the same term as the student is registering. Work on this the term BEFORE they are to register.
    a. You will have some students, of course getting their COD ID#'s in the same term, that is inevitable, but that should be a small minority of students.
    b. It is seen as best practice to separate the process of the CCC Application and registering with DualEnroll.com. This separation should be several days as COD ID#'s can be an issue sometimes.
2. **Communication**- Work with what you have and email the students and their parents several days in advance of a CCC Application workshop to have them start and possibly finish the CCC Application. Then at the workshop all you are collecting is their COD ID# from the email they received or you are collecting their Confirmation number from the email as their application is stuck.
    a. Does your school have a mass communication system for student and parents such as PeachJar? Use this to communicate with student and parents about starting the CCC Application.
3. **Tracking/Organization**- You will inevitably need to track students on where they are at in the process. From start to finish, this should take between 3-5 business days to complete so by tracking them you should be able to easily follow up with students that need additional help.
4. **Cross-Reference**- School personnel should be cross-referencing their records of who should be enrolled with what is in DualEnroll.com. Taking internal rosters and comparing to reports that are in DualEnroll.com is a good tool to ensure all your students are enrolled.
5. **Prepare**- Before students even get to the point of starting their CCC Application, remind them to start collecting the following:
    a. Social Security Number (not required but encouraged as it makes things easier)
    b. Personal email address- Students are encouraged to use a personal Gmail, etc. email address and not their school email address
    c. Parents contact information- They need to know their parent's email and phone number
    d. Full Legal Name- Students need to use their full legal name when applying

Suggested timeline:

	Fall Registration	Spring Registration
CCC Application	Complete spring before	Complete before Thanksgiving break
DualEnroll.com	Should be done by mid-October	Should be done by mid-February
Cross-Reference	Complete by end of October	Complete by end of February

*Created in collaboration with Shadow Hills High School

Dual Enrollment Application & Registration

Best Practices for <mark>Dual Enrollment Teachers</mark>

These are best practices provided by Shadow Hills High School and highly recommended by COD Dual Enrollment

Role: Front-line communication and classroom support.

Teachers are essential partners in ensuring student enrollment success.

Teacher Responsibilities:

1. Reinforce Communication

- Inform students that:
    - An email was sent to both students and parents
    - It includes a step-by-step video and written instructions
- Post the email and video link in Google Classroom.

2. Classroom Support

- Provide class time for students to:
    - Watch the instructional video
    - Begin or complete the CCC Application
- Encourage students to ask questions during class time.

3. Student Preparation
Before any workshop or classroom visit, ensure students have:

- Full legal name
- Personal (non-school) email address
- Home address
- Parent/guardian email and phone number
- Social Security number (if available)

4. Tracking & Accountability

- As students receive their COD ID numbers, collect them.
- Enter COD ID numbers into the shared Dual Enrollment tracking sheet.
- Follow up with students who have not completed the process.

5. Cross-Referencing

- Compare:
    - Synergy roster with Canvas roster
- Notify counseling staff if discrepancies exist.

Key Reminder:
Dual enrollment is a **shared responsibility**. When teachers support the process in class, it makes the process easier

Suggested timeline:

	Fall Registration	Spring Registration
CCC Application	April, after Course Requests are done	Start the first Week of November
DualEnroll.com	As soon as COD posts courses on DualEnroll (August–September) Counseling staff returns to classrooms to complete DualEnroll once courses are live.	First week of January after Winter Break
Cross-Reference	Completed by mid-October	Completed by mid-February

Dual Enrollment Application & Registration

Best Practices for Counseling & Office Staff

These are best practices provided by Shadow Hills High School and highly recommended by COD Dual Enrollment

Role: Support, coordinate, troubleshoot, and communicate.

Primary Responsibilities:

1. Communication

- Email students and parent's clear instructions, including:
    - CCC Application Steps
    - Step-by-step video tutorials
    - Required documents/information
- Use mass communication tools (PeachJar, email blasts) to reinforce timelines.

2. Coordination

- Schedule classroom visits *in collaboration with teachers*.
- Notify teachers in advance of workshop dates and preparation requirements.
- Provide teachers with clear expectations for student readiness.

3. Tracking & Troubleshooting

- Maintain a tracking sheet for student progress.
- Follow up with:
    - Students whose applications are stuck
    - Students who have not received a COD ID within 2-3 business days
- Troubleshoot individual issues *after* students attempt the process.

4. Cross-Referencing

- Review DualEnroll.com reports and flag discrepancies.
- Communicate concerns to teachers for verification against classroom rosters.

Important Note:
Office staff support enrollment. **(They do not replace classroom-level implementation**)

Suggested timeline:

	Fall Registration	Spring Registration
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https://www.collegeofthedesert.edu/students/free-early-college/dual-enrollment/default.php