



# Getting Started

## Admissions Policies and Procedures

Admission is open to anyone who is a high school graduate, has earned a GED or is at least 18 years old and can benefit from college-level instruction. Admission can be granted to others by the Coordinator of Admission Services (Board Policy 5101). The college will not discriminate in its programs and activities on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, physical or mental handicap or disability (Board Policy 5010).

Prospective students should apply to the Admissions office well in advance of their expected starting date. Registration priority is given to early applicants. Applications are available online at [www.cod.edu](http://www.cod.edu), in this *Catalog*, or in the Admissions and Information office.

Students should submit official transcripts from high schools and colleges they have attended. Students should make a formal request to the Records office to have their transcripts evaluated to determine successful completion of prerequisites, to allow registration in C.O.D. courses and/or for evaluation of previous college credits earned for application toward a degree or certificate at C.O.D. To request an evaluation applicants should go online at [www.cod.edu](http://www.cod.edu), and click on "Records" and then "Transfer Evaluation," or call (630) 942-3829.

No tests are required for admission; however, test information is helpful to college advisers who assist students with their educational planning. Therefore, students are encouraged to take national college entrance tests such as the ACT. Placement tests in reading, writing and mathematics are required.

### FYI (For Your Information) and CVD (Campus Visit Day) Sessions

One-hour information sessions are provided for prospective or newly admitted students. Included is information about getting started at the college, programs of study, services available, transfer information and answers to your questions.

For more information, contact the Admissions and Information office, Student Resource Center (SRC), (630) 942-2380.

### College District Residency

Towns and villages in the College of DuPage district are:

Addison	Flowerfield
Argonne Labs	Glen Ellyn
Aurora*	Glendale Heights
Bensenville	Hanover Park*
Bloomington	Hinsdale
Bolingbrook*	Hodgkins
Brookfield*	Indian Head Park
Burr Ridge	Itasca
Carol Stream*	Keeneyville
Clarendon Hills	La Grange
Countryside	La Grange Park
Darien	Lemont
Downers Grove	Lisle
Elk Grove Village*	Lombard
Elmhurst	McCook
Eola	Medinah
Fermilab	Naperville

Northwood  
Oak Brook  
Oakbrook Terrace  
Plainfield\*  
Roselle\*  
Villa Park  
Warrenville  
West Chicago\*

Western Springs  
Westmont  
Wheaton  
Willow Springs\*  
Willowbrook  
Winfield  
Wood Dale  
Woodridge

\*Only portions of these communities are in District 502. Call Admissions and Information at (630) 942-2380 for detailed information.

#### 1. In-District Resident

Students, excluding "International Residents" as defined below, who have occupied a dwelling within District 502 for at least thirty (30) days immediately prior to the beginning of the term will be classified as in-district residents.

#### 2. Out-of-District Resident

Students, excluding "International Residents" as defined below, who do not occupy a dwelling within District 502, but have resided within the State of Illinois for at least thirty (30) days immediately prior to the beginning of the term are classified as out-of-district residents.

#### 3. Out-of-State Resident

Students who have not occupied a dwelling within the State of Illinois for at least thirty (30) days prior to the beginning of the term are classified as out-of-state residents.

#### 4. International Resident

Students whose permanent residences are outside the United States and who wish to attend College of DuPage while on a valid student visa, or other visa or visa waiver program that permits them to attend school while in the United States, are classified as international residents.

#### 5. Exceptions to 1, 2 and 3

Students who obtain residence within the College of DuPage district for reasons other than attending College of DuPage are exempt from the 30-day requirement if they provide documentation of a verifiable interest in establishing permanent residency. The Registration office makes the final determination of residency status.

Student residency classifications will be in accordance with provisions of the Illinois Community College Act and guidelines established by the Illinois Community College Board.

## Registration Procedures

### Registration Appointments for Credit Classes — New Students

If you have submitted an Admission Form to the Admissions and Information office, your registration eligibility will be based on the date your Admission Form was received in the Admissions and Information office.

For more information, call the Admissions and Information office at (630) 942-2482.

### Returning Students

Your registration date will be based on the number of credit hours that you have accumulated at C.O.D. Check [myaccess.cod.edu](http://myaccess.cod.edu) for credits earned.

If you are a returning student, but were not enrolled at College of DuPage for the previous term, call the Registration office, (630) 942-2377, for your registration eligibility.

### Late Registration

After the first scheduled class meeting, you must obtain written permission from the instructor to register for a class. Registration is not permitted after the midpoint of the session.

### Non-Credit Classes, Seminars and Workshops

You may register for non-credit classes, seminars and workshops anytime between the beginning of the registration period and up to the second meeting of your class.

### Ways to Register

When eligible to register, students may register in one of two ways.

#### 1. Online Registration by Internet ([myaccess.cod.edu](http://myaccess.cod.edu))

To use the Online Registration, you must be an admitted or returning student with a Colleague Student I.D. The student I.D. number is sent in your C.O.D. acceptance letter.

#### 2. In Person

Visit the Registration office in the Student Resource Center during office hours.

### Registration Assistance

If you need help with your registration, call (630) 942-2377 and press "4".

### Adding Courses

A class may be added only up until the first scheduled class meeting. After the class begins, written permission from the instructor is required in order to register. Credit classes cannot be added after midpoint of the class.

### Auditing a Class

Intent to audit a class must be indicated at the time of registration and the higher audit tuition charge will be assessed. After the class begins, written permission from the instructor is required in order to audit a class. Students may not request to audit a class after midterm. The audit grade of "X" is recorded on the permanent academic record: No credit is earned and the audit grade does not affect the grade point average (GPA).

### Overload

Students wishing to register for 20 or more credits during any term must have written permission from a counselor or adviser in Counseling and Advising Services, or the dean or associate dean in their academic area.

### Withdrawal From Credit Classes

You may withdraw from a course up to the midterm date of the class. Withdrawal may be made by Online Registration or in person at the Registration office. After that date you may withdraw only with written permission from your instructor, which must be brought to the Registration office

or faxed to (630) 790-3785. If you are not withdrawn through the Registration office before the end of the term, your grade will be recorded as an "F." Check the Registration schedule online ([www.cod.edu](http://www.cod.edu)) or the *Class Schedule* for information on dates for withdrawal.

### Withdrawing From Credit Classes Due to a Medical Reason

Direct your request for a medical withdrawal to the office of the Director of Admissions, Registration and Records, (630) 942-4284. Requests should be made in writing and accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset and estimated length of treatment. Medical withdrawal forms are available in the Registration and Health Services offices, online ([www.cod.edu/AdRegRec/Register/forms.htm](http://www.cod.edu/AdRegRec/Register/forms.htm)) and by calling (630) 942-4284. Requests for medical withdrawals are reviewed individually. Refunds are issued when appropriate within the guidelines of the College of DuPage refund policy. You will receive written notification of the decision within two to three weeks from the office of the Director of Admissions, Registration and Records.

### Withdrawing From Adult Non-Credit Classes, Seminars and Workshops

You may withdraw up until the end of the class, seminar or workshop.



## Tuition and Fees for Credit Classes

### Admissions/Recording Fee

A \$20 non-refundable admission fee is charged the first time a student applies to the college for credit courses. The fee is not charged to district residents age 65 or older.

### In-District Tuition

Students who meet the criteria of an in-district resident pay in-district tuition.\*

### Out-of-District Tuition

Students who meet the criteria of an out-of-district resident pay out-of-district tuition.\*

### Out-of-State Tuition

Students who meet the criteria of an out-of-state and/or international resident pay out-of-state tuition.\*

### Special Tuition Categories

#### 1. Employed Full-Time In-District

Students whose permanent residence is outside of College of DuPage district, but who work 35 or more hours within District 502, are charged in-district tuition upon presenting the proper documentation to the Registration office. For more information, contact the Registration office at (630) 942-2377.

#### 2. Cooperative Agreements/Chargebacks

Illinois residents whose permanent residence is outside of District 502 may be eligible to pay in-district tuition through a cooperative agreement or chargeback if their local community college does not offer a certificate or degree program offered at College of DuPage. For more information, students should contact the Admissions office of their local community college at least 30 days prior to the start of a semester.

#### 3. Senior Citizens

Senior citizens (age 65 or over) whose permanent residence is within District 502 pay a reduced tuition rate.\* Students 65 years of age and older may receive free tuition if their annual household income is less than the threshold amount in Section 4 of the Senior Citizen Tax Relief Act.

#### 4. C.O.D. Online Courses

Students who register for C.O.D. Online courses are charged in-district tuition regardless of their residency.

#### 5. Students who audit courses (taken for no credit) are charged a higher tuition rate.\*

### Service Fee

A service fee is included in the tuition for each semester credit hour.\*

### Payment Plan Fee

Students who choose the payment plan are charged a payment plan fee. An additional fee is assessed per semester should an automatic bank payment or credit card payment be returned.\*

### Returned Check/Charge Card Fee

Students are charged a fee for each check or charge card rejected by the bank.\*

### Laboratory/Material Fees

Certain courses require the payment of laboratory fees. Lab fees are printed in the class listing of the *Class Schedule*.\*

\*Current tuition rates and fees are printed in the *Class Schedule* and are available online.

## Refunds

### Tuition Refunds for Credit Classes

Students seeking tuition refunds for credit classes shall be reimbursed according to the procedure printed in the current *Class Schedule* and online under Registration, Registration Calendar and Refund Dates ([www.cod.edu/adregrec/register/calendar.asp](http://www.cod.edu/adregrec/register/calendar.asp)).

### Refunds for Adult Non-Credit Classes, Seminars and Workshops

100 percent (less a service fee) up to seven calendar days before the start of the seminar, workshop, or adult non-credit class. NO REFUND is granted after that time.

### Refunds for Youth Education Classes

100 percent (less a service fee) prior to the first class meeting. 50 percent refund thereafter until the midpoint of class; there is no refund for withdrawal after the midpoint of the class.

### Refunds for Grant or Loan Programs

Refunds will be made according to College of DuPage policy unless the federal or state grant or loan program has a refund schedule that differs from that of the college. In such cases, the college will follow the grant or loan refund schedule.

### Canceled Classes, College Errors

A 100 percent refund is given for a withdrawal that is caused by a canceled class or a college error. If a substitute class is not taken, a refund will be issued within two to three weeks.

### Medical Withdrawal

Direct your request for a medical withdrawal to the office of the Director of Admissions, Registration and Records, (630) 942-4284. Requests should be made in writing and accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset and estimated length of treatment. Medical withdrawal forms are available in the Registration and Health Services offices, online ([www.cod.edu/AdRegRec/Register/forms.htm](http://www.cod.edu/AdRegRec/Register/forms.htm)) and by calling (630) 942-4284. Requests for medical withdrawals are reviewed individually. Refunds are issued when appropriate within the guidelines of the College of DuPage refund policy. You will receive written notification of the decision within two weeks from the office of the Director of Admissions, Registration and Records.

### Admissions/Recording Fee

No refund will be made of the admissions/recording fee.

### Course-Related Fees, Lab Fees

Students who withdraw from credit classes that have fees will receive refunds according to the procedure printed in the current *Class Schedule* and in the online Registration Calendar and Refund Dates ([www.cod.edu/adregrec/register/calendar.asp](http://www.cod.edu/adregrec/register/calendar.asp)).

## Refund Appeals

Appeals regarding refunds should be made in writing. Forms for appeals are available in the Registration office or online ([www.cod.edu/AdRegRec/Register/forms.htm](http://www.cod.edu/AdRegRec/Register/forms.htm)).

- Contact the associate dean of the appropriate divisional office in regard to a tuition refund for an instructional issue.
- Contact the Continuing Education office at (630) 942-2208 for refunds regarding Youth Education, Adult Non-Credit, Seminars or Workshops.
- For all other types of tuition refund appeals, contact the Registration office at (630) 942-2377. The mailing address is 425 Fawell Blvd., Glen Ellyn, IL 60137; FAX (630) 790-3785.

## Refund Disbursement

All refunds will be issued from the Accounts Payable department by check to the student within two to three weeks of the refund request. Credit card payments will be refunded to the credit card. No refund will be generated if the student account is on "hold."

Please note: There are some classes that vary from the regular term dates. These classes are so noted in the *Class Schedule*. Dates for refunds, withdrawals and so forth will vary proportionately.

## Counseling and Advising Services

At College of DuPage, advising and counseling are two separate but complementary services. Counselors, faculty advisers, and general advisers are available to help students succeed in attaining their educational goals. It is very important to understand the different types of assistance available from each so that the most appropriate help may be chosen. Review the description of services that follows. For further referral assistance, call the Counseling and Advising Center at (630) 942-2259 or stop by the office in the Student Resource Center (SRC).

### Counselors

Counselors provide academic advising to students prior to their choice of a field of study. Counselors offer a variety of support in different areas and are available to prospective students and enrolled students. Some of these areas include:

- Educational counseling can assist students in exploring motivation and skills necessary for achieving educational goals.
- Career counseling helps students increase their understanding of the personal qualities that one brings to a career decision. These qualities include values, interests, skills, needs and personality style. In addition, techniques for gathering occupational information and steps in effective decision making are addressed.
- Personal counseling typically includes assisting the student in exploring attitudes, beliefs, feelings, and/or values in order to learn to manage personal concerns that interfere with educational or career goals; developing problem-solving and decision-making skills; and linkage with community or private resources when needed.
- Life transition counseling is valuable for students who are undergoing or contemplating a major change connected with their educational goals. Concerns for counseling may include time management and learning

how to balance multiple roles, family and other responsibilities and work obligations.

### Group Counseling/Workshops

Special interest group sessions are offered by counselors on a variety of topics. Information on upcoming sessions and sign-up is available in the Counseling and Advising Center, or call (630) 942-2259.

Through counseling, students can learn how to enhance self-image and self-esteem, deal with feelings of loneliness and anxiety, and explore new ways of handling problem situations.

Counselors are interested in every student and have time specially allotted in their schedules for conferring with students. For this reason, it is best to make an appointment so that enough time can be set aside. Either daytime or evening appointments can be scheduled with counselors. For a counseling appointment, call (630) 942-2259.

### Faculty Counselors

#### Faculty Advisers/Classroom Teachers

All College of DuPage full-time faculty members are faculty advisers. Students who are fairly certain about their major should consult with a faculty member who teaches in their area of interest. Faculty advisers assist students with planning a program of study in their area of interest, course selection specific to their field of study, career information, specific program requirements and transfer planning. Students who need help selecting or identifying a faculty adviser may stop by the Counseling and Advising Center in the Student Resource Center (SRC) or call (630) 942-2259 for a referral.

### General Advising

As you start your first term at College of DuPage, general advisers will provide advising not specific to a particular major. Advisers explain degree requirements, pre-course testing clarification and interpretation, familiarize students with college policies and procedures, assist with general course selection, transfer planning information, and make referrals to other college resources. General advisers primarily work with students from their first registration until they accumulate 30 semester-hours of college level credit, or until a student determines their major. Students may stop by Counseling and Advising Services, Student Resources Center (SRC), or call (630) 942-2259, to speak with an adviser, no appointment necessary.

### Appointments

Both faculty advisers and counselors are interested in every student and have time specifically allotted in their schedules for conferring with students. For this reason, it is best to make an appointment so that enough time can be set aside. Either daytime or evening appointments can be scheduled with counselors.

Faculty advisers may be contacted directly in their offices to set up appointments, or messages may be left for them at division offices.

For a counseling appointment, call (630) 942-2259.

### New Student Orientation — Spring or Summer Semester

A new online orientation process has been developed to assure that each of the new students at College of DuPage makes a smooth adjustment to college life. Students can

“visit” the campus any time, at their convenience. The online presentation covers all of the “need-to-know” information that is provided during Fall on-campus sessions, such as admissions, assessment, advising, counseling, registration, and other support services. The online session may be found at the Counseling and Advising home page from [www.cod.edu](http://www.cod.edu). Click on the New Student Orientation icon.

A CD-Rom is also available. After viewing the online session, if you’d like a copy of your own, you may call the Counseling and Advising office at (630) 942-2259, leave a message that includes your address and a CD-Rom will be sent to you.

### **New Student Advising — July/August OARS for Fall Semester**

Students planning to register for classes for the first time are strongly encouraged to attend Orientation, Advising and Registration Sessions (OARS) and speak with an adviser. Dates and times of special Advising sessions designed for new students are listed in the *Class Schedule*.

### **Graduation Planning**

The official determination of a student’s status relative to graduation is made through the Records office. Students should file a Petition for Degree or Certificate no sooner than two semesters before expected completion, so that evaluation results will be available for planning their last semester. Advisers and counselors, while not graduation evaluators, are knowledgeable about graduation requirements and can assist students with understanding graduation requirements, interpreting the graduation evaluation report, planning so that all requirements are met, or with resolving unanticipated problems.

### **Group Counseling/Workshops**

Special interest group sessions are offered by counselors on a variety of topics. Information on upcoming sessions and sign-up is available in the Counseling and Advising Center, or call (630) 942-2259.

### **Counseling and Advising Center**

The Counseling and Advising Center, located in the Student Resource Center (SRC), provides advising information to students and faculty. General information about the college, advising resources and transfer materials are available in print form or can be accessed online using the computers in the Counseling and Advising Center. Students may pick up copies of the *Catalog*, the *Class Schedule*, marketing guides that provide overviews of fields of study and *Student Planning Worksheets* for keeping track of courses taken and degree requirements. Transfer information and applications, specific to individual four-year Illinois colleges and universities to which students most frequently transfer, are available in the Counseling and Advising Center.

### **Off-Campus Counseling Services**

For students’ convenience, counseling services are available at several community locations within District 502.

These centers are:

- C.O.D. Addison Center, (630) 942-4600  
C.O.D. Bloomingdale Center (Town Square of Bloomingdale),  
(630) 942-4900
- C.O.D. Carol Stream Community Education Center,  
(630) 942-4888
- C.O.D. Naperville Center, (630) 942-4700
- C.O.D. Westmont Center, (630) 942-4800

### **Career Development and Personal Growth Courses**

In addition to the direct counseling services available to students, the college offers two courses, Education 1105, *Career Development*, and Education 1110, *Interpersonal Skills for Life and Work*.

The emphasis in Education 1105 is on career development with important life choices. Students learn to make career decisions and take career action. The course provides for interest assessment as well as researching the world of work to help students become better equipped to make systematic and effective career choices.

In Education 1110, small-group interaction focuses on understanding students’ communication styles, exploring new options, and increasing awareness of self-defeating behaviors. Improved skills lead to greater effectiveness in life and work situations, heightened self-esteem, and greater sense of control over one’s life.

The college also offers a two credit-hour course listed as Education 1115, *College Success Skills*. Primarily for new students, this course is an introduction to academic success skills necessary for meeting the challenge of a college education. Students explore and become familiar with resources and strategies that include note-taking, listening skills, test preparation, time management and goal setting.

### **Career-Related Testing Interest and Personality Inventories**

College of DuPage offers a variety of interest and personality inventories. These inventories assist people in determining their interests and personality style. An appointment with a counselor is required in order to determine which tests, if any, are appropriate for an individual’s needs and for the interpretation of results. There is a moderate fee charged for career interest and personality assessments. For more information about the types of interest inventories available, make an appointment with a counselor by calling Counseling and Advising Services, Student Resource Center (SRC), Room 2044, at (630) 942-2259.

These inventories are also available at an off-campus counseling location. Students can make an appointment to meet with a counselor off campus by calling or stopping by an off-campus counseling location.

# “How to Start” Overview

*This chart of procedures will serve as a step-by-step reference whether you are beginning, continuing or completing your studies at College of DuPage.*

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## New Students

- 1 Obtain and complete an Admission Form by contacting the Admissions and Information office, (630) 942-2442 or by Internet ([www.cod.edu](http://www.cod.edu)).
- 2 Submit the Admission Form to the Admissions and Information office by Internet, in person, or by mail. (A \$20 non-refundable admission fee is required the first time a student applies to the college for credit courses.)
- 3 If you submit your Admission Form prior to the first date of New and Returning Student Registration, you will receive an acceptance letter approximately one week after your application was received. You will be notified as to when you are eligible to register for credit classes.
- 4 If you submit your Admission Form during New and Returning Student Registration, you will receive an acceptance letter that indicates when you are eligible to register for credit classes.
- 5 If you submit your Admission Form during Final Registration (within 10 days of the start of the term), you will be eligible to register immediately upon processing of your form. You will be notified of the earliest date and time you are eligible to register for credit classes.
- 6 Obtain and read information such as the *Catalog*, *Class Schedule* and marketing guides, or check online at [www.cod.edu](http://www.cod.edu).
- 7 Attend an Information Session through the Admissions and Information office to help you learn about the many college programs and services and to tour the campus. If this is not convenient, schedule a one-on-one appointment with an admissions specialist. To reserve a space in an Information Session or to schedule an appointment, call the Admissions and Information office, (630) 942-2380.
- 8 Take the appropriate pre-course assessment tests in reading, writing or mathematics. No special preparation is necessary; however, a photo ID is required. For more information, check the current *Class Schedule* for times and locations.
- 9 Obtain New Student Advising (if desired) for help in selecting your first term courses. No appointment is necessary. Check the current *Class Schedule* for times and location. For more information, check p. 28 of this *Catalog*, check the current *Class Schedule*, contact the Counseling and Advising

office, (630) 942-2259, or check online at [www.cod.edu/advising/general.htm](http://www.cod.edu/advising/general.htm).

- 10 Attend New Student Orientation to familiarize yourself with programs and services available to help students meet their educational goals and to get a good start at College of DuPage. Check the current *Class Schedule* for times and location. For more information, contact the Counseling and Advising Center, (630) 942-2259, or check online at [www.cod.edu/advising/newstudent.htm](http://www.cod.edu/advising/newstudent.htm).
- 11 Register for classes at the earliest eligible date and time. You may register online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu). You may also register in person. If you need assistance, call (630) 942-2377, press “4.”
- 12 Your schedule may be viewed and printed online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu). No schedules will be mailed.
- 13 Pay for your classes by payment due date or sign up for the FACTS Payment Plan. For more information, contact the Cashiers office, (630) 942-2206, or check online at [www.cod.edu/facts/](http://www.cod.edu/facts/).
- 14 For future terms, consult with a faculty adviser, counselor or general adviser to plan the rest of your courses. For more information, contact the Counseling and Advising Center, (630) 942-2259, or check online at [www.cod.edu/advising/general.htm](http://www.cod.edu/advising/general.htm).

## Returning or Continuing Students

- 1 Review courses you’ve already taken and read the *Catalog*, *Class Schedule* or marketing guides, available at both on- and off-campus locations, online at [www.cod.edu](http://www.cod.edu), or by calling the Admissions and Information office, (630) 942-2380, to have them mailed to you.
- 2 If you have earned 35 or more credits at College of DuPage and want to earn a degree or certificate, you may run your own degree audit by going online at [www.cod.edu/AdRegRec/Records](http://www.cod.edu/AdRegRec/Records).
- 3 Take the appropriate pre-course tests, if you have not already done so. Refer to Assessment and Testing Services, and check the current *Class Schedule* for times and locations. No special preparation is necessary.
- 4 Contact an adviser for help in selecting your courses. For more information, go to [www.cod.edu/advising](http://www.cod.edu/advising).

- 5** If you are undecided or are considering several possible fields of study, consult with a counselor. For more information, go to [www.cod.edu/advising](http://www.cod.edu/advising).
- 6** Register for your classes:
  - Online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu)
  - In person
- 7** If you were enrolled in classes in the current term, you will be e-mailed to your myCOD e-mail account the date and time you are eligible to register. You may register that date and time or later.
- 8** If you were not enrolled in the current term, contact the Registration office, (630) 942-2377, and press “4” for registration eligibility.
- 9** Pay your tuition and fees within seven days of registration. See Tuition and Fees in the current *Class Schedule* or check online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu).
- 10** Pick up your *Class Schedule* and account summary of tuition and fees at the Cashiers office, or check your schedule and account balance online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu).
- 11** Monitor your progress toward a degree or certificate by periodically running your own degree audit online at [www.myaccess.cod.edu](http://www.myaccess.cod.edu).

### Incoming Transfer Students

In addition to the steps for new students, incoming transfer students pursuing a degree or certificate at C.O.D. may also need to do the following:

- 1** Contact your former school(s) and order official transcripts sent to the Records office. If you have foreign transcripts, contact the Records office, (630) 942-3022, for more information.
- 2** Request a transcript evaluation from the Records office, (630) 942-3838, or download the form at [www.cod.edu](http://www.cod.edu). Click on “Records” and then on “Transfer Evaluation.” Transcripts will be evaluated starting the second week of the student’s first semester. Once completed, a degree audit with courses accepted will be mailed to you.
- 3** Prior to credit transfer evaluation, consult with an adviser to select courses that are not similar to those already taken at another school.
- 4** Consult with an adviser to plan the rest of your program. For more information, go to [www.cod.edu/advising](http://www.cod.edu/advising).

### Transferring Credit From College of DuPage

If you plan to transfer to a baccalaureate-granting school:

- 1** Obtain a *catalog* from the schools you are considering and become familiar with their general education and departmental degree requirements. Information that can help you transfer successfully is available in the Counseling and Advising Center, and Library. Check online at [www.cod.edu](http://www.cod.edu). Click on “Counseling and Advising.”
- 2** Consult with your C.O.D. adviser about courses to take while at C.O.D. based on the requirements of the transfer school.
- 3** Contact the transfer school about your preparation at College of DuPage.
- 4** When You’re Ready to Transfer  
Go online (at [www.cod.edu](http://www.cod.edu) and click on “Records”) to place an order for your transcript to be sent to the transfer school. Transcripts from other colleges cannot be forwarded from C.O.D.; you must contact schools previously attended to have their transcripts sent to the transfer school.

### Graduation Procedures

- 1** Each program of study and college degree has specific graduation requirements. For more information, see the sections on graduation requirements, p. 61; degree requirements, pp. 61 to 75; and specific AAS degrees and certificates, pp. 77 to 123.
- 2** Petition for a degree or certificate no sooner than one semester before your expected graduation date. Forms are available in the Records office and the Counseling and Advising Center, and online at [www.cod.edu](http://www.cod.edu). Click on “Records” and then “Degree Completion/Graduation.”
- 3** Receive a degree audit. This will list any deficiencies or requirements that need to be completed.
- 4** Plan your final semester with a counselor or adviser, register for classes, and satisfy financial and other specific requirements.
- 5** Attend graduation. You will be notified about specific graduation procedures.