

College of DuPage  
Learning Resources  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599  
(630) 942-2490

*Are Internet courses for me?*  
[Find out your learning readiness](#)  
[Find out your technical readiness](#)

Dear Student,

Welcome and thank you for enrolling in one or more COD Online classes. The following information will help you get started.

### **Blackboard**

The College uses the Blackboard Learning System to deliver online courses. **Please read the "[Student Quick Start Guide](#)" brochure very carefully.** It explains what your Blackboard username name and password would be and how to access your course materials at the College's [Blackboard site](#). For more information on Blackboard, please check out our [Blackboard Information](#) page.

**Please Note:** Unless an arrangement is made between you and your instructor, you will not be able to view your course in Blackboard until the first day of your class.

### **MyCOD**

The College's student e-mail system is known as myCOD. **Most online instructors expect students to use their myCOD e-mail account for communication related to course work.**

Your myCOD login ID is the part *before* the @dupage.edu in your email address. You can find your myCOD email address in your [myACCESS](#) account. After logging in, select myACCESS for Students, and then click on the My Profile link under Academic Profile. For **new** students, your myCOD default password is your date of birth. For example, if your date of birth was January 4, 1984, your default password would be 010484. For **returning** students, your password remains the same as before.

To get started, go to [www.cod.edu](http://www.cod.edu) and click on the myCOD icon in the lower left corner or click [here](#). For login assistance, contact the Student Help Desk by phone at 630-942-2999 or via e-mail at [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu).

### **Instructor**

**You are encouraged to contact your instructor with any course specific questions.** To learn how to find out who your instructor is or his/her contact information, please visit our [How to Contact My Instructor](#) page.

**Please Note:** Your instructor may or may not be available to you prior to the first day of your class.

### **Course Information & Textbook**

For basic information about course materials and course requirements, please go to the "Classes by Term and Course Information" section of [C.O.D Online](#) home page. Click on the term of your interest, locate your course on the course listing page and then click on the Course Summary link of your course. Your course syllabus (available to you after class starts) is the official course document. If the summary is not available for the course or your section of the course, please contact the instructor.

You may also want to arrange with the C.O.D. Bookstore to have your text delivered by UPS rather than coming to campus. You may use a credit card to make these arrangements by calling 630-942-3883 or online at <http://www.efollett.com>.

### **Successful Online Learner**

You are expected to have experience working with a personal computer and know fundamental processes involved with access to online information. Necessary technical skills for achieving academic success in an online course environment include use of software for Internet browsing, word processing, online communication, email attachment and file transfer.

You should be a self-directed and self-motivated learner. In particular, you will need to avoid procrastination by setting up your own weekly study schedule and staying on top of your assignments. You will also need to communicate with your instructor on a regular basis.

To learn more about learning online at the College of DuPage, please browse through our [FAQ](#) pages.

### **Student Support**

For general questions about C.O.D. Online courses, please call (630) 942-2490 or e-mail [codonline@cod.edu](mailto:codonline@cod.edu).

Academic advising and counseling are available by phone, e-mail, and walk-in visit. Visit the College's Advising and Counseling Services web site at [www.cod.edu/advising](http://www.cod.edu/advising) for more details, or you can contact them by calling (630) 942-2259, or email [generaladvising@cod.edu](mailto:generaladvising@cod.edu). Please see the attached **Peer Tutoring Online** flyer for tutoring services available to you.

**College of DuPage Online**