How to register for a class after you receive permission from the waitlist.

Permission to register will expire at 11:59 pm the same day you receive an email notification to your dupage.edu mail that a seat is available. If you fail to register, you will be dropped from the waitlist and permission will move to the next student in line on the waitlist. If you have an Academic Standing hold on your account you will be unable to register online and must contact Student Registration Services during normal business hours to register.

1. Log into the portal at inside.cod.edu

   After logging in, click on myACCESS for Students then select “Student Planning” from the drop-down menu, then select “Student Planning Self Service.” Continue to Step 2.
2. You will now see your academic information. Select “Go to Plan & Schedule.”

3. On the Plan & Schedule page you will see the class you are waitlisted for. Click on the blue “Register” button. If you do not see the class you are waitlisted for make sure you are viewing the current term. If you don’t see the current term click on the directional arrows “< or >” until the current term is displayed.
4. If registration is successful it will now show “Registered, but not started.”

5. After you register, secure your classes by enrolling in a payment plan or paying in full. Payment is due the day you register or you risk being dropped. Visit the “Payment Policy” page of the website for payment options. Go to the website cod.edu and from the “Cost Scholarships & Aid” menu select “payment policy.”