This guide will show you how to request a permit in myACCESS for Students. In myACCESS for Students, permits may only be requested for the following reasons:

- Audit
- Enroll Late
- Overload Full Class
- Petition or Instructor Consent Required
- Consent of Instructor (Prerequisite Override by Instructor)

Students are unable to request a permit in myACCESS for custom courses. To request a permit for a custom class a student must email the instructor directly and the instructor will issue a manual e-permit if the request is approved.

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

2. After logging in, click on myACCESS for Students then select “Registration” from the drop-down menu, then select “Request a Permit.” Continue to Step 3.
3. Select the **Term** and **Subject** from the drop-down menu. Next, enter the 4-digit **Course Number** and **Section Number**. If the section number is preceded by NET, VCM, HYB, HON or any other characters you must include these. For example, if requesting a permit for ENGLI 1101 NET02 you would enter the section as “NET02.” Click submit.
4. On the next screen **Choose a Permit Reason**. Make sure you select the correct type of permit.

5. Enter your **Phone Number** and **Comments**, then click submit.

6. Your request will be sent directly to the instructor, response times will vary. Continue checking your **dupage.edu** email for approval/denial.

7. **If approved, you must register online or contact Student Registration Services for assistance before the permit expires.**