

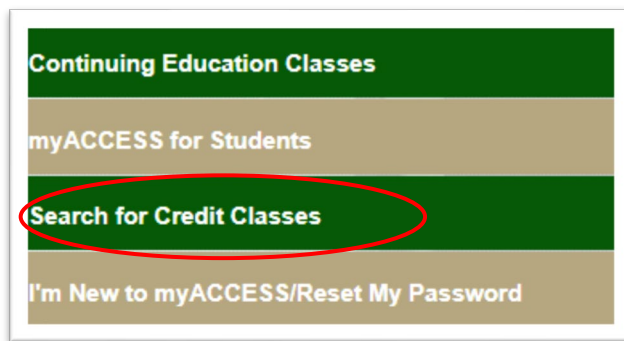


# How To..

## myACCESS Simple Search for Classes Without a Login

This guide will show you how to search for classes without logging into myACCESS. Please note, a login is required to register for classes.

1. Go to [myaccess.cod.edu](http://myaccess.cod.edu). You can find a link to myACCESS in the Quick
2. Click on "Search for Credit Classes"



3. You will now see the Search Page (see image next page). To search for a class, select/enter the search criteria and click SUBMIT. Three search criteria are needed. After clicking submit you will see a list of courses that meet your search criteria.

### SEARCH TIPS

We suggest doing one of the following two searches the first time to make sure the course is being offered in the current semester.

#### Search option with Course Number

Select the **Term** from the drop-down menu

Select the **Subject** from the drop-down menu

Enter the **4-digit Course Number** in the Course Number field.

Go to the bottom of the page and click Submit

#### Search option without Course Number

Select the **Term** from the drop-down menu

Select the **Subject** from the drop-down menu

Select "**Undergraduate**" for the **Academic Level** (near the bottom of the search page)

Go to the bottom of the page and click Submit

You may refine your search by repeating the steps above and selecting additional search criteria such as:

- **Open Classes Only** - check this box to exclude Full classes from your search results
- **Course Type/Course Session** - Select 16-week, 12-week, 1st 8-week or 2nd 8-week.
- **Enter Instructor Last Name** - To see only the classes taught by a specific instructor
- **Days and Times** - when using these criteria please note that only classes meeting the exact days specified will appear in your search results
- **Location:** Please note, if Main Campus is preferred select "Main Campus" not Glen Ellyn Area.

### Search Page

Term \*  -- OR -- Starting/After Date \*  -- AND -- Ending By Date \*

---

Check this box and select your subject(s) below to receive a list of Course #'s/titles offered. (optional)  
(if unchecked, all sections that meet your criteria will be displayed.)

---

Check this box and select your subject(s) below to be sent to another page to limit the selection by specific types, such as Honors, Hybrid, Learning Community and Online.  
(Do not select both this checkbox and from the Course Types/Course Sessions drop-down list.)

---

Search for Open Sections Only (optional)

---

Subject *	Course # *	Section *	Course Types / Course Sessions *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

Enter either a Start or End Time. Counts as one search criteria.  
Sections Meeting After  Sections Ending Before

---

Class meets: (e.g. M W F or Tu Th)  
Select one, or more, day of the week below. Counts as one search criteria.  
Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Course Title Keyword(s)

Location \*  Academic Level \*

Enter Instructor's Last Name \*  OR  Check this box to choose a full-time instructor name from a menu

---

4. When looking at your search results carefully review the Location, Meeting Information, Faculty, Capacity/Seats Avail/Waitlist and Course Type. Click on the blue type to see the additional course information including: Prerequisites, faculty phone/email and description.

### Section Selection Results

[Do your classes meet graduation requirements?](#)

Term	Section Name and Title	Location	Meeting Information	Section Comments	Faculty	Capacity / Seats Available / Wait	Credits	Course types	Tuition In/Out District	Course Fees
Spring 2021	<a href="#">PSYCH-1100- NET01 General Psychology</a>	Online	01/25/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	A. Wainwright	30 / 2 / 0	3.00	16 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET02 General Psychology</a>	Online	01/25/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	K. Gray	30 / 3 / 0	3.00	16 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET03 General Psychology</a>	Online	01/25/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	S. Butler	30 / 2 / 0	3.00	16 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET04 General Psychology</a>	Online	01/25/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	F. Armas	30 / 3 / 0	3.00	16 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET05 General Psychology</a>	Online	02/22/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	N. Rouf	30 / FULL / 2	3.00	12 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET06 General Psychology</a>	Online	03/17/2021-05/14/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	K. Gray	30 / FULL / 1	3.00	2nd 8 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET07 General Psychology</a>	Online	01/25/2021-03/16/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	E. Amott-Hill	30 / 4 / 0	3.00	1st 8 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET08 General Psychology</a>	Online	02/22/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For information about online courses, visit <a href="http://www.cod.edu/online">www.cod.edu/online</a> .	K. Gray	30 / FULL / 1	3.00	12 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00
Spring 2021	<a href="#">PSYCH-1100- NET09 General Psychology</a>	Online	02/22/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	For more information about online courses go to <a href="http://www.cod.edu/online">www.cod.edu/online</a>	K. Gray	30 / FULL / 2	3.00	12 week session; Internet/online; Social & Behavioral Sci	\$414.00 / \$414.00	\$0.00