How to Search for Classes, Add Classes to Plan and Register

Contents of this document:

- How to log into Student Planning - Page 2
- How to Register for Planned Classes - Pages 3-5
- Advanced search for classes - Pages 6-9
- Subject search and Basic search - Page 10

Key terms to understand:

**Section**: Most courses will have multiple sections being offered during a term. Sections have different instructors, days/times, locations, format, and session. Students will be unable to register for a course on their plan if they have not first chosen a specific section of the course.

**Session**: There are multiple sessions during each term. Courses may be 16, 12, 10, 8, or 5 weeks long, it is important to pay attention to the session when choosing a section. Shorter sessions will be covering the same content as the 16-week session so students should expect a more rapid pace during the short session. Session start and end dates can be viewed on the registration calendar.

**Hybrid (HYB)** format. These classes will have a section that starts with HYB. They meet mainly online with additional meetings occurring in person as necessary. Face-to-face meeting days and times for each section will vary depending on the course and learning needs.

**Online (NET)** format. These classes will have a section that starts with NET. They are taught exclusively online following instructor timelines and learning outcomes. Only the start and end date will be listed. Students are required to log in daily but may do so at any time except for due dates/times for homework, quizzes, and tests. Students should always view the Section Details for any other requirements as some courses may require in-person proctored exams.

**Virtual Classroom Meeting (VCM)** format. These classes will have a section that starts with VCM. They meet exclusively online in real time at specified days and times using video chat software. This format is designed to allow students regular face-to-face contact in a virtual format.

**Waitlist**: When a student attempts to register for a class that is full/closed, the student may be notified that a waitlist is available to join. Before the start date of a class, if a seat becomes available the student in the number one spot on the waitlist is notified via their (dupage.edu) email. The spot is held for them until 11:59 p.m. the same day. If they fail to register they are removed from the waitlist and the next student is notified. The waitlist expires after the first day of class. Being on the waitlist does not guarantee entry into a class.
How to log into Student Planning

There are two ways of signing into student planning.

Log in from the homepage.
This takes you directly to the Advanced search page of Student Planning.

Type cod.edu into your browser and on the homepage click on the green “Search for Courses” button located in the lower right corner of the page. Or go to the “Quick Links” menu and select “Search for Courses.” Click on “Sign in” in the upper right corner of the page. Sign in with your username and password.

After signing in you will see the Advanced search page. Use the side or top menu to navigate to any of the Student Planning pages.

Log in in from the portal and navigate to Student Planning.
This takes you to Student Planning homepage.

Type inside.cod.edu into your browser or go to the “Quick Links” menu on the homepage and select “inside.cod.edu.” Sign in with your username and password.

Next, find the myACCESS tab and click on “myACCESS for Students.” From the drop-down menu select “Student Planning,” then select “Student Planning Self-Service.”

You will now see the Student Planning Self-Service homepage with 1. View Your Progress or 2. Plan Your Degree and Register for Classes. Use the side or top menu to navigate to any of the Student Planning pages.
How to Register for Planned Classes

When meeting with a counselor, program advisor, or an instructional faculty advisor, classes will often be added to a student’s plan. Planned classes are NOT registered classes. These instructions explain how to register for classes that have been added to your plan.

Your first step is to go to the Plan & Schedule page.

1. **From the Student Planning Self-Service landing page** (image below). Click on “Go to Plan & Schedule.”

![Image of Student Planning Self-Service landing page]

2. **From the Advanced search page.** Use the “Academics” menu (graduation cap) on the side of the page, select “Student Planning” from the drop-down menu, then select “Plan & Schedule.” If you’re on a cell phone click the three bars in the upper left corner to access the menu.

![Image of Advanced search page]

3. **On the Plan & Schedule page** classes that have been added to your plan will be displayed in yellow on the left side of the page and indicate “Planned” below the course name. If you’re on a cell phone, you’ll need to scroll down to see your planned classes.

4. If you don’t see the current term, click on the directional arrows “< or >” until the current term is displayed. To add the next term, click on the “+” symbol.

![Image of Plan & Schedule page]
4. To register, click the blue “Register” button located below the course info (see image below). If you have multiple course sections to register for on your plan you may register for them all at once by clicking the “Register Now” button in the upper right area of the page.

Don’t have a register button?

1. If you Added a Course to your plan but did not choose a specific section, the Register button will not be available. Click on “View Available Sections” and identify the section you want to register for. You may use the filters on the page to refine the sections further. (For detailed instructions on finding sections see Catalog Listing, page 7)

2. Once you determine the section you prefer click on “Add Section to Plan,” then in the pop-up window click “Add Section.” This will add that course and section to your plan.

3. Next, return to the Plan & Schedule page by clicking on the Academics menu (graduation hat) on the side menu, from the drop-down menu select Student Planning, then select Plan & Schedule. You should now see a “register” button.

5. After clicking “Register,” the message “Updating Schedule” will appear. If registration was successful, the course will change from yellow as planned, to green as registered. The class will now indicate “Registered” below the course name. A screenshot of successful registration as well as a screenshot of an error message you might encounter are on the following page.

6. 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.”
Example of successful registration

In the example below, the student is registered for 2 classes. On the left side of the screen, each class is listed as “Registered,” and the color has changed to green.

Looking at the grid to the right, one class has meeting times & days which appear on the grid. The other class is a NET class, which does not meet at specific days/times, so it is listed below the grid where it says, “Sections with no meeting time.”

Example of error message

If registration was not successful a message with the caution symbol will appear near the search field. Common reasons include: unmet prerequisites, class has already begun, or class is full. If the class is full you may be given the option to add yourself to a waitlist. If you encounter an error message and need assistance determining what steps might be taken to resolve the issue, contact Student Registration Services 630-942-2377 or registration@cod.edu.
**Advanced search for classes**

If you logged in from the homepage of the website, you are already on the Advanced search page (bottom picture). Continue to Step 1.

If you logged in via inside.cod.edu you must navigate to the Advanced search page using the “Academics” menu located on the side or top menu (image below). From either drop-down menu select “Course Catalog” to get to the Advanced search page. Continue to Step 1.
The Advanced search page allows you to use multiple search criteria.

1. Select a “Term” from the drop-down menu.
2. Choose “Catalog Listing” or “Section Listing” view.

**Catalog Listing** shows the catalog info: description, credits, requisites and locations for any courses meeting your search criteria. This search view is best if you don’t know the course number and want to read course descriptions. You will have the ability to view the sections. (days/times/instructors) being offered after you find the desired course.

**Section Listing** shows a list of all courses and sections (days/times/instructors) of courses that meet your criteria. This search view is best if you know the course number.

3. Next select any additional search criteria you’d like.
4. Click “Search.”
5. If you selected Catalog Listing, see Catalog Listing below. If you selected Section Listing, see Section Listing on page 9.

**Search Tips:**
- Leave the “meeting start date” and “meeting end date” fields blank unless you are certain of the start and end dates for a class.
- Location - If looking for classes on the Main Campus, select “Main Campus” not “Glen Ellyn Area.”
- If your search doesn’t yield any results, try to broaden your search by removing some of the search criteria.
- Click the “Help” button in the upper right corner of the page for Course Catalog search help.

**Catalog Listing**

1. Results will show all courses that meet your search criteria (see example below). Once you locate the desired course click “View Available Sections” to see dates/times/days offered.

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**ACCOU-1110 Accounting Procedures (3 Credits)**
The accounting cycles of service organizations and merchandisers focusing on the recording of business transactions and the preparation of financial statements for such organizations. Includes specific accounting concepts relating to current assets, long-term assets, current liabilities, payroll and the operations of corporations. (3 lecture hours)

**Requisites:** None

**Locations:**
Main Campus, Addison Area, Bloomingdale Area, Carol Stream Area, Glen Ellyn Area, LaGrange Area, Naperville Area, Out of District, West Chicago Area, Westmont Area, Online

[View Available Sections for ACCOU-1110]

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**ACCOU-1160 Payroll Accounting (3 Credits)**
This course introduces federal and state laws pertaining to wages, payroll taxes, payroll tax forms, journal and general ledger transactions. Emphasis is placed on computing wages, calculating social security, income, and unemployment taxes, preparing appropriate payroll tax forms, and journalizingposting transactions. (3 lecture hours) Prerequisite: ACCOU 1110 or equivalent or ACCOU 2140 or equivalent or consent of instructor.

**Requisites:** ACCOU 1110 or equivalent or ACCOU 2140 or equivalent or consent of instructor. - Must be completed prior to taking this course.

**Locations:**
Main Campus, Addison Area, Bloomingdale Area, Carol Stream Area, Glen Ellyn Area, LaGrange Area, Naperville Area, Out of District, West Chicago Area, Westmont Area, Online

[View Available Sections for ACCOU-1160]

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**ACCOU-1176 QuickBooks Online (2 Credits)**
Develops understanding of general ledger accounting software using QuickBooks Online. Includes company setup, chart of accounts, recording transactions, managing lists, generating and customizing reports and forms. This course prepares students for the QuickBooks Online User Certification Exam. (1 lecture hour, 2 lab hours) Prerequisite: ACCOU 1110 or equivalent or ACCOU 2140 or equivalent or consent of
2. After clicking “View Available Sections” you will see a list of the sections with information regarding Seats, Times, Locations, and Instructors (see example below).

3. Click on the underlined course (red arrows) to view “Section Details” which include a course description, requisites, books, and additional information such as whether an online course requires proctored exams.

4. Once you determine the section you prefer click on “Add Section to Plan” then in the pop-up window click “Add Section.” This will add that course and section to your plan. You are not registered yet.

5. Continue adding classes to your plan by repeating these steps. When you’re ready to register go to the page 3 of this document How to Register for Planned Classes.
Section Listing

1. Results will list all courses and sections that meet your search criteria and show Dates, Location, Instructional Method, Meeting Info, Faculty, Availability, Credits, Course Type, Course Comments and Bookstore (see example below). You may use the filters on the page to continue to refine your search results.

Section Details Click on the underlined course (red arrows) to view “Section Details” which include a course description, requisites, books and additional Information such as whether an online course requires proctored exams.

Status will show “waitlisted” or “open.” If the class is open and has not begun a student who meets the requisites may enroll. If the class has already begun, a late permit must be requested by the student to gain entry. If the class is waitlisted (at capacity) and has not begun the student may be able to join a waitlist. Search “permits” on cod.edu for more information on permits.

Availability column shows seats/capacity/number of students on waitlist.

2. Once you determine the section you prefer click on “Add,” then in the pop-up window click “Add Section.” This will add that course and section to your plan. You are not registered yet.

3. Continue adding classes to your plan by repeating these steps. When you’re ready to register go to the page 3 of this document How to Register for Planned Classes.
**Subject search**

This search page is located next to the advanced search. On this page you may browse an alphabetical list of subjects. Select Subject Search to get started.

1. Click on a subject to view a list of all courses within that subject.

2. Use the filters to continue to refine your search results by “Term” and any other criteria you’d like.

3. Then locate the desired course and click “View Available Sections” to see dates/times/days offered.

4. Now you may follow steps 3-7 on page 8.

**General search**

This search field is in the upper right corner of the page.

1. To perform a search, enter the subject or subject and course number and click the magnifying glass (or hit enter on the keyboard).

2. Your results will first list the specific course you entered (if one was entered) followed by all other courses within that subject. Use the filters to continue to refine your search results by “Term” and any other criteria you’d like.

3. Then locate the desired course and click “View Available Sections” to see dates/times/days offered.

4. Now you may follow steps 3-7 on page 8.