How to Search for Classes and Register in myACCESS for Students

This guide will show you how to search for classes, add them to your cart and register in myACCESS for Students.

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

After logging in, click on myACCESS for Students then select “Registration” from the drop-down menu, then select “Search/Select” classes. Continue to Step 2.

If you have logged directly into myaccess.cod.edu click on “myACCESS for students”, then look under the heading “Registration” and click on “Search/Select Classes.” Continue to Step 2.
2. You will now see the Search 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. (Please read our search tips below the image):

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.

3. **To Add the class to your cart.** Check the box under the “Select” column next to the class section you want to add to your cart. Next click SUBMIT at the bottom of the page.

*When looking at your search results, carefully review the Location, Meeting Information, Faculty, Capacity/Seats Avail/Waitlist and Course Type.*

*You can click on the course subject & number to see the additional course information including: Prerequisites, faculty phone/email and description.*
4. After clicking submit on the previous step, you’ll be taken to the “Register & Drop Classes” page. You will see the class you have selected below the “Sections in Shopping Cart” heading.

If you’d like to continue adding classes to your cart, simply return to the Search/Select page and repeat the steps above. If you log out these classes will remain in your shopping cart until you either remove them from your cart or register. **YOU ARE NOT REGISTERED UNTIL YOU COMPLETE STEP 5.**

5. **To register**, return to the “Register & Drop Classes” page. Go to the “Sections in Shopping Cart” and choose the Action "Register" from the drop-down box next to the class you’d like to register for. Then click SUBMIT at the bottom of the page.

If you encounter an error, read the red print at the top of the page to determine what the error is. Common errors are: 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 the waitlist.
6. After clicking submit you will see the Tuition and Fee Payment Options Information page. Click OK to view your COD Student Schedule.

7. Review the course and meeting info on your COD Student Schedule. There is also a link to the required textbooks and important dates including the last day to drop with 100% and 50% refund and the last date to drop/withdraw with no refund.

8. Secure your class(es) today. Tuition is required the same day you register or you risk being dropped.
If you are logged into inside.cod.edu, click on “My Access for Students” to go back to the main menu. Then select “Student Payment Information.” From here, you may choose to either Enroll in a Payment Plan or Pay in Full.

If you logged directly into myACCESS.cod.edu, go back to the main student menu and look under the heading “Student Payment Information.” From here, you may choose to either Enroll in a Payment Plan or Pay in Full.