



Understand Student Restrictions (Holds)

As a COD student, you may receive an error message when attempting to add or remove a class due to a Student Restriction (also known as “holds”). This guide will help you understand what these restrictions mean and how to resolve them.

1. To see any current Student Restrictions on your record log into the Student Portal at **inside.cod.edu**. From the myACCESS menu select “**Academic Profile**,” then select “**My Profile**” from the drop-down menu. Towards the middle of the page look under **Student Restrictions** to view any restrictions/holds on your student record.

(Below are examples of restrictions that may be active on a student record)

Student Restrictions:	Start Date	Office / Contact
CASH	10/10/24	FIN
CONFA	10/10/24	CAS
CONSP	10/10/24	CAS
CONSU	10/10/24	CAS
DEAN	10/10/24	SAO
PKITE	10/10/24	REG
RESI	10/10/24	REG
BOOKS	10/10/24	FIN
BDWO	10/10/24	FIN
VERIF	10/10/24	REC

2. The **Student Restrictions** listed above will prevent you from adding or dropping courses. Use the following table to determine which department you need to contact to resolve a restriction/hold placed on your student record.

Restriction Code	Restriction Name	Office to Contact	Phone	E-mail
BOOKS	Bookstore Hold	Follett Bookstore	630-942-2361	
BDWO	Finance Hold	Cashier's Office	630-942-2206	cashiers@cod.edu
CASH	Finance Hold	Cashier's Office	630-942-2206	cashiers@cod.edu
DEAN	Dean's Hold	Dean of Students	630-942-2485	deanofstudents@cod.edu
CONFA CONSP CONSU	Probation 1 Academic Status Hold	Advising & Transfer Services	630-942-2259	advising@cod.edu
CONFA CONSP CONSU	Probation 2 or Suspension Academic Status Hold	Counseling Services	630-942-3330	counseling@cod.edu
PKITE	English Language Proficiency Hold	ELS Department (Liberal Arts)		els@cod.edu
RESI	Residency Hold	Registration Services	630-942-2377	registration@cod.edu
VERIF	Identity Verification Hold	Office of Student Records	630-942-3838	recordsoffice@cod.edu

BOOK = The BOOK hold indicates you have outstanding rental charges with the Follett College of DuPage Bookstore. To resolve this hold and pay your outstanding balance, please call 630-942-2361.

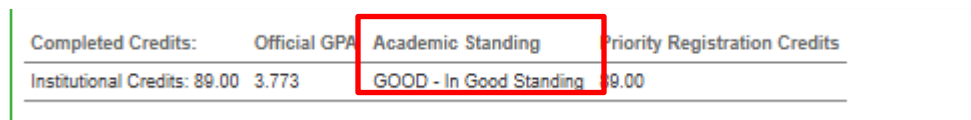
BDWO = The BDWO hold indicates that you owe a balance to the College that is more than 7 years old. To resolve this hold, please contact the Cashier's Office to pay the past due amount in full. For additional information, please visit cod.edu/paymentpolicy.

CASH = The CASH hold indicates you owe a past due balance on your student account. To resolve this hold by paying your full balance, you may pay online or contact the Cashier's Office. For additional information, please visit cod.edu/paymentpolicy.

DEAN = The DEAN hold is from the Dean of Students office indicating that you need to speak with the Dean of Students or fulfill a specific requirement previously communicated via email. A one-on-one meeting with a representative from the Dean of Students office may be required. For more information, contact deanofstudents@cod.edu.

CONFA/CONSP/CONSU = An Academic Status hold (fall, spring, or summer) is applied when a student's cumulative GPA and/or semester GPA fall below 2.0 resulting in their academic status being moved to Probation or Suspension by the College.

To find your Academic Standing, log into the Student Portal at inside.cod.edu. From the myACCESS menu select "Academic Profile," then "My Profile." Towards the middle of the page look under Academic Standing to see your status.



Completed Credits:	Official GPA	Academic Standing	Priority Registration Credits
Institutional Credits: 89.00	3.773	GOOD - In Good Standing	89.00

- **Probation 1 status:** Contact Advising and Transfer Services at 630-942-2259.
- **Probation 2 or Suspension status:** Contact Counseling Services at 630-942-3330.

If your permit has been approved, you must **contact the Office of Student Registration to register for classes**, as online registration is not permitted while on Academic Probation or Suspension. For more information on the determination of this hold please see the College's [Standards of Academic Progress](#).

PKITE = The PKITE hold is added when you indicate on your Admissions undergraduate application that you have less than 4 years of education in the United States. To resolve the hold, you must meet the reading and writing requirements by submitting appropriate TOEFL, IELTS or ACT/SAT scores or completing the Kaplan placement test. Learn more about [Placement Testing](#) requirements.

RESI = The Residency hold is added when you have mail returned from your current address on file. Visit cod.edu/residency to learn more about District 502 residency requirements. Please contact Registration Services to start the process of verifying your mailing address and to supply the required documentation.

VERIF = The Identity Verification hold indicates the student's record has been randomly selected for verification of identity information. You will not be able to add/drop classes or receive your transcript until this hold is resolved. To resolve this hold, contact the Student Records Office directly to provide necessary information.