Summer 2019 Registration Guide

To register for Spring Classes, go to myACCESS.cod.edu

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College of DuPage is a tobacco-free campus.

www.cod.edu | College of DuPage
CAMPUS CENTRAL
Get Your Questions Answered by Knowledgeable Staff

(630) 942-3000
campuscentral@cod.edu

Monday through Thursday
8 a.m. to 7 p.m.
Friday, 8 a.m. to 5 p.m.
Saturday, 9 a.m. to 12:30 p.m.
Closed on holiday weekends.

Do you have questions and are unable to come to campus? Don’t worry! Our Campus Central staff are here to assist you by phone, email and online chat!

Live Chat Hours
Monday through Friday,
9 a.m. to 3 p.m.
**MYACCESS LAB** is located in the Student Service Center (SSC). It will be operational from April 1 through Aug. 30.

Our staff in the myACCESS Lab assists new and current students with the steps needed to complete their educational goals, including:

- Completing the Admissions application online
- Setting up a myACCESS account and @dupage COD email
- Navigating myACCESS and Student Planning
- Registering for classes online
- Assisting with the financial aid process, including FAFSA information/completion, student self-service, and signing up for a payment plan.
- Submitting test scores and transcripts for program prerequisites.

For more information about myACCESS Lab hours and location, visit Campus Central in the Student Services Center (SSC), Atrium.

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**IMPORTANT INFORMATION FOR STUDENTS**

**myACCESS Self-Service Website for Students**

Sign up for a myACCESS student web account so you can:
- Check class availability.
- Register for classes.
- Make payments or enroll in a payment plan.
- View your course schedule, grades, and account balance.

Visit myaccess.cod.edu! Available 6 a.m. to 2 a.m. seven days a week.

**Financial Assistance and Scholarships**

The College of DuPage Office of Student Financial Assistance provides a comprehensive range of services that bridge the gap between resources of students and their families and the cost of education at College of DuPage, reducing the economic barrier to obtaining a college education.

Students can apply for:
- Federal Pell Grant
- State Grants
- Federal Work Study
- Federal Direct Loans
- Scholarships

Detailed information regarding the financial aid programs can be found online at www.cod.edu/tuition. Access Financial Aid – Self Service in myACCESS to view your financial aid checklist, file for aid, view awards, make adjustments to aid and more.

Students are also encouraged to visit the Office of Student Financial Assistance (SSC, Room 2220) for more information.

**Continuing Education/Non-Credit Online Enrollment**

College of DuPage offers fast, easy enrollment for non-credit classes. To search for courses and enroll, visit: myaccess.cod.edu. For more information about Adult Enrichment and Youth Academy classes, visit: cod.edu/conted. For Business Solutions programs, visit cod.edu/bsolutions or call (630) 942-2770.

**Broadcast Alert Systems**

COD Alerts is the college’s automated system for notifying you of school closings and other important information. You are automatically enrolled in the system when you register for a class and you remain in the system until three terms pass in which you have not enrolled.

COD Alerts can send text messages to your cell phone, emails, and even play a recorded message on your phone.

To update your contact information for COD Alerts, log onto the InsideCOD Portal (inside.cod.edu) using your myACCESS username and password and click the link for “Emergency Alerts/COD Alerts” in the center column.

For more information and additional protection services, visit www.cod.edu/mobile/about/alert_systems.aspx.

**Online Events Calendar**

Visit the college’s Events Calendar to learn about upcoming free events and workshops at the College, including advising sessions, counseling workshops, community events, library workshops and international events. Visit: www.cod.edu/calendar.

**Student Consumer Information**

Students can access information about crime statistics at the Glen Ellyn campus and off-site locations in the College’s Annual Security Report at: www.cod.edu/about/police_department/statistics.aspx. Student Right to Know information and the Federal Education Rights and Privacy Act (FERPA) are available at: www.cod.edu/about/consumerinformation/know.aspx. In addition, the College’s Web Accessibility Policy, Non-Discrimination Policy, and Information for a Drug Free College and Drug-Free Policy are listed at: www.cod.edu/about/consumerinformation/drugfree.aspx.
NEW STUDENTS

New student registration begins Friday, March 29.

If you have never attended College of DuPage, complete the following steps:

Apply
Fill out the General Admissions Application and pay the $20 application fee by going to admissions.cod.edu. For assistance, call (630) 942-2626 or stop by the Office of Admissions and Outreach in the Student Services Center (SSC), Room 2207, or visit any of our convenient COD Centers. See page 15 for locations.

Set up myACCESS
Set up your myACCESS account at: myaccess.cod.edu. This account enables you to register for classes, view your schedule and grades, check class availability, and make payments.

Submit High School Transcripts
Submit your official high school transcript to the Office of Student Records. If you have an un-weighted cumulative GPA of 2.6 on a 4.0 scale (or a 3.25 on a 5.0 scale), you meet the college-ready reading and writing categories and will not need additional placement testing in these two categories. Other exclusions apply.

Take Placement Tests
Take the appropriate College of DuPage placement tests. Students must complete the COD General Admissions application and obtain a COD ID number, username and password prior to taking these tests. Some ACT and SAT scores may be accepted for placement purposes. For more information, visit www.cod.edu/testing, or call (630) 942-2400.

Attend a New Student Advising and Registration Session
A New Student Advising and Registration (NSAR) session covers the important educational planning concepts which will enhance your experience at College of DuPage. Our team of student success counselors and program advisors will assist you in your course planning and developing your educational plan. You’ll receive assistance with the various electronic tools you’ll use to register for classes, make payment arrangements and sign up for New Student Orientation. NSAR sessions are held at the COD Centers, as well as the Glen Ellyn campus. Sessions fill quickly, so sign up today by calling Campus Central at (630) 942-3000.

Register for Classes and Pay Tuition
Once you’re ready to register for your classes, you may do so online through myACCESS, on the phone by calling (630) 942-2377, or by using the new Chap App registration feature. We encourage you to register early to select the classes and schedule that fit your needs. When you register for classes, you will need to either pay your balance in full or enroll in one of our convenient payment plans.

Every student is required to select a payment option at the time of registration, including students who are expected to receive financial aid. If you do not select a payment option at the time of registration, you will be dropped from your classes. You can visit myaccess.cod.edu to begin the payment process and select a payment option. You can also pay for your classes at the Cashier’s Office (see page 8). The COD Centers also offer convenient registration and payment services (see page 15).

For more information:
• Visit our website at www.cod.edu/registration.
• Stop by the Student Registration Services office, Student Services Center (SSC), Room 2221.
• Call (630) 942-2377 or e-mail registration@cod.edu for registration assistance.
• Call (630) 942-2206 for payment assistance.

New Student Orientation
Come kick off the new semester at New Student Orientation! Pick up your welcome bag, meet new people, have fun and learn more about what COD has to offer. If you are a new student, be sure to sign up for New Student Orientation. Sign up for New Student Orientation at chaplife.cod.edu (use your myACCESS login information). To learn more about New Student Orientation, visit www.cod.edu/nso.

TRANSFER STUDENTS

New student registration begins Friday, March 29.

For students who are transferring from another college or university to College of DuPage, follow these steps:

Apply
Fill out the General Admissions Application and pay the $20 application fee by going to admissions.cod.edu. For assistance, call (630) 942-2626 or stop by the Office of Admissions and Outreach in the Student Services Center (SSC), Room 2207, or visit any of our convenient COD Centers. See page 15 for locations.

Transfer Credit Evaluation
If you are seeking a degree or certificate from College of DuPage and have completed coursework at another regionally accredited college or university, your credits may be eligible for transfer. Send your official transcript to the College of DuPage Office of Student Records. Upon receipt of your transcript, a transfer credit evaluation will be completed within three weeks.

Register Online | myaccess.cod.edu
Set Up myACCESS
Set up your myACCESS account at: myaccess.cod.edu. This account enables you to register for classes, view your schedule and grades, check class availability, and make payments.

Submit High School Transcripts
Submit your official high school transcript to the Office of Student Records. If you have an un-weighted cumulative GPA of 2.6 on a 4.0 scale (or a 3.25 on a 5.0 scale), you meet the college-ready reading and writing categories and will not need additional placement testing in these two categories. Other exclusions apply.

Take High School Placement Tests
Take the appropriate College of DuPage placement tests. Students must complete the COD General Admissions application and obtain a COD ID number, username and password prior to taking these tests. Some ACT and SAT scores may be accepted for placement purposes. For more information, visit www.cod.edu/testing, or call (630) 942-2400.

Attend a New Student Advising and Registration Session
A New Student Advising and Registration session covers the important educational planning concepts which will enhance your experience at College of DuPage. Our team of student success counselors and program advisors will assist you in your course planning and developing your educational plan. You’ll receive assistance with the various electronic tools you’ll use to register for classes, make payment arrangements and sign up for New Student Orientation. Sessions fill quickly, so sign up today by calling Campus Central at (630) 942-3000.

Request for Verification of Prerequisites
If you are not seeking a degree or certificate from College of DuPage, and have completed the prerequisite at another regionally accredited college or university, submit your unofficial transcript to the Office of Student Records along with the Prerequisite Verification Request form available in myACCESS under Student Forms within the myACCESS for Students menu. If you are currently enrolled in the prerequisite course at another college or university, contact the Office of Student Records for more information. Courses and placement tests taken at College of DuPage are automatically verified at the point of registration.

Register for Classes and Pay Tuition
Once you’re ready to register for your classes, you may do so online through myACCESS, on the phone by calling (630) 942-2377, or by using the new Chap App registration feature. We encourage you to register early to select the classes and the schedule that fit your needs. As a returning student, you may register based on the number of completed credit hours (see the Registration Schedule on page 4). When you register for classes you will need to either pay your balance in full or enroll in one of our convenient payment plans. Every student is required to select a payment option at the time of registration, including students who are expected to receive financial aid. If you do not select a payment option at the time of registration, you will be dropped from your classes. You can visit myaccess.cod.edu to begin the payment process and select a payment option. You can also pay for your classes at the Cashier’s Office (See page 8). The COD Centers also offer convenient registration and payment services (See page 15).

For more information:
• Visit our website at www.cod.edu/registration.
• Stop by the Student Registration Services office, Student Services Center (SSC), Room 2221.
• Call (630) 942-2377 or e-mail registration@cod.edu for registration assistance.

REGISTRATION SCHEDULE FOR SUMMER 2019

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>40+ COD Earned Credits</td>
<td>Monday, March 25 or later</td>
</tr>
<tr>
<td>50+ COD Earned Credits</td>
<td>Friday, March 22 or later</td>
</tr>
<tr>
<td>60+ COD Earned Credits</td>
<td>Tuesday, March 19 or later</td>
</tr>
</tbody>
</table>

For returning College of DuPage students, follow these steps:

Confirm your myACCESS account
Make sure you can sign in to your myACCESS account at: myaccess.cod.edu. Be sure you know your login and your password. If you need additional assistance, contact the Student Support Help Desk via telephone at (630) 942-2999, or via email at studenthelp@dupage.edu.

Meet with Counseling and Advising
For assistance with your Student Educational Plan schedule an appointment with Counseling and Advising in the Student Services Center (SSC), Room 3200 by calling (630) 942-2259. You may also call your closest COD Center to schedule an appointment (see page 15). It is highly recommended that you meet with a counselor before the registration period opens.

Register for Classes and Pay Tuition
Once you’re ready to register for your classes, you may do so online through myACCESS, on the phone by calling (630) 942-2377, or by using the new Chap App registration feature. We encourage you to register early to select the classes and the schedule that fit your needs. As a returning student, you may register based on the number of completed credit hours (see the Registration Schedule on page 4). When you register for classes you will need to either pay your balance in full or enroll in one of our convenient payment plans. Every student is required to select a payment option at the time of registration, including students who are expected to receive financial aid. If you do not select a payment option at the time of registration, you will be dropped from your classes. You can visit myaccess.cod.edu to begin the payment process and select a payment option. You can also pay for your classes at the Cashier’s Office (See page 8). The COD Centers also offer convenient registration and payment services (See page 15).

For more information:
• Visit our website at www.cod.edu/registration.
• Stop by the Student Registration Services office, Student Services Center (SSC), Room 2221.
• Call (630) 942-2377 or e-mail registration@cod.edu for registration assistance.

New Student Orientation
Come kick off the new semester at New Student Orientation! Pick up your welcome bag, meet new people, have fun and learn more about what COD has to offer. If you are a new student, be sure to sign up for New Student Orientation. Sign up for New Student Orientation at chaplife.cod.edu (use your myACCESS login information). To learn more about New Student Orientation, visit www.cod.edu/nso.
STUDENT SERVICES

HOURS

Hours for Admissions and Outreach, Student Registration Services, Cashier’s Office, Counseling and Advising, Student Financial Assistance and Campus Central.

Regular Office Hours
Monday through Thursday, 8 a.m. to 7 p.m.
Friday, 8 a.m. to 5 p.m.
Campus Central—Open Saturdays, 9 a.m. to 12:30 p.m., except on holiday weekends
Closed Fridays and Saturdays, June 7 to Aug. 9

Off Campus
The COD Centers will be available for registration and other services Monday through Saturday. See page 15 for a complete list of COD Centers and hours of operation.

SPECIAL HOURS
Holiday Closings
Memorial Day, May 27
Independence Day, July 4

ADMISSIONS AND OUTREACH

Admissions and Outreach Office, (630) 942-2626
Student Services Center (SSC), Room 2207
www.cod.edu/admission

Our Admissions Representatives are available to meet with prospective and new students who are looking to begin the enrollment process at College of DuPage.

General Information:
• If you are interested in applying to College of DuPage, go to admissions.cod.edu. There is a $20 non-refundable application fee.
• College of DuPage maintains an open enrollment policy. To attend as a student, you must be one of the following: 18 years of age; a high school graduate; or earned your GED.
• If you are under the age of 18, you may enroll as an Early Admission student. Go to cod.edu/early_admissions for program requirements.
• If you would like to meet with an Admission Representative, an appointment is recommended. Call (630) 942-2626 to make an appointment. Walk-in’s may be available on a first-come, first-served basis between 8:30 a.m. and 4 p.m.

TESTING CENTER

Glen Ellyn Testing Center, (630) 942-2400
Berg Instructional Center (BIC), Room 2A06/2A08
www.cod.edu/testing

General Information:
• Reading, Writing, Math and ELS placement tests are available to meet prerequisite requirements. Students must complete the General Admissions application before taking these tests. A photo ID and College of DuPage ID number, username and password are required for testing.
• For current testing hours, visit www.cod.edu/testing. Hours vary during high peak times and semester breaks.
• Off-campus placement testing is available at the Learning Commons in the Addison, Carol Stream, Naperville and Westmont centers. See page 15 for location information.
• Additional testing services include High-Stakes Certification, CLEP, Proficiency, Classroom Makeup, COD Online, Health Science and Career Interest testing. Our testing centers deliver exams for Pearson Vue, Castle Worldwide, PSI, PAN Testing, WorkKeys and several others.
• Distance Testing for COD online courses requiring test proctoring is available for students located 50 miles or more from the main campus. For more information, visit cod.edu/testing.
• College of DuPage offers multiple exams for the Illinois High School Equivalency Certificate. These are available at the Glen Ellyn Testing Center and the Learning Commons in the Addison, Carol Stream, Naperville and Westmont Centers. For more information, visit cod.edu/testing.

COUNSELING AND ADVISING

Counseling and Advising, (630) 942-2259
Student Services Center (SSC), Room 3200
www.cod.edu/counseling

General Information:

Services
Our faculty team of Student Success Counselors and Program Advisors partner with you to:
• Establish a Student Educational Plan for achieving your educational goals;
• Develop success strategies for improving your academic performance;
• Support your career exploration and decision-making process; and
• Discuss personal concerns that may be interfering with your academic or career success.

We provide these services at the main campus in Glen Ellyn and at our four COD Centers. In addition, we offer many workshops and seminars to promote your academic, career and personal success.
AUDITIONS AND OUTREACH, ADVISING AND REGISTRATION

STUDENT REGISTRATION SERVICES

Student Registration Services Office, (630) 942-2377
Student Services Center (SSC), Room 2221
www.cod.edu/registration

General Information:

- Registration eligibility for new students begins Friday, March 29. Registration eligibility for returning students is based on the number of Institutional College of DuPage credits earned and begins on Tuesday, March 19. This information is available at: myaccess.cod.edu under My Profile.
- Students may view and print their schedule and/or tuition bill on myaccess.cod.edu or by using our mobile app – Chap App.
- You may register online at myaccess.cod.edu or by downloading our mobile app – Chap App. Online and mobile registration options are available 6 a.m. to 2 a.m. seven days a week. You can register in person at the Glen Ellyn campus, Student Registration Services, SSC, Room 2221 or by visiting any COD Center (Page 15).
- If you need help or have questions regarding registration, call the Student Services Center (SSC), Room 2225 or (630) 942-2979.

Credit Class Registration Deadline

• Students are encouraged to register early. The deadline for a student to register for a credit course without requiring a Registration Permit for Late Enrollment from the instructor will be the first day of class. This includes 16-Week, 12-Week, 10-Week, 8-Week and 5-Week classes. For example, if the first day of class falls on a Monday, a student may register for this specific class until 11:59 p.m. on that same Monday. If the first day of class is on a Wednesday, a student may register for this specific class until 11:59 p.m. on that same Wednesday. Exceptions to this rule are custom courses or courses with required safety training, licensure, accreditation or mandatory seat hours for legal reasons. Students can visit myaccess.cod.edu to view start and end dates for all credit courses.

• Late Registration

Students who want to register late for a course after the first day of class must request a Registration Permit for Late Enrollment from the assigned instructor. Issuance of a Registration Permit for Late Enrollment is at the instructor’s discretion. Late registration does not extend the refund period.

Options to Request a Registration Permit for Late Enrollment:

1. Students can log into myACCESS and select “Request a Permit” located under the Registration heading. Note: This option is only available until the 10th instructional day of class and it cannot be used to overload a class.
2. Students can locate the instructor’s email address in myACCESS and email the instructor directly to request a permit.

Once a permit is issued, it is the student’s responsibility to immediately register for the class since a Registration Permit for Late Enrollment is only valid for one (1) business day after the issuance date. A $10 late registration fee is charged for each class that requires a Registration Permit for Late Enrollment. Students take full responsibility for making up any missed coursework associated with a late registration. A Registration Permit for Late Enrollment is not issued or valid after the midpoint of a class.

Waitlist for Closed Classes

A waitlist is available to students for credit course sections. When a student attempts to register for a class which is full/closed, the student will be notified that a waitlist is available. The student will have the opportunity to be added to the waitlist for only one section per course. If a seat becomes available, the student will be notified via the College of DuPage (dupage.edu) email account and will have until 11:59 p.m. that day to register for the open seat. If the student does not register for the open seat before 11:59 p.m. the same day, the student will be removed from the waitlist and the next student on the waitlist will be notified. If the student misses the opportunity to register and wants to be placed back on the waitlist, the student will be placed at the bottom of the waitlist. The waitlist function will remain active through the late (one-day) registration period for all sessions excluding custom courses or courses with required safety training, licensure, accreditation or mandatory seat hours for legal reasons. Students can either be registered for a course or waitlisted for one section per course. If the student registers for a different section of the same course, they will be dropped from the waitlisted section.

Withdrawal Procedure

The final day for a student to withdraw from any course will be equal to 75 percent of the time for the respective academic session.

Summer Sessions Withdrawal Deadline

10-Week Session .................................................. Friday, July 19, 2019
First 5-Week Session ........................................... Sunday, June 23, 2019
8-Week Session .................................................. Sunday, July 14, 2019
Second 5-Week Session ....................................... Sunday, July 28, 2019

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a ‘W’ grade on their transcript. Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of final exams. The late withdrawal appeal form can be found online at cod.edu/registration.

Auditing a Class

Intent to audit a credit class must be indicated at the time of registration and the higher audit tuition charge will be assessed. After the class begins, written permission from the instructor is required in order to audit a class and the audit can’t be revoked. Students may not request to audit a class after midterm. The audit grade of “X” is recorded on the student’s permanent academic record. No credit is earned and the audit grade doesn’t affect the student’s grade point average (GPA). No student will be assigned an audit grade for any class unless the above registration procedure is observed.

INTERNATIONAL STUDENT SERVICES

F-1/M-1 International Admissions inquiries: (630) 942-2979
Current F-1/M-1 International Students: (630) 942-3328
Student Services Center (SSC), Room 2225

The International Student Services Office provides the following assistance to F-1/M-1 international students:

• Assist prospective students interested in applying for an F-1 or M-1 student visa
• Assist F-1 students interested in transferring from other U.S. colleges and universities
• Assist prospective students interested in changing their current immigration status to F-1
• USCIS application and notification assistance
• Official letters
• Information sessions for Practical Training employment benefits
• Comprehensive immigration advising for maintenance of F-1/M-1 student visas
• Coordinate and support students participating in the Community College Initiative Program (CCIP), a U.S. Department of State grant initiative. For one academic year, J-1 international students enroll in academic courses and engage in professional development and community service activities as they gain perspective on American society, culture and institutions.
### Tuition

**Tuition Rates**: Tuition and fees are subject to change without notice.

For residents of District 502: $136 per credit hour

For senior citizens (age 65 or older) who are residents of District 502: $68 per credit hour

For out-of-district Illinois residents: $323 per credit hour

For residents of District 502 AUDIT: $152 per credit hour

For senior citizens (age 65 or older) AUDIT: $152 per credit hour

For non-residents of the State of Illinois: $393 per credit hour

Internet-based courses: $136 per credit hour

Greater than 12% of Class Session days: No refund

8% through 12%: 50% refund, tuition only

1% through 7%: 100% refund, tuition and fees

Before the first class meeting: 100% refund, tuition and fees

### Fees

- A $20 fee is charged for all returned checks. If collection proceedings are instituted, a handling fee is assessed.
- The Admission/Recording fee is a $20 non-refundable fee.
- A $10 late registration fee will be charged for each class registered on or after its start date.
- Field and Experiential Learning/Study Abroad fees are non-refundable. Travel protection/trip insurance information is available in the Field and Experiential Learning/Study Abroad office, BIC 3520.
- Lab fees are charged for certain courses. See class listings. Senior citizens (age 65 or over) are charged lab fees.
- An additional $57.50 fee is assessed for all Internet-based courses.

### General Information:

- Visit: www.cod.edu and select “Register for Classes,” then “Payment Information” for information about chargeback, cooperative agreements and company sponsored billing options, or call (630) 942-3289.
- Students who reside outside of District 502 but are employed full-time in the district may be eligible to receive in-district tuition rates. Call (630) 942-2377 for information.

### Tuition Refund Policy:

To check refund dates for any of your classes, log into myaccess.cod.edu, click on myACCESS for students, and go to “My Class Schedule.” Students are encouraged to view and print their class schedule upon completion of their registration.

A student may receive full or partial credit for a course’s tuition charge if they officially withdraw through the Office of Student Registration Services or through myACCESS. Refunds are calculated on the number of calendar days in the session. Please visit www.cod.edu/registration/pdf/reg_calendar.pdf for more information.

### Percentage of Class Session Days

**Before the first class meeting** 100% refund, tuition and fees

**1% through 7%** 100% refund, tuition and fees

**8% through 12%** 50% refund, tuition only

**Greater than 12% of Class Session days** No refund

### Payment Policy:

College of DuPage requires students to pay their account balance in full or enroll in one of our payment plans at time of registration. If your account balance is not paid in full at the time of registration or you have not enrolled in a payment plan, you may be dropped from your classes for the amount owed.

### PAY IN FULL OPTIONS:

- Pay online through your myACCESS account. Pay by selecting the “Pay in Full” link under the Student Payment Information section.
- Pay in person at the Cashier’s Office or with a cashier via phone at (630) 942-2206.

### PAYMENT PLAN OPTIONS:

College of DuPage provides students the opportunity to make payments throughout the semester via one of our affordable payment plans. COD offers Active Payment Plans for students paying out of pocket, Deferred Payment Plans for students utilizing financial aid, and Incomplete FA Payment Plans for students with outstanding financial aid paperwork. All payment plan options require a down payment. The earlier you enroll in a payment plan, the lower the required down payment.

Students enrolled in a payment plan will have payments automatically charged to the saved payment method on the scheduled payment dates. Failure to make payments in accordance with the payment plan agreement will result in a late fee assessed to the student account, and the student may be dropped from his/her classes for the amount owed.

Enrollment in one of our affordable payment plans can be done through your myACCESS account. For more information, visit the payment plans web page at www.cod.edu/tuition/payment_plans.aspx.

### ACTIVE Payment Plan

Available for students paying out of pocket and students deemed ineligible for the Deferred Payment Plan.

- A $25 non-refundable set-up fee will be charged at the time of enrollment.
- A down payment is required at the time of enrollment.
- The earlier you enroll, the lower the required down payment.

### INCOMPLETE FA Payment Plan

May be available for students with outstanding financial aid paperwork requiring the student’s attention.

- A $5 down payment is required at the time of enrollment.
- The payment plan has three scheduled payments, the first of which is before the financial aid disbursement date.

- Once the student completes the outstanding financial aid paperwork and is deemed eligible for financial aid, the student must enroll in a new payment plan to prevent the first payment from drawing.

- If the student does not enroll in a new payment plan, and an account balance exists on the scheduled payment date, the payment will be automatically charged to the saved payment method on file, and a $25 non-refundable set-up fee will be charged to the student account.
DEFERRED Payment Plan
May be available for students utilizing financial aid or veterans benefits.
• A $5 down payment is required at the time of enrollment.
• The payment plan has two scheduled payments, both of which are after the anticipated financial aid disbursement dates.
• If the account balance is not paid in full by financial aid prior to the first scheduled payment date, the payment will be automatically charged to the saved payment plan on file and a $25 non-refundable set-up fee will be charged to the student account.
The student is the primary party responsible for the payment of all tuition, fees, and other associated costs assessed as a result of registration.
Important communication regarding the payment plan and student account balances will be sent to the student email address throughout the term, some of which will be time sensitive.

Student to Student Grant
The Student to Student (STS) Grant program at College of DuPage is a state program that matches funds collected by the College for need-based grants. Funds are collected through the Student Activity Fee. The $0.15 donation per credit hour is voluntary. Students who do not wish to contribute can collect a refund at the Cashier’s Office.

STUDENT FINANCIAL ASSISTANCE
(630) 942-2251, Student Services Center (SSC), Room 2220
www.cod.edu/tuition
For a complete list of hours for this office, see page 6.

To obtain additional information about the financial aid process or obtain information about upcoming scholarships, visit the Office of Student Financial Assistance in person or visit www.cod.edu/tuition.
• The College of DuPage Title IV School Code is #006656
• Complete your Free Application for Federal Student Aid (FAFSA) at http://fafsa.ed.gov.
• The FSA ID is a username and password combination that serves as a student’s or parent’s identifier to allow access to personal information in various U.S. Department of Education systems and acts as a digital signature on some online forms. The student and parent must have their own FSA ID and may not share an FSA ID. Your FSA ID is your signature, so it has to be unique to you.

Visit myaccess.cod.edu and select Financial Aid – Self Service to review the aid process, complete required documents, make adjustments to aid, sign your award letter and more.

STUDENT RECORDS
(630) 942-3838, myaccess.cod.edu
Student Resource Center (SRC), Room 2150
Hours of operation: Monday through Friday, 8 a.m. to 5 p.m.

General Information:
• Go to: myaccess.cod.edu to view your final grades, run a degree audit and order an official transcript.
• Students who expect to complete their degree or certificate requirements by the summer semester 2019 must submit an Application for Degree or Certificate form. First run your Degree Audit online at myaccess.cod.edu. If your Program Status is “Pending Anticipated Complete,” you are ready to apply. Submit the application no sooner than one term before expected degree completion.
• A full-time student is enrolled in a minimum of 12 credit hours per term. A part-time student is enrolled in fewer than 12 credit hours per term. Half-time status requires enrollment in six credit hours per term. (Six credit hours is considered full time during summer term.)

VETERANS SERVICES
(630) 942-3814, Student Services Center (SSC), Room 2225
The Veterans Services office provides the following assistance to veterans:
• Processes requests for educational benefits
• Advises students on the use of military educational benefits
• Guidance with financial aid and veterans scholarships
• Employment and VA work study program opportunities
• Campus tours
• New student information sessions (Begin@COD) for veterans
• Army/Air Force Reserve Officers Training Corps (ROTC) opportunities
• Access to student veterans lounge and study area with computers
• Referrals for local veterans assistance and specialized veterans counseling
• SVA (Student Veterans Association) and other social and educational programs

LATINO OUTREACH CENTER
(630) 942-3039, latinocenter@cod.edu, Se habla Español
(630) 942-3949, Spanish hotline
Student Services Center (SSC), Room 2225C
www.cod.edu/admission/latino_outreach_center
The Latino Outreach Center assists students in achieving their educational goals by offering extensive support services. The Center is an extension of “la familia” providing a sense of community in a large institution. The Center provides:
• Information about the college system for parents
• Mentoring for students wanting to attend college
• Referrals to local organizations and resources
• Support services while attending College of DuPage
• An appointment is recommended but not necessary – walk-ins are welcome

ADULT EDUCATION AND ENGLISH LANGUAGE
(630) 942-3697, www.cod.edu/adult_education
Student Resource Center (SRC), Room 1110
The Adult Education and English Language Acquisition Program provides free classes to help students improve basic reading, writing and math skills, learn English and civics and prepare to pass the high school equivalency exams (GED®). Students acquire the skills necessary to improve employment opportunities, advance to further education or training, and become more involved in their communities.

Free Programs of Study
• Adult Basic Education – Reading, Writing and Math
• Citizenship
• College Preparation
• Constitution Preparation
• English as a Second Language
• High School Equivalency Preparation (GED®) – English and Spanish Language
• Integrated Career and Academic Preparation System (ICAPS)
• Preparation for career advancement or further study

The People Educating People (PEP) Volunteer Tutoring Program recruits, trains and places volunteers to assist adults in need of reading, writing, math or English skills improvement. If you are interested in becoming a volunteer or are an adult needing services, call (630) 942-2992 or visit cod.edu/PEP.
Students can receive free assistance in the following areas:

- Math
- Tutoring
- Student email
- Reading
- Writing
- Blackboard
- Speech
- myACCESS
- Placement test preparation

Walk-in and appointment-based assistance is available. See page 12 for a complete list of Learning Commons locations.

The Library’s resources and services support the College’s academic program and the general information needs, diverse cultural interests, intellectual development, and professional growth of the entire college community.

General Information:
- Regular hours are: Monday through Thursday, 7:30 a.m. to 10 p.m.; Friday, 7:30 a.m. to 4:30 p.m.; Saturday, 9 a.m. to 4:30 p.m.; and Sunday, Noon to 6 p.m.
- Assistance is available all hours the library is open in person or by phone, email or chat. Many resources are available 24/7 through the Library website.
- The Library’s resources are available to students, staff, faculty, and District 502 residents.
- To obtain a library card or student ID card, stop by the Circulation Desk.

Student Life is dedicated to building community at College of DuPage and educating students to live a life of leadership. Getting involved at COD is only a click away. ChapLife (chaplife.cod.edu) is your online home for campus life, events and your co-curricular transcript. Browse our clubs, organizations, and leadership programs to learn more about fun activities on campus and leadership opportunities for all students. It’s easy to sync events to your iCal, Google Calendar and Facebook.

General Information:
- Student Life is home to our clubs and organizations on campus. Visit chaplife.cod.edu.
- Get an EDGE on the competition with a co-curricular certificate in Arts Exploration, Academic Drive, Global Trek, Living Leadership and Career Preparation from our Edge Program. Visit cod.edu/edge.
- The Living Leadership Edge is designed for students interested in building their leadership skills and confidence while actively participating in our vibrant campus community. Visit cod.edu/livingleadership.
- The Orientation Leader Program is a summer leadership program that prepares students to be the face of the college, serve as role models, and sources of support and information for new students. Visit cod.edu/ol.

Transfer Services
(630) 942-3977, hardeej@cod.edu
www.cod.edu/transfer

Explore your transfer options with these transfer and articulation agreements College of DuPage has established with colleges and universities.
**3+1 Programs**

(630) 942-3977, 3plus1@cod.edu, www.cod.edu/3plus1

The 3+1 program allows students to complete a bachelor’s degree from one of our partner universities. Students will complete three years of their bachelor’s degree requirements at College of DuPage followed by a final year of courses at the university level, with many of these courses held on College of DuPage’s campus. After all degree requirements are met students will earn an associate degree from College of DuPage and a bachelor’s degree from one of our partner universities. This program is open to all students who are enrolled in the required courses. New students can indicate their interest in 3+1 on their admission application. Students who have already completed a COD associate’s degree are eligible to apply for a 3+1 program as long as they also complete the required coursework. All students should consult with a counselor or advisor to map out an academic plan to complete the requirements for their specific 3+1 program. The following universities and bachelor’s degree programs are available through 3+1. Registration for the university courses (final year) must be done with the partner university directly.

**Benedictine University:**
Bachelor of Arts in Management (pgs. 17, 56)
Bachelor of Science in Nursing (pg. 65)

**Concordia University Chicago:**
Bachelor of Arts in Healthcare Management (pgs. 27, 37, 56, 71)

**Lewis University:**
Bachelor of Arts in Criminal/Social Justice (pg. 26)
Bachelor of Science in Computer Science (pg. 25, 26)

**Governors State University:**
Bachelor of Science in Nursing – online (pg. 63)

**National Louis University:**
Bachelor of Arts in Human Services (pg. 39)

**Roosevelt University:**
Bachelor of Science in Hospitality and Tourism Management

For more information on transfer programs, visit cod.edu/academics/transfer_programs.

**ADULT FAST TRACK PROGRAM**

(630) 942-3278 (FAST) or www.cod.edu/academics/fasttrack

The Adult Fast Track Program (AFT) is for students 21 years and older who lead busy lives but still want to pursue their educations. AFT courses are accelerated, i.e., they are offered in an eight-week format and students typically attend one four-hour class session per week (generally evenings). AFT classes are offered at four convenient locations: the COD campus in Glen Ellyn and the Westmont, Naperville and Addison centers. Students may enroll in AFT courses any time a new eight-week session begins (as determined by assigned registration dates). AFT offers Associate in Arts (AA) and Associate in General Studies (AGS) degrees and also features Supervision, Organizational Leadership and Management classes. A wide variety of core general education and/or elective courses are also available and support many other COD degrees and certificates, as well as some requirements of certain 3+1 programs. Qualified students in traditional (non-accelerated) COD programs may enroll in AFT courses, as may qualified students of other colleges or universities. AFT syllabi generally post on Blackboard two weeks prior to class start with an assignment due for the first class. Students are expected to come to the first class with the first assignment completed.

**ALTERNATIVE CREDIT OPTION**

(630) 942-2401, www.cod.edu/testing

College of DuPage’s Credit by Demonstrated Competency (CDC) program that considers prior knowledge and skills learned for course credit.

**ONLINE COURSES**

(630) 942-2490, www.cod.edu/online

Distance learning courses with 24/7 convenience.

**CONTINUING EDUCATION AND PUBLIC SERVICES**

(630) 942-2208, www.cod.edu/conted

**Student Resource Center (SRC), Room 1110**

Continuing Education and Public Services (CE) serves more than 25,000 students per year from a diverse cross-section of District 502 residents. Particular interest is paid to the non-traditional student, with an emphasis on connecting learning experiences and exploring career pathways. Whether for academic advancement, personal enrichment or professional growth, CE offers nearly 4,000 classes through its Youth Academy, Adult Enrichment, Adult Education, Business Solutions and Homeland Security Training Institute units. Continuing Education offers learning opportunities for students in every phase of life including elementary, middle and high school, pre- and post-degree professional development programs, business contract training and lifelong learning.

Youth Academy • Adult Enrichment • Adult Education • Business Solutions • Homeland Security Training Institute

**INNOVATION DUPAGE**

(630) 942-3340, www.innovationdupage.org

535 Duane Street, Glen Ellyn, IL

College of DuPage is a founding partner of Innovation DuPage (ID), the entrepreneurial epicenter of DuPage County. ID opens its door to entrepreneurs, startups and small businesses for focused collaboration, resource sharing and strategic development. ID offers mentorship, entrepreneurial support services, workshops and events.

**FIELD AND EXPERIENTIAL LEARNING/STUDY ABROAD**

(630) 942-2356, www.cod.edu/feld

**Berg Instructional Center (BIC), Room 3520**

College of DuPage offers a variety of affordable, educational programs that use the world as their classroom. Field and Experiential Learning courses combine classroom-based instruction with field-based experience in a variety of disciplines. Study abroad opportunities, which include summer language-intensive, semester-long and short programs, are available to more than 30 countries worldwide.

**HONORS PROGRAM**

(630) 942-3318, www.cod.edu/academics/honors

**Berg Instructional Center (BIC), Room 3418**

Honors courses are designed for academically ambitious students who enjoy an interactive and challenging classroom environment. These courses offer qualified students the opportunity to develop and hone critical thinking, writing and research skills through experiential learning and innovative assignments.
Contact Information

GLEN ELLYN CAMPUS
425 Fawell Blvd., Glen Ellyn

Main Number ...........................................(630) 942-2800
Admissions and Outreach .........................(630) 942-2626
Adult Education .............................................(630) 942-3697
Adult Fast Track ...........................................(630) 942-3278
Arts, Communication, and Hospitality Division (630) 942-2048
Business and Applied Technology Division ...................(630) 942-2592
Business Solutions ...........................................(630) 942-2770
Campus Central (Information) .....................(630) 942-3000
Cashier’s Office ..............................................(630) 942-2206
Center for Entrepreneurship ......................(630) 942-2600
Continuing Education and Public Services .......(630) 942-2208
Counseling and Advising ...................................(630) 942-2259
English Language Acquisition .......................(630) 942-3697
Field and Experiential Learning/Study Abroad ....(630) 942-2356
Innovation DuPage ...........................................(630) 942-3340
Learning Commons .........................................(630) 942-3941
Learning Commons West ...............................(630) 942-3960
Liberal Arts Division ........................................(630) 942-2047
Library .................................................................(630) 942-2350
Nursing and Health Sciences Division .........(630) 942-8331
Office of Student Records ..............................(630) 942-3838
Social and Behavioral Sciences/Library Division ..(630) 942-2010
Spanish Hotline/Latino Outreach Center ....(630) 942-3949
STEM Division ......................................................(630) 942-3210
Student Financial Assistance .........................(630) 942-2251
Student Registration Services .......................(630) 942-2377
Testing Center ......................................................(630) 942-2400
Youth Education ...................................................(630) 942-2208

COD CENTERS
www.cod.edu/centers
See page 15 for a complete list of COD Centers and hours of operation.

Addison Center ...........................................(630) 942-4600
301 S. Swift Road, Door 12

Carol Stream Center ......................................(630) 942-4888
500 Kuhn Road

Naperville Center ...........................................(630) 942-4700
1223 Rickert Drive

Westmont Center .............................................(630) 942-4800
650 Pasquinelli Drive

LEARNING COMMONS
www.cod.edu/learningcommons
Call for hours of operation.

Main Campus
425 Fawell Blvd., Glen Ellyn
Student Resource Center (SRC), Room 2102 ......(630) 942-3941
Learning Commons West ....................(630) 942-3960
Technical Education Center (TEC), Room 1016B

Addison Center Learning Commons ..............(630) 942-4650
301 S. Swift Road, Door 12

Carol Stream Center Learning Commons .......(630) 942-4900
500 Kuhn Road

Naperville Center Learning Commons .............(630) 942-4750
1223 Rickert Drive

Westmont Center Learning Commons ..........(630) 942-4850
650 Pasquinelli Drive
CLASS LOCATIONS

This page presents a master list of College of DuPage on- and off-campus locations for this term. Courses are not necessarily offered each term at every site.

ON CAMPUS  COD Glen Ellyn Campus: 425 Fawell Blvd., Glen Ellyn

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIC</td>
<td>Berg Instructional Center</td>
</tr>
<tr>
<td>CHIC</td>
<td>Culinary &amp; Hospitality Center</td>
</tr>
<tr>
<td>FSC</td>
<td>Field Studies Center</td>
</tr>
<tr>
<td>HEC</td>
<td>Homeland Security Education Center</td>
</tr>
<tr>
<td>HOSP</td>
<td>Hospital Clinicals</td>
</tr>
<tr>
<td>HSC</td>
<td>Health and Science Center</td>
</tr>
<tr>
<td>HTC</td>
<td>Homeland Security Training Center</td>
</tr>
<tr>
<td>MAC</td>
<td>McAninch Arts Center</td>
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<tr>
<td>NET</td>
<td>College of DuPage Internet-Based Courses</td>
</tr>
<tr>
<td>PEC</td>
<td>Physical Education Center</td>
</tr>
<tr>
<td>SCC</td>
<td>Seaton Computing Center</td>
</tr>
<tr>
<td>SRC</td>
<td>Student Resource Center</td>
</tr>
<tr>
<td>SSC</td>
<td>Student Services Center</td>
</tr>
<tr>
<td>TEC</td>
<td>Technical Education Center</td>
</tr>
</tbody>
</table>

OFF CAMPUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC</td>
<td>Addison Center</td>
</tr>
<tr>
<td>301 S. Swift Road, Door 12, Addison</td>
<td></td>
</tr>
<tr>
<td>APL</td>
<td>Addison Public Library</td>
</tr>
<tr>
<td>4 Friendship Plaza, Addison</td>
<td></td>
</tr>
<tr>
<td>CDPH</td>
<td>Central DuPage Hospital</td>
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<tr>
<td>25 N. Winfield Road, Winfield</td>
<td></td>
</tr>
<tr>
<td>CSC</td>
<td>Carol Stream Center</td>
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<tr>
<td>500 Kuhn Road, Carol Stream</td>
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<tr>
<td>DCC</td>
<td>DuPage County Convalescent Center</td>
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<tr>
<td>400 N. County Farm Road, Wheaton</td>
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<tr>
<td>EDWH</td>
<td>Edward Hospital</td>
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<tr>
<td>801 S. Washington St., Naperville</td>
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<tr>
<td>FEN</td>
<td>Fenton High School</td>
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<tr>
<td>1000 W. Green St., Bensenville</td>
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<tr>
<td>GN</td>
<td>Glenbard North High School</td>
</tr>
<tr>
<td>990 Kuhn Road, Carol Stream</td>
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<tr>
<td>GSH</td>
<td>Good Samaritan Hospital</td>
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<tr>
<td>3815 S. Highland Ave., Downers Grove</td>
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<tr>
<td>HHRC</td>
<td>Henry Hyde Resource Center</td>
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<tr>
<td>199 Michael Lane, Addison</td>
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<tr>
<td>HOSP</td>
<td>Generic for hospital; TBD</td>
</tr>
<tr>
<td>LMC</td>
<td>Loyola Medical Center</td>
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<tr>
<td>2160 S. 1st Ave., Maywood</td>
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<tr>
<td>MVHS</td>
<td>Metea Valley High School</td>
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<tr>
<td>1801 N. Eola Road, Aurora</td>
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<tr>
<td>NC</td>
<td>Naperville Center</td>
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<tr>
<td>1223 Rickert Dr., Naperville</td>
<td></td>
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<tr>
<td>NET</td>
<td>College of DuPage Internet-Based Courses</td>
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<tr>
<td>Call (630) 942-2084 for information.</td>
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<tr>
<td>NMPC</td>
<td>NMPC</td>
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<tr>
<td>4455 Weaver Parkway, Warrenville</td>
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<tr>
<td>SALA</td>
<td>Salvation Army</td>
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<tr>
<td>1S415 Summit Ave., Oakbrook Terrace</td>
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</tr>
<tr>
<td>TCD</td>
<td>Technical Center of DuPage</td>
</tr>
<tr>
<td>301 S. Swift Road, Addison</td>
<td></td>
</tr>
<tr>
<td>TGA</td>
<td>Tioga School</td>
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<tr>
<td>212 W. Memorial Dr., Bensenville</td>
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<tr>
<td>WC</td>
<td>Westmont Center</td>
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<tr>
<td>650 Pasquinelli Drive, Westmont</td>
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<tr>
<td>WPD</td>
<td>Woodridge Park District</td>
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<tr>
<td>2600 Center Dr., Woodridge</td>
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<tr>
<td>WPRC</td>
<td>Westmont People’s Resource Center</td>
</tr>
<tr>
<td>649 Blackhawk Drive, Westmont</td>
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</tr>
</tbody>
</table>

CTTC  College of DuPage Technical Training Center

Call (630) 942-2490 for information.
COLLEGE OF DUPAGE CAMPUS – GLEN ELLYN

For more maps and related information, go to the Maps and Directions pages on the COD web site: www.cod.edu/about/maps_and_directions.

Registration Help

Need assistance registering? In-person registration is available on the Glen Ellyn campus and at all four College of DuPage Centers:

Addison • Carol Stream • Naperville • Westmont

Please visit myaccess.cod.edu to register for classes and make your tuition payment.

College of DuPage

425 Fawell Boulevard
Glen Ellyn, Illinois
60137-6599
(630) 942-2800
www.cod.edu

College of DuPage is Tobacco Free

College of DuPage prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on College of DuPage campus and satellite campuses. In addition to all buildings, it applies to all outside property and grounds and College owned vehicles.

Individuals may smoke inside their own vehicles as long as the doors and windows of the vehicle remain closed.

Parking

Accessible
Bus Stop
Employee
Guest/30-Minute
Motorcycle
Shipping and Receiving
Electric Car Charging Station

Registration Help

Need assistance registering? In-person registration is available on the Glen Ellyn campus and at all four College of DuPage Centers:

Addison • Carol Stream • Naperville • Westmont

Please visit myaccess.cod.edu to register for classes and make your tuition payment.
COD CENTERS

www.cod.edu/centers

College of DuPage Centers are close to your home and offer morning, afternoon and evening classes. Credit courses include many that fulfill the general education requirements for each associate’s degree and many that transfer to baccalaureate degree-granting institutions. Adult Fast Track courses are available as well.

The centers offer many of the same services you will find in Glen Ellyn. These include admission and registration assistance, tuition payment, testing, counseling by appointment, and open computer labs available for students and community members.

Testing hours vary at off-campus Learning Commons. See page 12 for contact information.