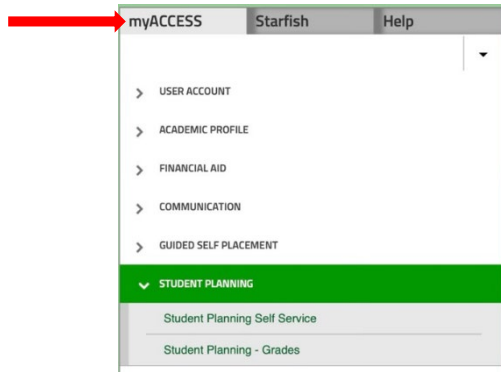




How to Register for Planned Classes

1. Log in to your **insideCOD Portal** by typing **inside.cod.edu** into your browser, or go to **cod.edu** then click on the **Quick Links** menu and click on **insideCOD Portal**.
2. Locate the **myACCESS** and click on **Student Planning**, then select **Student Planning Self-Service**.



3. Under the heading **Plan your Degree & Register for Classes** click on **Go to Plan & Schedule**, or using the side menu click on the **Academics menu, Student Planning**, then **Plan & Schedule** (on a cell phone click the 3 lines in the top left corner to see the menu).
4. On the **Plan & Schedule** page classes that have been added to your plan will be displayed in yellow and indicate **"Planned"** below the course name.


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.

The screenshot shows the 'Plan & Schedule' interface. On the left, a list of courses is shown with 'Planned' status and a blue 'Register' button. On the right, a grid shows meeting times for various courses. A text box explains that classes with meeting days and times appear on the grid. Another text box notes that NET classes without meeting times are listed below the grid. Red arrows point to the 'Planned' status and the 'Register' button.

5. A blue **Register** button will be available below the course if a section (day, time, and instructor) was chosen when the class was added to your plan. Click Register to enroll in the course.

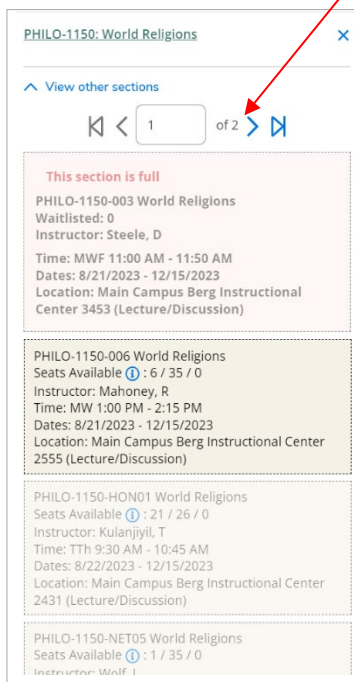
- If you don't have a register button you will need to pick a section (day, time, and instructor) first. Click **View Other Sections** below the course name to see the sections of this class being offered for the current term.



- All sections being offered will appear as a list below the course name (see image below) they will also show on the grid to the right of the list appearing on the days and times they occur. As you hover your mouse over the section it is highlighted on the grid. There may be multiple pages to look through. Use Filter Sections  to refine the sections further.

When choosing a section look at the details of each one carefully, paying close attention to the following items:


Look carefully, there may be multiple pages.



- **Dates:** class start and end dates. You may only register for classes that have not started. If the class has already begun and there are seats available, you may request a permit* to Enroll Late from the instructor. If the class has started and is FULL, you may be able to request a permit to Overload from the instructor.
- **Seats Available:** you may only register for classes with available seats. If a class is FULL and has not begun you will be offered an opportunity to add yourself to the waitlist** if one is available.
- **Location:** classes may be offered In-Person, Hybrid (HYB) combo of online and in-person, online (NET) or Virtual Class Meeting (VCM).
- **Time (Days):** only In-Person, Hybrid and VCM courses will show time and day.
- **Instructor**
- **Prerequisites, course description, important additional info such as if the class requires in person proctored exams or weekly live discussions, fees and textbook info** can be viewed by clicking on the course section. Click “close” after viewing if you do not want to add that section.

*For more information about requesting permits go to cod.edu and click **search** in the upper right corner of the page, enter the search words “**permit required registration.**”

** Being on a waitlist does not guarantee you a seat in the class. Go to cod.edu and click **search** in the upper right corner of the page, enter the search words “**waitlist for closed classes**” to view the General Registration Information page with a detailed explanation of waitlists.

- To choose a section click on it. Click **Add Section**. This will add that course and section to your plan and will remove the rest of the options in the list.
- When you're ready to register return to the **Plan & Schedule** page. If you're not taken there automatically after adding the section, click  **Academics menu, Student Planning, then Plan & Schedule**. You should now see a **Register** button.
- 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, but not started** below the course name and there will now be a **Drop** button (“but not started” appears only if the class has not begun yet).

11. Secure your classes by enrolling in a payment plan or paying in full. If you are using financial aid or veteran's benefits make sure your aid is finalized and your award to covers your full balance. Go to the website **cod.edu** and from the **Cost Scholarships & Aid** menu select **Payment Policy**. Read **How to Avoid Being Dropped for Non-Payment**.

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, but not started”** and the color has changed to green (‘‘but not started’’ appears only if the class has not begun yet).

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 under ‘‘Sections with no meeting time.’’

The screenshot shows a registration interface with a top navigation bar (Schedule, Timeline, Advising, Petitions & Waivers) and a 'Register Now' button. Below are filters for 'Fall 2023' and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary shows 'Planned: 3 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'. On the left, two class cards are shown, both with a green checkmark and the text 'Registered, but not started'. The first card is for 'HLTHS-1110-NET07: Biomedical Terminology' and the second is for 'HUMNT-1110-013: Arts & Cultural Diversity'. On the right, a grid shows meeting times from 12am to 12pm for days Sun through Sat. Two green boxes in the grid represent the meeting times for 'HUMNT-1110-013' on Tuesdays and Thursdays. Below the grid, a section titled 'Sections with no meeting time' lists 'HLTHS-1110 Biomedical Terminology Section NET07 Faculty: Krasniqi, B'.

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.

The image shows two error messages in a yellow box with a caution icon. The first message says: 'CIS-2220-NET01 - Class has begun. To contact instructor for permission to register, click on the Request A Permit link in myACCESS.' The second message says: 'CIS-2220-NET01 - WARNING: (overriding) The following required prerequisite for course CIS-2220 is not started. CIS 2542 with a grade of C or better or equivalent or consent of instructor'.