

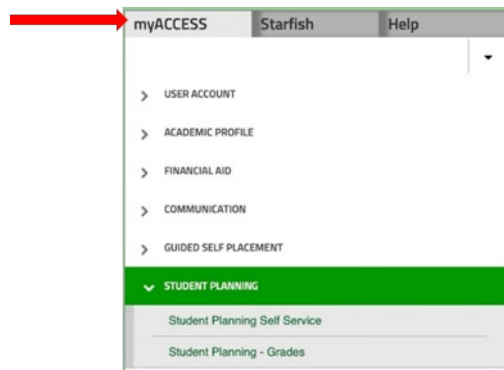


How To...

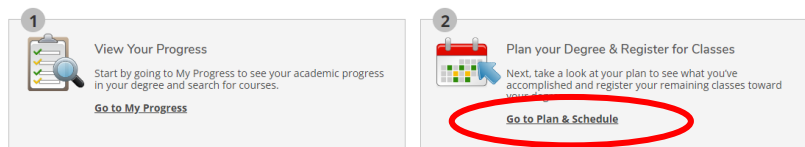
How to register for a class after you receive permission from the waitlist.

Permission to register will expire at 11:59 pm the same day you receive an email notification to your dupage.edu mail that a seat is available. If you fail to register, you will be dropped from the waitlist and permission will move to the next student in line on the waitlist. If you have an Academic Standing hold on your account you will be unable to register online and must contact Student Registration Services during normal business hours to register.

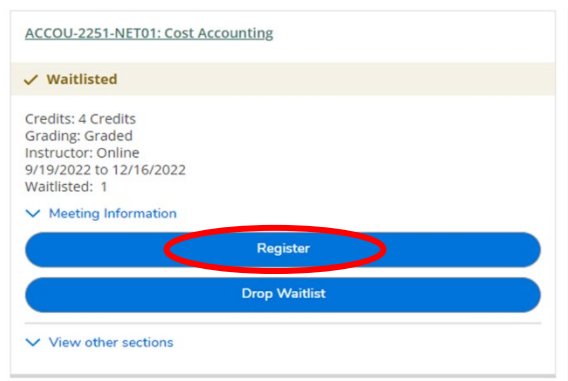
1. Log into the portal at **inside.cod.edu** and locate **myACCESS**. Select **Student Planning**, then select **Student Planning Self Service**.



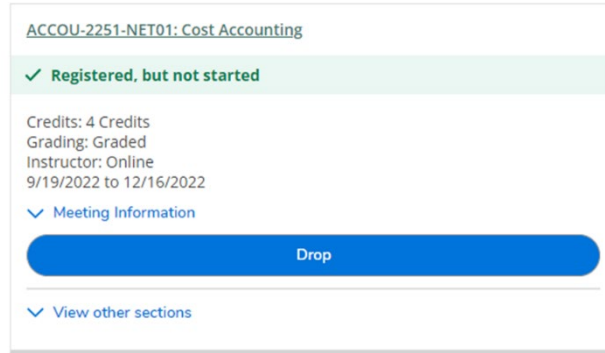
2. You will now see your academic information. Select **Go to Plan & Schedule**.



3. On the Plan & Schedule page you will see the class you are waitlisted for. Click on the blue **Register** button. If you do not see the class you are waitlisted for make sure you are viewing the current term. If you don't see the current term click on the directional arrows "< or >" until the current term is displayed.



4. If registration is successful, it will now show “**Registered, but not started.**”



5. 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**.