myACCESS
A self-service web site for students.

How to Drop a Class

1. Go to **myaccess.cod.edu** web site

2. Click on **LOG IN** (on the upper right side of the home page).

3. Enter your **myACCESS ID** and **password** then click **SUBMIT**.
   If you don't know your myACCESS ID, go to "**myACCESS for Students**" under "**User Account**" and click on "**What is my Username?/ Reset my Password.**"
4. On the right side of the menu, click on the gold bar labeled "myACCESS for Students."

5. Under the **Registration** heading, click on **Register and Drop Classes**.

If you are having technical issues viewing the myACCESS web site, contact the Student Help Desk at (630) 942-2999 or e-mail studenthelp@dupage.edu.
6. Scroll down to the **Current Registration** heading. Check the box under "drop" for the class you are dropping. Select a "Status Reason" from the drop down menu.

Check the financial agreement box at the bottom of the screen to continue. Then click **SUBMIT**.

The Registration Results page will confirm your dropped class.

If it is past the mid-term date, you can no longer drop the class without a permit from the instructor. A message will appear at the top of your page.