How to Search for Classes

There is no need to login to myACCESS.

1. Go to myaccess.cod.edu web site

2. On the right side of the home page, click on the green bar labeled "Search for Credit Classes"
3. You must choose at least **THREE** search criteria:

1. Select a **term** (ex. Summer 2011) or enter **Starting/Ending Dates** (use the format mm/dd/yy) for classes that are of interest to you.

   ![Search For Credit Classes](image)

2. Then select at least two additional search criteria:
   - For example, if you are interested in a course, select the **Subject** drop down box and pick one (ex. Art). If you know the course number, enter that in the **Course #** box (ex. 1100).
• Or choose a **time, day, or location** that works best for you.

- Select Sections Meeting After and Sections Ending Before.
- Choose from the following meeting days: Mon, Tue, Wed, Thu, Fri, Sat, Sun.

Course Title Keyword(s)

- Or enter a keyword (ex. *Painting*) in the **Course Title** keyword box.

Instructor’s Last Name

- Or enter the last name of your favorite instructor in **Instructor Last Name**.

• Click **SUBMIT** and page through your results

**Section Selection Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>Capacity</th>
<th>Seats Avail</th>
<th>Wait</th>
<th>Course Types</th>
<th>Tuition In/Out District</th>
<th>Course Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Spring 2012</td>
<td>ART-1109-001 Intro to the Visual Arts</td>
<td>Main Campus</td>
<td>01/13/2012-05/11/2012; Lecture Discussion Monday, Wednesday, Friday 08:00AM-09:50AM; McNamara Arts Center, Room 153</td>
<td>A. Lee-Zimba</td>
<td>3.00</td>
<td>67/61/0</td>
<td>0</td>
<td></td>
<td>Humanities &amp; Fine Arts; Human Relations; Global/Multi Studies</td>
<td>$396.00 / $957.00</td>
<td>$0.00</td>
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<td>✔</td>
<td>Spring 2012</td>
<td>ART-1109-003 Intro to the Visual Arts</td>
<td>Main Campus</td>
<td>01/13/2012-05/10/2012; Lecture Discussion Monday, Thursday 08:00AM-09:15AM; McNamara Arts Center, Room 153</td>
<td>K. Jost</td>
<td>3.00</td>
<td>67/51/0</td>
<td>0</td>
<td></td>
<td>Humanities &amp; Fine Arts; Human Relations; Global/Multi Studies</td>
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<td>$0.00</td>
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<td></td>
<td>Spring 2012</td>
<td>ART-1109-005 Intro to the Visual Arts</td>
<td>Main Campus</td>
<td>01/13/2012-05/11/2012; Lecture Discussion Monday, Wednesday, Friday 08:00AM-09:50AM; McNamara Arts Center, Room 153</td>
<td>G. Blidner</td>
<td>3.00</td>
<td>67/54/0</td>
<td>0</td>
<td></td>
<td>Humanities &amp; Fine Arts; Human Relations; Global/Multi Studies</td>
<td>$396.00 / $957.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
• Click **OK** to search again.

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.