How to Drop a Class in Student Planning

1. Log into the portal at inside.cod.edu

   After logging in, click on myACCESS for Students then select “Student Planning” from the drop-down menu, then select “Student Planning Self Service.” Continue to Step 2.

If you have logged directly into myaccess.cod.edu click on myACCESS for Students, then look under the heading “Academic Profile” and click on “Student Planning.” Continue to Step 2.

Before dropping check your class schedule in myACCESS for Students to determine if you are within the refund period.
2. Once logged into Student Planning, locate “Plan Your Degree & Register for Classes.” Click on “Go to Plan & Schedule.”

3. Locate the class you wish to drop. Click the blue “Drop” button.

   If it is past the last day to drop/withdraw you will be prevented from dropping the class. You may be able to appeal to drop the class. The Late Withdrawal Appeal form can be found on the online forms page of the website https://www.cod.edu/registration/forms
4. A pop up will appear confirming the class you have elected to drop. Make sure the correct class is selected and click “Update.”

5. The class will be dropped from your schedule; however, the course will remain in your planned courses.