How to Drop a Class in Student Planning

Before dropping, check the refund cut-off dates on your class schedule to determine if you will receive a refund. To view your class schedule go to the Academics menu in Student Planning, or the Academic Profile menu of myACCESS and click My Class Schedule.

- Drops occurring during the 100% and 50% refund periods are not issued a ‘W’ grade.
- Classes dropped after the 50% refund cutoff date up until the Last Date to Drop are considered a withdraw and will receive no refund. The class will appear on the transcript with a W. The W does not impact GPA but may impact future aid. Contact Financial Aid or Veterans Services with questions about any potential impact.

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. You will now see your academic information. Under Plan your Degree & Register for Classes click on “Go to Plan & Schedule.”
4. Locate the class you wish to drop. Click the blue “Drop” button.

5. A pop up will appear confirming the class you have elected to drop. Make sure the correct class is selected and click “Update.”

6. The class will be dropped from your schedule; however, the course will remain in your planned courses. You can click the “X” to remove it from your planned classes.