



How To..

This guide will show you how to request a permit in myACCESS for Students. In myACCESS for Students, permits may only be requested for the following reasons:

- **Audit**
- **Enroll Late**
- **Overload Full Class**
- **Petition or Instructor Consent Required**
- **Consent of Instructor (Prerequisite Override by Instructor)**

Students are unable to request a permit in myACCESS for custom courses. To request a permit for a custom class a student must email the instructor directly and the instructor will issue a manual e-permit if the request is approved.

1. Log into the portal at **inside.cod.edu**
2. After logging in, click on **myACCESS for Students** then select **“Registration”** from the drop-down menu, then select **“Request a Permit.”** Continue to Step 3.

The screenshot shows the myACCESS portal interface. At the top, there are tabs for 'myACCESS', 'Starfish', and 'Help'. Below the tabs, there is a navigation menu with three main categories: 'CONTINUING EDUCATION CLASSES', 'MYACCESS FOR STUDENTS', and 'MYACCESS FOR EMPLOYEES'. The 'MYACCESS FOR STUDENTS' category is circled in red. A dropdown menu is open under 'MYACCESS FOR STUDENTS', listing several options: 'User Account', 'Academic Profile', 'Financial Aid', 'Communication', 'Guided Self Placement', 'Student Planning', and 'Registration'. The 'Registration' option is circled in red. A second dropdown menu is open under 'Registration', listing several options: 'Request a Permit', 'Schedule Planner', 'Transfer Equivalencies', 'Faculty Office Hours/Contact Information', 'Registration Dates', 'Manage My Waitlist', 'Check All Continuing Education Classes', and 'Guided Self Placement'. The 'Request a Permit' option is circled in red.

3. Select the **Term** and **Subject** from the drop-down menu. Next, enter the 4-digit **Course Number** and **Section Number**. If the section number is preceded by NET, VCM, HYB, HON or any other characters you must include these. For example, if requesting a permit for ENGLI 1101 NET02 you would enter the section as "NET02." Click submit.

Request a Permit ×

= Required

Please enter term & course information to search for class

Term*

Subject* Course Number* Section No*

4. On the next screen **Choose a Permit Reason**. Make sure you select the correct type of permit.
5. Enter your **Phone Number** and **Comments**, then click submit.
6. Your request will be sent directly to the instructor, response times will vary. Continue checking your **dupage.edu** email for approval/denial.
7. **If approved, you must register online or contact Student Registration Services for assistance before the permit expires.**

Request a Permit ×

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Term: 2021FA

Section	Location	Meeting Information	Faculty
CIS-1610-NET01	ONLIN	08/23/2021-12/17/2021 Internet/Online , COD internet-based courses, Room NA	P. Waid

Choose a Permit Reason

Consent of Instructor (Prerequisite Override by Instructor)

Enroll Late

Audit

Overload Full Class

Petition or Instructor Consent Required

I changed my mind - DO NOT REQUEST A PERMIT

Your dupage.edu email address will be sent with this request.
You may provide a phone number in addition.

Phone # (xxx-xxx-xxxx format)

Enter Comments:

Limit: 500 characters

SUBMIT