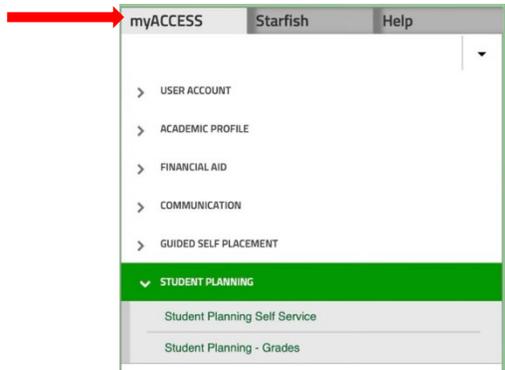


# How To...

## How to Search for Classes, Add Classes to Plan and Register

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. Click on the  **Academics menu**, then **Course Catalog**. You will see the Catalog Advanced Search.
4. Enter your search criteria to perform a search of the course catalog. At a minimum, select the **Term** and **Subject** from the drop-down menus. If you know the course number enter it in the **Course Number** field.

You may use **Course Type** to filter your search results by Zero Textbook Cost (ZTC) courses, session (16-week, 8-week etc.), honors and more.

**Click Search.** If your search doesn't yield any results, you may want to remove some of the search criteria you selected such as Days of Week, Time of Day, Location, or Course Type to allow for a more extensive search. You will have the opportunity to filter your results in the next step.

5. Your search results will include all courses and sections that match your search criteria. Review your search results, look carefully at the following items to determine the section you'd like to add to your plan. (Continued next page)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ACCQU-1110-NET01</a>	Accounting Procedures		9/19/2022-12/16/2022	Online	Internet/Online	9/19/2022 - 12/16/2022 NET NA (INET)	Harr, I	7 / 35 / 0	3.00000 Credits	12 week session Internet/online Contemporary Life Skills
<a href="#">Add</a>	Fall 2022	Open	<a href="#">ACCQU-1110-VCM01</a>	Accounting Procedures		9/21/2022-12/16/2022	Online	Lecture/Discussion	W 6:00-8:50 PM 9/21/2022 - 12/16/2022 NET NA (LEC)	Harr, I	7 / 35 / 0	3.00000 Credits	12 week session Virtual Classroom Meeting Hybrid Contemporary Life Skills

- **Status:** “waitlisted” or “open.” You may only register for classes with available (open) seats. If a class is FULL and has not begun, you will be offered an opportunity to add yourself to the waitlist if one is available.
  - **Section Name:** click on the name to see required prerequisites and other important information such as if there are any special requirements for online classes like webcam, weekly live discussions, or in-person proctored tests.
  - **Dates:** class start and end dates. You may only register for classes that have not started. If the class has already begun and there are seats available, you may request a permit to Enroll Late from the instructor. If the class has started and is FULL, you may be able to request a permit to Overload from the instructor.
  - **Location:** classes may be offered In-Person, online (NET), Virtual Class Meeting (VCM) or Hybrid (HYB) which is a mix of face-to-face/internet and/or virtual class meeting.
  - **Meeting Information:** shows days and times for In-Person, Hybrid and VCM classes. Shows only start and end date for NET classes.
  - **Course Types:** Fall/Spring term (16-week, 12-week or 8-week), Summer term (10-week, 8-week or 5-week).
  - **Faculty**
  - **Availability:** Shows seats available, section capacity and number of waitlisted students (if the class is full).
6. Once you determine the section you want click on **Add**, then in the pop-up window click **Add Section**. This will add that course and section to your plan. You are not registered yet. To search for more classes to add to your plan click “**back to course catalog**” in the upper left corner of the screen, or you may use the search box with the magnifying glass on this page. To use the search box just type the subject, or subject and course number in the search box. When the course appears click **view available sections** to see the sections being offered (use the filters if you need to refine your results) then click Add to add the section you want to your plan.
7. When you’re ready to register go to the **Plan & Schedule** page by clicking on the  **Academic menu**, then **Student Planning** and **Plan & Schedule**.
8. On the **Plan & Schedule** page classes that have been added to your plan will be displayed in yellow and indicate “Planned” below the course name. Click on the **Register** button under the course and section you added to your plan. The message “Updating Schedule” will appear. If registration was successful, the course will change from yellow as planned, to green as registered. The class will now indicate **Registered, but not started** below the course name and there will now be a **Drop** button (see screenshots next page).

*You may also use the search box with the magnifying glass on the Plan & Schedule page to search for classes and add them to your plan. Just type the subject, or subject and course number in the search box. Click view available sections to see sections being offered and use the filters to refine your results.*

9. Secure your classes by enrolling in a payment plan or paying in full. If you are using financial aid or veteran’s benefits make sure your aid is finalized and your award to covers your full balance. Go to the website **cod.edu** and from the **Cost Scholarships & Aid** menu select **Payment Policy**. Read **How to Avoid Being Dropped for Non-Payment**.

### Example of successful registration

In the example below, the student is registered for **2 classes**. On the left side of the screen, each class is listed as **“Registered, but not started”** and the color has changed to green (“but not started” appears only if the class has not begun yet).

Looking at the grid to the right, one class has meeting times & days which appear on the grid. The other class is a NET class, which does not meet at specific days/times, so it is listed below the grid under “Sections with no meeting time.”

The screenshot displays a student's schedule for Fall 2023. At the top, there are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these are navigation arrows, the semester 'Fall 2023', and a '+', along with a 'Register Now' button. A summary bar shows 'Planned: 3 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'. Action buttons for 'Filter Sections', 'Save to iCal', and 'Print' are present. The left sidebar lists two classes, both marked as 'Registered, but not started' with a green checkmark and highlighted in light green. Red arrows point to these status indicators. The first class is HLTHS-1110-NET07: Biomedical Terminology (3 Credits, Graded, Instructor: Krasniqi, B, 10/16/2023 to 12/9/2023). The second class is HUMNT-1110-013: Arts & Cultural Diversity (3 Credits, Graded, Instructor: Wawrejko, D, 10/17/2023 to 12/9/2023). The right side features a meeting time grid from 12am to 12pm across days Sun-Sat. Two green boxes on the grid indicate meeting times: HUMNT-1110-013 on Tuesdays at 9am and HUMNT-1110-013 on Thursdays at 9am. Below the grid, a section titled 'Sections with no meeting time' lists HLTHS-1110 Biomedical Terminology Section NET07 Faculty: Krasniqi, B.