How to Search for Classes, Add Classes to Plan and Register 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.
2. You will now see your academic information. If you are already Registered for classes, this page will display those classes in green. If you have any planned classes, they will be displayed in yellow. Click on “Go to Plan & Schedule.”

3. On the Plan & Schedule page classes that have already been added to your plan will be displayed on the left side of the page and say “Planned.”

   *When meeting with a counselor, program advisor, or an instructional faculty advisor, classes will often be added to a student’s plan. Planned classes are NOT registered classes. These instructions explain how to register.*

4. Next, make sure the correct semester is displayed. If you don’t see the current semester click on the directional arrows “< or >” until the current term is displayed. To add the next semester, click on the “+” symbol.
5. Locate the search field with the magnifying glass. Where it says, “enter course prefix and nbr,” you will type the subject you’re searching for. You may type the subject, subject & course number or class name. For example to search for ENGLISH 1101 - English Composition, you could type: ENGLI, ENGLISH, ENGL 1101, ENGLISH 1101 or English Composition.

In the example below “ENGLISH 1101” was the search criteria entered so it appears at the top of our results. If you enter the subject without a course number, you will have to page through the results to find the course you’re interested in.

At this time, you may “Add Course to Plan” or “View Available Sections.” In our example, we will first find the section of the class we want, then add it to our plan. Proceed to step 6.
6. Click “View Available Sections” to see to see all the sections being offered this semester. Most classes have multiple sections to choose from. These sections may be different days, times, instructors, online vs. in-person, or session (16-week, 12-week, 8-week etc.). Use the filters to refine your results further. *Tip: the course type/course session filter is only available on this page.*

![Image of ENGLI-1101 English Composition I (3 Credits)]

Introduces key concepts in rhetoric and writing, including situation and context, audience, genre, purpose, and persuasion. Students apply these concepts in writing projects that demonstrate how reading and writing are embedded in multi-faceted academic, personal, social, political, and/or professional purposes. These writing projects unfold through a deliberate process of inquiry, feedback, and revision. (3 lecture hours) Prerequisite: ENGLI 0492 with a grade of C or better, or equivalent or ENGLI 0493 with a grade of C or better, or equivalent or ELS 0553 with a grade of C or better, or equivalent, or appropriate score on the writing placement test(s); or co-requisite of ENGLI 0493 (must be enrolled in linked section taught by the same instructor - these are defined pairs). Course requires Reading Placement Test Score-Category One.

**Requisites:**
ENGLI-0492 with a grade of C or better, or equivalent or ENGLI-0493 with a grade of C or better, or equivalent or ELS-0553 with a grade of C or better, or equivalent or appropriate score on the writing placement test(s); or co-requisite of ENGLI-0493 (must be enrolled in linked section taught by same instructor - these are defined pairs). Course requires Reading Placement Category 1. Must be completed prior to taking this course.

**Locations:**
Main Campus, Addison Area, Bloomingdale Area, Carol Stream Area, Glen Ellyn Area, LaGrange Area, Naperville Area, Out of District, West Chicago Area, Westmont Area, Online

**Offered:**
All Sessions, Both Odd & Even Catalog Years

![View Available Sections for ENGLI-1101](highlight)

7. After clicking *View Available Sections* you will see a list of all sections being offered the current semester. Review the Available Seats, Times, Location and Instructor. When you have identified the section you want, click “**Add Section to Plan**” to add it to your plan. *To view additional details, click on any section of the course (red arrows) see Details screen next page.*

![Image of ENGLI-1101-VCM03, ENGLI-1101-VCM04, ENGLI-1101-VCM05 sections](highlight)

Looking at section VCM04 above, we see it has 3 available seats, meets on T & Th 8:00 am-9:15 am and runs from 1/26-5/21. Location shows us it is an internet-based course. That means it will meet virtually on the days and times listed.
8. After clicking “Add Section to Plan,” this specific section of this course will say “This course is planned.” You are not registered yet.

You can continue to add more courses to your plan by repeating steps 5-8. When you’re ready to register, select “Back to Plan & Schedule.”
9. On the Plan & Schedule page you’ll see all your planned courses. Locate the course section you added to your plan in the previous step. To register, click the blue “Register” button located below the course info.

If you have multiple course sections to register for on your plan you may register for them all at once by clicking the “Register Now” button.

*If you Added a Course to your plan but did not choose a specific section yet, the Register button will not be available. Click on “View Available Sections” and identify the section you want to register for. Once you have chosen one click “Add Section to Plan.” Now the Register button will be available to you. (remember you can use the filters to refine your search results)*

10. After clicking “Register,” 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 say “Registered” above it. A screenshot of successful registration is on the following page.
In the example below, the student is registered for 2 classes. You can see on the left side of the screen, that each class is listed as “Registered” and the color has changed to green. 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 where it says, “Sections with no meeting time.”

If the registration was not successful a message with the caution symbol will appear near the search field. Common reasons include: unmet prerequisites, class has already begun, or class is full. If the class is full you may be given the option to add yourself to the waitlist.
11. Secure your class(es) today. Payment is required the same day you register or you risk being dropped. Return to the portal inside.cod.edu. Click on “My Access for Students.” Then select “Student Payment Information.” From here, you may choose to either Enroll in a Payment Plan or Pay in Full.