



# How To...

## How to View Your Class Schedule and Refund Dates

1. Log into the portal at [inside.cod.edu](https://inside.cod.edu)

After logging in, click on **myACCESS for Students** then select “**Academic Profile**” from the drop-down menu, then select “**My class schedule.**” Continue to Step 2.

The image shows three overlapping screenshots of the myACCESS portal interface. The top-left screenshot shows the main navigation menu with 'MYACCESS FOR STUDENTS' circled in red. The middle screenshot shows the 'MYACCESS FOR STUDENTS' dropdown menu with 'Academic Profile' circled in red. The bottom-right screenshot shows the 'Academic Profile' sub-menu with 'My class schedule' circled in red.

myACCESS Starfish Help

- > CONTINUING EDUCATION CLASSES
- > **MYACCESS FOR STUDENTS**
- > MYACCESS FOR EMPLOYEES

MYACCESS FOR STUDENTS

- User Account
- Academic Profile**
- Financial Aid
- Communication
- Guided Self Placement
- Student Planning
- Registration

MYACCESS FOR STUDENTS

- Grades
- Student Planning - Grades
- Unofficial Transcript
- Degree Audit
- Test Summary
- Official Transcript Order Form
- Official Transcript Order Status
- Enrollment verification request
- My class schedule**
- My Profile

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

2. Select the **Current Term**. Your class schedule will appear. It will show class meeting information, a link to purchase textbooks, and the last day to drop with 100% and 50% refund as well as the last date to drop/withdraw with no refund.

Course Name and Title	Meeting Info. (Days, Times & Loc)	Creds	Start Date	End Date	100% Refund classes	Excludes fees for FS	50% Refund	Last Day to Drop
PSYCH-1100-NET27 General Psychology	02/22/2021-05/21/2021 Internet/Online , COD internet-based courses, Room NA	3.00	02/22/21	05/21/21	02/27/21		03/03/21	04/25/21