

# myACCESS

A self-service web site for students.

## How to Drop a Class

1. Go to [myaccess.cod.edu](http://myaccess.cod.edu) web site
2. Click on **LOG IN** (on the upper right side of the home page).

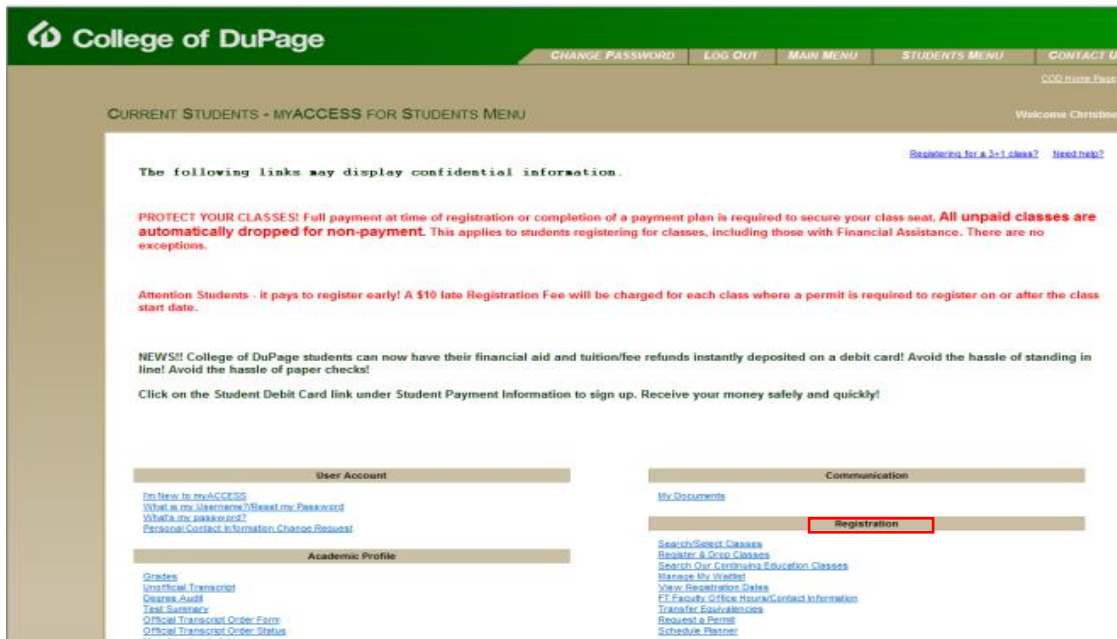


3. Enter your **myACCESS ID** and **password** then click **SUBMIT**.  
If you don't know your myACCESS ID, go to "myACCESS for Students" under "**User Account**" and click on "**What is my Username?/ Reset my Password.**"

4. On the right side of the menu, click on the gold bar labeled "**myACCESS for Students.**"



5. Under the **Registration** heading, click on **Register and Drop Classes.**



If you are having technical issues viewing the myACCESS web site, contact the Student Help Desk at (630) 942-2999 or e-mail [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu).

6. Scroll down to the **Current Registration** heading. Check the box under "drop" for the class you are dropping. Select a "Status Reason" from the drop down menu.

Current Registration  
 A reason must be selected for each class being dropped.

Drop	Status Reason	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>		Summer 2014		myMATH-2213-INT31 (315.16) Great Coursework	Main Campus	06/09/2014-08/03/2014 Internet/Online, COD internet-based courses, Room NA	D Bremer	3.00	

Check your class schedule for refund eligibility dates

Check the financial agreement box at the bottom of the screen to continue. Then click SUBMIT.

**\*\* IMPORTANT PAYMENT INFORMATION \*\***  
 (Please [Click Here](#) for a list payment options.)

I understand and agree as a student enrolled in classes at the College of DuPage, I am responsible for all tuition and fees associated with my enrolled classes. I further acknowledge by clicking ACCEPT below confirms I understand I am responsible for the payment of tuition and fees associated with my enrolled classes. I further acknowledge if I fail to pay tuition and fees when due, the College may take all necessary action to collect the past-due tuition and fees and, in addition, I may be responsible for paying attorney's fees and the costs of collection.

Accept

**SUBMIT**

The Registration Results page will confirm your dropped class.

College of DuPage

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**Registration Results**

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2012	Dropped from this section		ART-1101-002 (86511) Drawing I	Main Campus	01/18/2012-05/09/2012 Lab/Lab Discussion Monday, Wednesday 09:00AM - 11:50AM, McAninch Arts Center, Room 152	J. Pignotti	3.00	0.00

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

**OK**

myACCESS

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If it is past the mid-term date, you can no longer drop the class without a permit from the instructor. A message will appear at the top of your page.