

# Student Planning Tool

Go to [cod.edu](http://cod.edu) and under Quick Links click “InsideCOD Portal.”  
Log into Inside CoD Portal

inside COD → Finno, Jim

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College of DuPage Portal ▶ Students  
Home Search this site

Gateway to Blackboard

- 2021FA Career Development (COLLG-1105-VCM01)
- EDC22 Basic Advising Skills (TANDL-0594-NET01)
- EDC22 Basic Advising Skills (TANDL-0594-NET02)
- Fall 2022 Career Development (COLLG-1105-001)
- Spring 2022 Career Development (COLLG-1105-VCM04)
- TLC21 Advanced Student Planning (TANDL-0643-NET01)
- TLC21 Advanced Student Planning (TANDL-0643-NET02)
- TLC21 Basic Advising Skills (TANDL-0594-NET02)

College-Wide Communications

NOV 23 IMPORTANT REGISTRATION INFORMATION  
*Berna, Michael*

myACCESS Starfish Help

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

COVID Related Information

NEW STUDENT ORIENTATION NSO

STEPS to ENROLLMENT

Training for Preventing Interpersonal Violence TITLE IX

Click here for CHAPLIFE College of DuPage

Under MYACCESS FOR STUDENTS click “Student Planning”

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Spring 2022 Career Development (COLLG-1105-VCM04)

TLC21 Advanced Student Planning (TANDL-0643-NET01)

TLC21 Advanced Student Planning (TANDL-0643-NET02)

TLC21 Basic Advising Skills (TANDL-0594-NET02)

TLC21 Basic Advising Skills (TANDL-0594-NET03)

TLC21 Basic Advising Skills (TANDL-0594-NET04)

Gateway to Blackboard Login  
Login to Blackboard

- > CONTINUING EDUCATION CLASSES
- ▼ MYACCESS FOR STUDENTS
  - User Account
  - Academic Profile
  - Financial Aid
  - Communication
  - Guided Self Placement
  - Student Planning >
  - Registration
  - Student Payment Information

ENROLLMENT

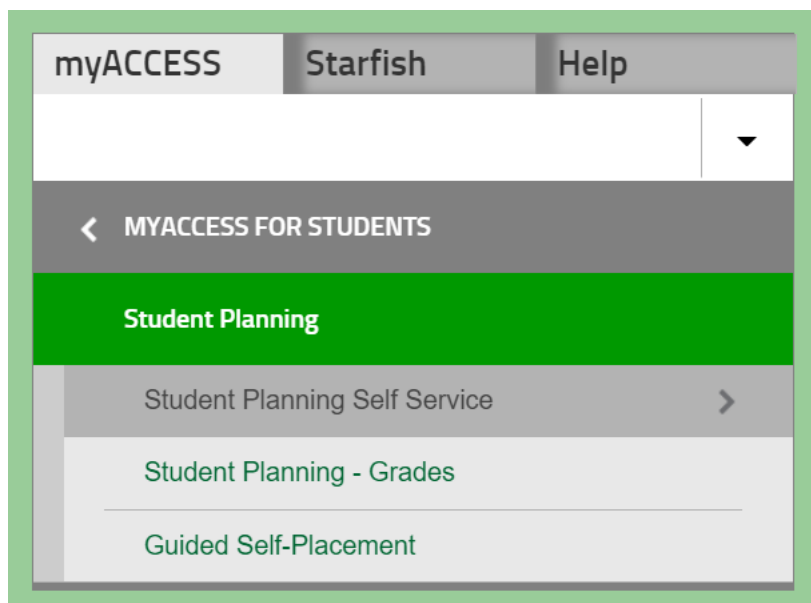
Training for Preventing Interpersonal Violence TITLE IX

Click here for CHAPLIFE College of DuPage

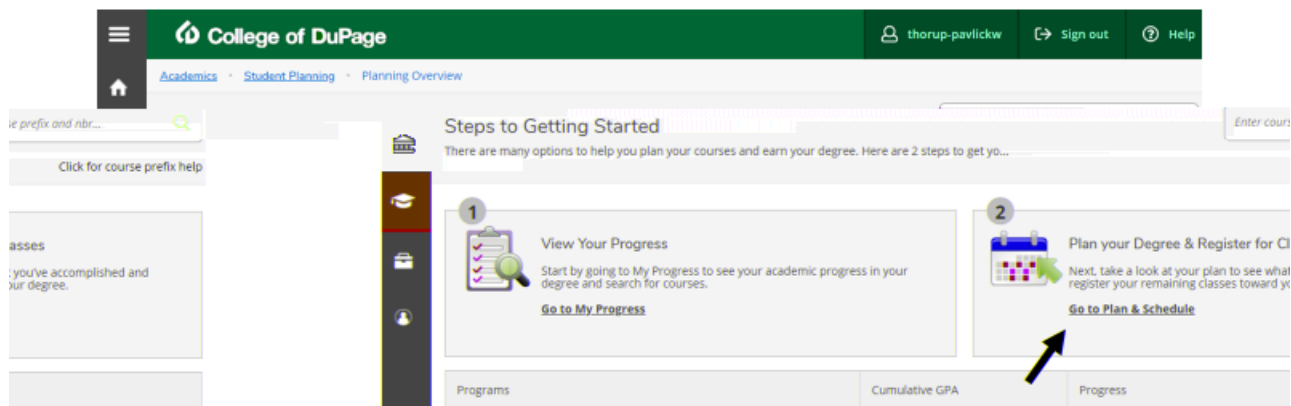
CERTIFIED ELECTRONIC DIPLOMA

Unread Messages

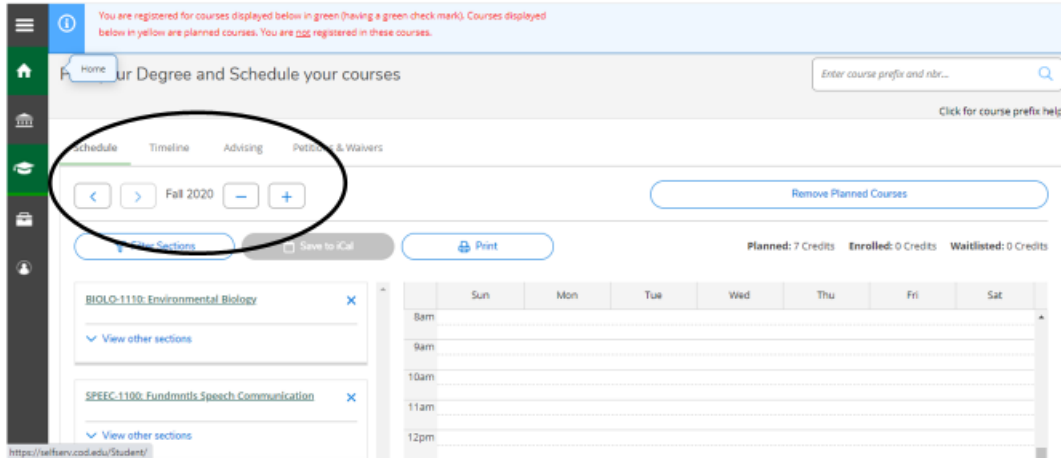
## Click “Student Planning Self Service”



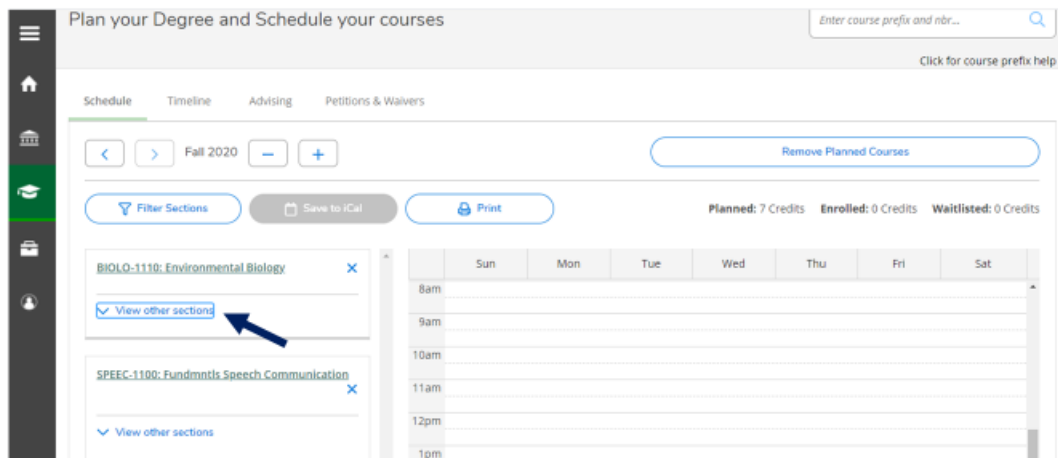
## Select #2 – Go To Plan & Schedule



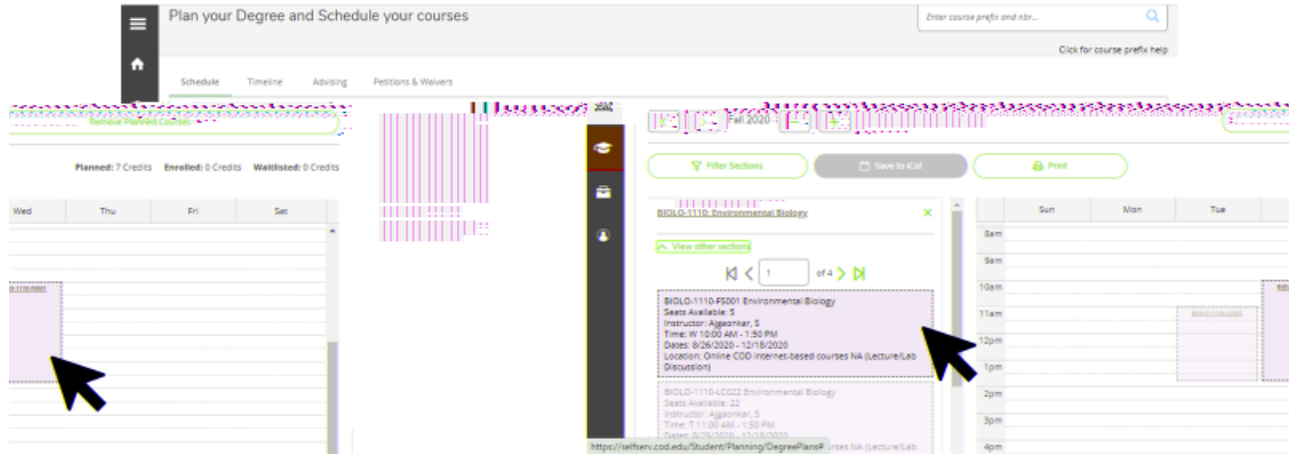
# Use Arrows To Toggle Between Semesters



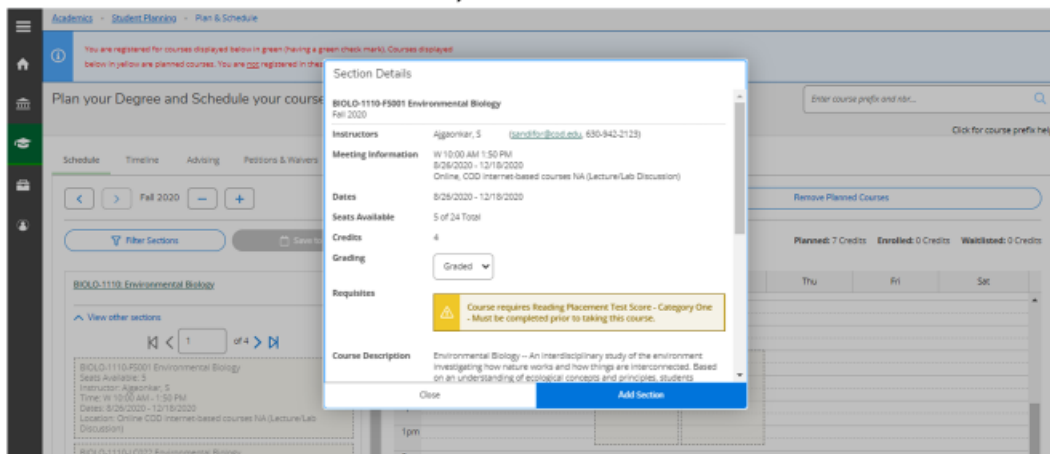
Once at the correct semester, your planned classes will be in the left hand column. Click *View Other Sections* to see available sections.



Hover over each section to see it highlighted on the grid to the right.



Click on the section to see the Section Details, which will open in a new window. If you would like to choose the section, select the blue **Add Section**.



Select the *Register* button to register for an individual course, or *Register Now* to register for ALL planned courses.

This screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, a message states: 'You are registered for courses displayed below in green (having a green check mark). Courses displayed below in yellow are planned courses. You are **not** registered in these courses.' Below this, a note reads: 'NOTE: Courses in YELLOW are PLANNED Courses in GREEN are REGISTERED'. The interface includes a search bar, navigation tabs (Schedule, Timeline, Advising, Petitions & Waivers), and buttons for 'Remove Planned Courses' and 'Register Now'. A course card for 'BIOL1110-26911: Environmental Biology' is shown with a green checkmark and a 'Register' button. A calendar view on the right shows a yellow block for the course, with an arrow pointing to it and the text 'Yellow = Planned'. A sidebar on the left shows a list of courses with a 'd' at the bottom.

Green = Registered

This screenshot shows the same interface as above, but with a course card for 'BIOL1110-F5001: Environmental Biology' that has a green checkmark and the status 'Registered, but not started'. A blue 'Drop' button is visible. A callout box with a curved arrow pointing to the course card contains the text: 'Once registered, you will need to either pay your balance in full or enroll in one of our convenient payment plans.' The 'Register Now' button is still present at the top right. The calendar view shows a green block for the course.

# What To Do Once You Have Registered

When you register for classes, you will need to either pay your balance in full or enroll in one of our convenient payment plans. Every student is required to select a payment option at the time of registration, including students who are expected to receive financial aid. If you do not select a payment option at the time of registration, you will be dropped from your classes.

You can visit [myaccess.cod.edu](http://myaccess.cod.edu) to begin the payment process and select a payment option.

Questions? Please contact the Cashier's Office:  
Phone: (630) 942-2206 or Email: [cashiers@cod.edu](mailto:cashiers@cod.edu).



## Course type descriptions -

### Hybrid (HYB)

Courses meet in person on campus with additional required learning online. Students will meet on campus for labs, studios, or clinical work. Face-to-face meeting days and times for each section will vary depending on the course and learning needs.

### Virtual Classroom Meetings (VCM)

Courses meet completely online in real time at specified days and times using video chat software. All assignments are submitted online. This format is designed allow students regular face-to-face contact in a virtual format.

### Online (NET)

Courses are taught completely online following instructor timelines and learning outcomes. Students interact mostly through discussion boards and written messages and assignments, and all assignments are submitted online.

*Important: All of the above delivery formats have online components. To ensure success, students should do their best to have access to adequate computer hardware and software, including a webcam and adequate wi-fi service. This may be especially important if the college needs to close.*

### Link to Student Planning Tool Video:

<https://www.cod.edu/it/StudentPlanning/Use%20Student%20Planning/How%20to%20Use%20Student%20Planning.html>

Need help registering for classes?

630.942.2377 OR click [HERE](#) for the Office of Student Registration Services

Financial Aid questions?

630.942.2251 OR click [HERE](#) for Student Financial Assistance

For more information on payment plans, including the current payment plans available and instructions on enrolling, please visit [https://cod.edu/costs/payment\\_plans/index.aspx](https://cod.edu/costs/payment_plans/index.aspx)

If you are having trouble with the Payment Plan/Deferred Payment Plan, please contact the Cashiers Office at 630-942-2206.