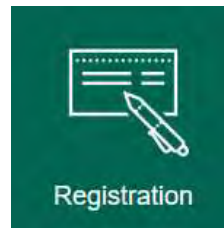# How Do I Register Using the Late Add Process?

Adding courses after instruction begins: Students who wish to add a course after classes have started, should first check with the instructor. If space is available, the instructor will provide authorization for you to register into the class through the Student Planning tool. You will receive a notification on InSite and an email to your InSite email account notifying you that you have been authorized to add the class. Once you have been authorized, follow the instructions below.

1. Go to http://m.4cd.edu (or use the InSite app) and sign in using your username and password.

2. Click on the "Registration" tile, and then "Register from your Ed Plan".

3. If you have the class entered onto your plan, skip ahead to step 7. If you do not see the class, use the search box in the top right corner to locate the class.

4. Use the search filters to narrow down the results. It is recommended you filter by term, and by subject.

5. Once you see the class you are looking for, click "View Available Sections" to expand the list. Scroll through until you find the correct section, and add the section to your plan.

TURN OVER

rev 01/04/19

6. **Click on "Student Planning" at the top of the page, and click "Plan & Schedule" to return to your schedule.**

Student Planning

Planning Overview

My Progress

Plan & Schedule

Course Catalog

Test Summary

Unofficial Transcript
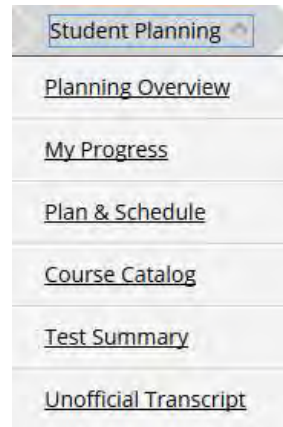
7. **You should see the section you have added listed on your plan. Beneath the section information should be a note stating "Authorized for Add". This note means you can click the "Register" button and add the class to your schedule. If you do not see the note, check to ensure you have the correct section. If the section is correct, but no note is present, contact your instructor.**

CIS-133-9138: Develop Video Content for Web ✕

ⓘ Authorized for Add

✓ Planned

Credits: 2 Credits
Grading: Graded
Instructor: Tejada, M
10/22/2018 to 12/14/2018
Seats Available: 0

∨ Meeting Information

⊘ This section is full
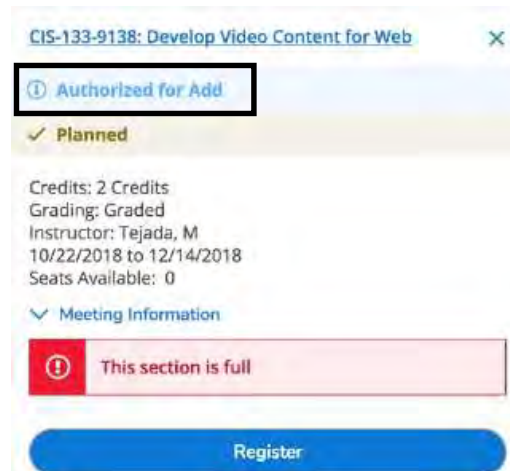
Register

8. **Check your class schedule to ensure the class you have added is there. If the class is missing, or you have encountered another issue while registering, please contact Admissions and Records at 925-685-1310, or visit the office in person.**

My Schedule