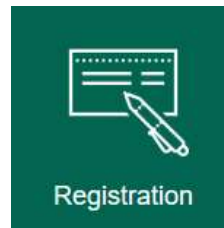


How Do I Register Using the Late Add Process?

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.**



Register from your Ed Plan
Register for sections in your education plan

Course search (i.e., BUS-294)...

- SUBJECTS**
 - ENGL - English
 - ESL - English As a Second Language
- LOCATIONS**
 - Diablo Valley College (51)
 - San Ramon Campus (25)
- TERMS**
 - Fall 2016 (29)

ENGL-116 College Reading Development (3 Credits) - DVC

Add Course to Plan

This course is designed to develop strategies for reading a variety of college-level materials. Students will learn ways to interact with what they read in order to increase appreciation as well as comprehension. The course will cover close analysis of reading, flexible approaches to reading, vocabulary development, and study skills. The general focus throughout the course will be on reading comprehension as an active process, with written response as the primary method for evaluating and analyzing readings.

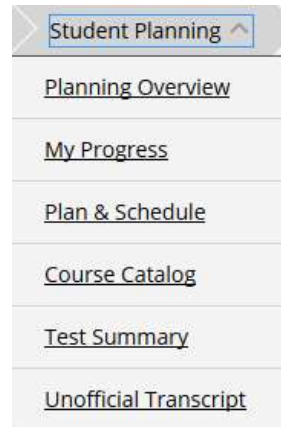
Requisites: None
Locations: Diablo Valley College

[View Available Sections for ENGL-116](#)

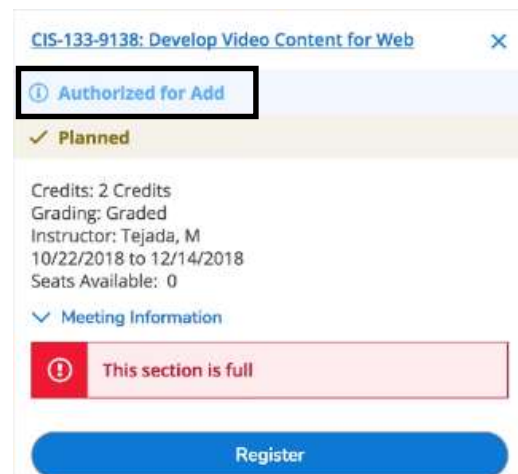


How Do I Register Using the Late Add Process? ...continued

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



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.



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.

