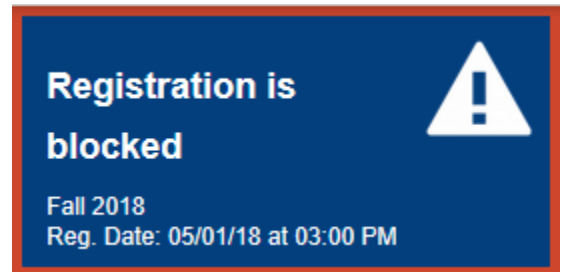


How Do I Lift An Academic/Progress Alert?

Are you on Academic Progress Alert Level 1 or 2? You may see a restriction listed on your account preventing you from completing registration.

For students with an Academic Progress Level 1 alert, you will need to complete the 4CD Student Success Workshop. The purpose of this is to help you get back in good academic standing. If you have an Academic Progress Level Alert 2, you will need to sign up for and attend the Alert 2 Workshop through Starfish, or meet with a DVC Counselor.



1. Head to <http://m.4cd.edu> and login to your InSite account.
2. You can find more information regarding your hold by clicking on the "Registration is blocked" tile. You will see a red box notifying you of the holds on your account. Clicking each link will display more information regarding each particular hold.
3. If you are on an Alert Level 1, you will complete the 4CD Student Success Workshop in Canvas. You can access Canvas by clicking on the green Canvas tile on Insite. The workshop will already be assigned to you. If you have an Alert Level 2, please visit the [Academic Standing](#) page on the DVC website, or <https://www.dvc.edu/academics/policies/academic-standing.html> for more information on the Alert Level 2 Workshop.



You have been placed on Academic and/or Progress Probation Level 1 based on your academic record.

- You are blocked from registration.
- You are unable to add or drop classes.

For your academic and/or progress probation hold to be lifted, you must complete and successfully pass the 4CD Student Success and Retention Workshop. This course can be found on your Canvas dashboard. For more information, contact your college using the information below.

CCC students:

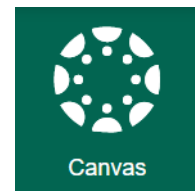
Website: [CCC Academic Standing](#)
Email: studentsuccess@contracosta.edu

DVC students:

Website: [DVC Academic Standing](#)
Email: dvcstudentsuccess@dvc.edu

LMC students:

Website: [LMC Student Success](#)
Email: studentsuccess@losmedanos.edu



4. To start the 4CD Student Success Workshop in Canvas, read the instructions and click on the green get started

Instructions

You must access all the modules and complete a short quiz after each module, plus a final quiz at the end of the workshop. You will not be able to advance until each quiz is answered correctly.

This workshop will take approximately 30 minutes.

If you do not have 30 minutes, you will be able to start it, save it, and return later.

After you have successfully completed this workshop, please allow the system 24 hours to lift the academic hold from your student account.

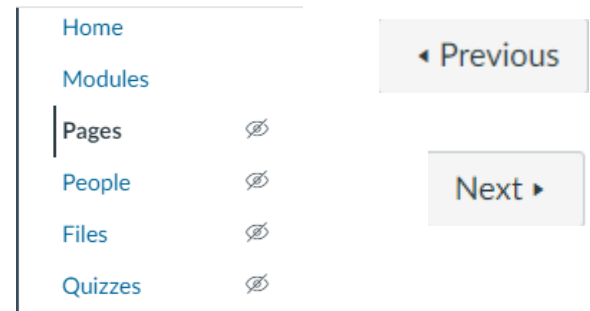
GET STARTED



TURN OVER

How Do I Lift An Academic/ Progress Alert? ...continued

- Follow the on screen prompts for information on how to navigate the workshop. You can click on the previous and next buttons to navigate. Also, you can use the menu on the left side of the screen.
- Read each page carefully. There are quizzes at the end of every module, and in order to proceed you will need to answer the majority of questions correctly. You also have to correctly answer 8 or more of the questions in the final test.
- You can check your progress by clicking on the modules button in the left navigation menu.
- Once you finish and pass the final quiz, and complete the workshop, It can take up to 24 hours for the hold to be lifted from your account. Please note, if you need to make any changes, such as dropping a class, please email admissions@dvc.edu until the hold is lifted.



Academic Standing Quiz

Due No due date Points 3 Questions 3 Time Limit None Allowed Attempts Unlimited

Preview



For any further questions about the Student Success Workshop, please contact the DVC Student Success and Retention Department DVCStudentSuccess@dvc.edu and include your Student ID Number. If you are unable to access the Student Success Workshop, contact the District IT Helpdesk at 925-229-6888 or by email at helpdesk@4cd.edu