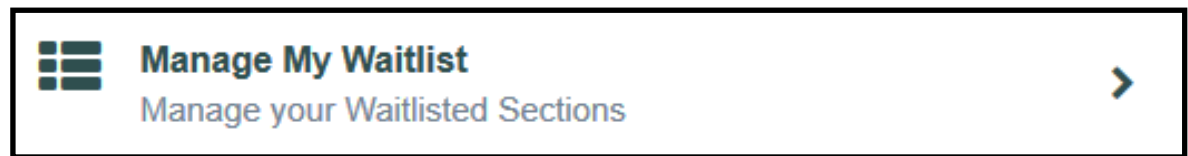
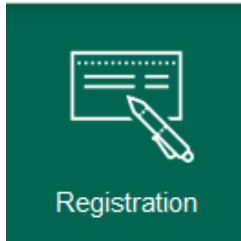


How Do I Manage My Waitlist?

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 then select “Manage My Waitlist”.



3. You will now be able to view your waitlist. Below is a breakdown of this screen.

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
① <input type="button" value="Action"/>	② Active	③	Fall 2016	ADJUS-120-5408 Intro to the Admin of Justice	Diablo Valley College	Internet Instruction (ns) Online Course; click section title for details 10/17/2016 - 12/16/2016	M. Morrissey	3.00	④ 20 / 20

① ACTION

Register: Check your InSite email, as this is where you will be notified. An alert will also appear on the “Alerts” tile on InSite. When permission is granted, select this option and click submit to register for this course.



- ② **Remove:** select this option if you would like to remove your name from the waitlist.

② WAITLIST STATUS

Active: you are waitlisted for this course

- ③ **Permission Granted:** you are able to register for this course. You will also receive an email when permission to register is granted (make sure you have access to your InSite email account)

③ EXPIRE DATE

- ④ **When permission is granted, you will only have 3 calendar days to register for this course. If permission is granted less than 3 days before the course starts, you must register by midnight of the day before the course starts.**

RANK/WAITLIST

Rank: Number you are placed on the waitlist for this course

Waitlist: Total number of students on the waitlist for this course

If the class is closed or waitlisted, you should **still attend the first session** and ask the instructor for permission to add. If approved, 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.