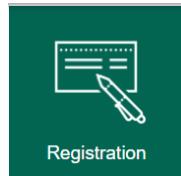


How Do I Register Using the Late Add Process?

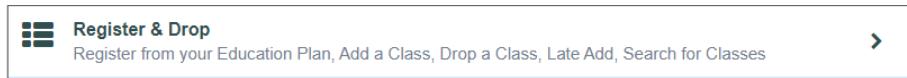
Adding courses after instruction begins: Students who wish to add a course after classes have started, should first check with the instructor. If space is available, the instructor will provide authorization for you to register into the class through the Student Planning tool. You will receive a notification 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://m4cd.edu> (or use the InSite app) and sign in using your username and password.

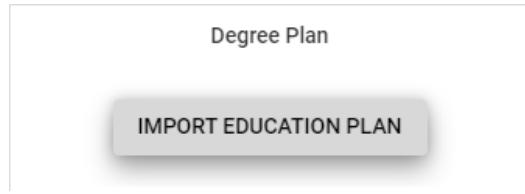


2. Click on the “Registration” tile

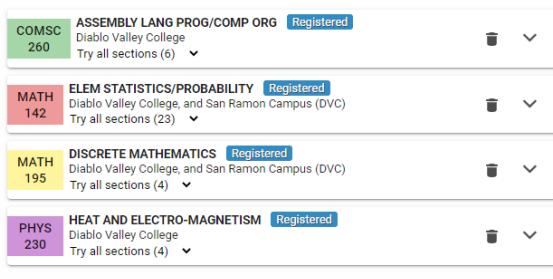
3. Click “Register and Drop.”



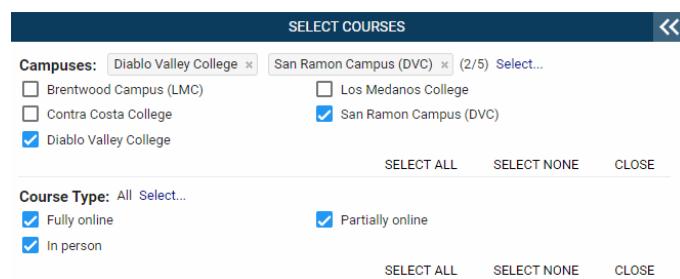
4. If you have visited a counselor and have an Education Plan, you can import classes from your plan directly into your schedule. Click “Import from: My Education Plan”. Then click “Import Education Plan”.



5. Courses from your plan will appear on the left hand side, like this:



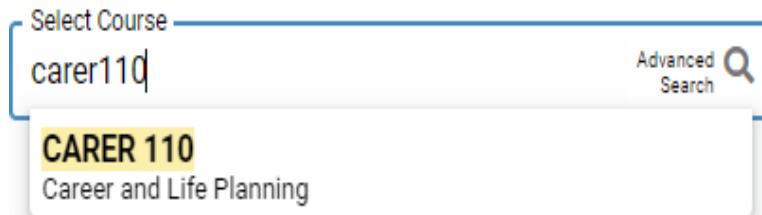
6. For advance search, in the top left of the screen, you can filter by “Campus” and “Course Type.”



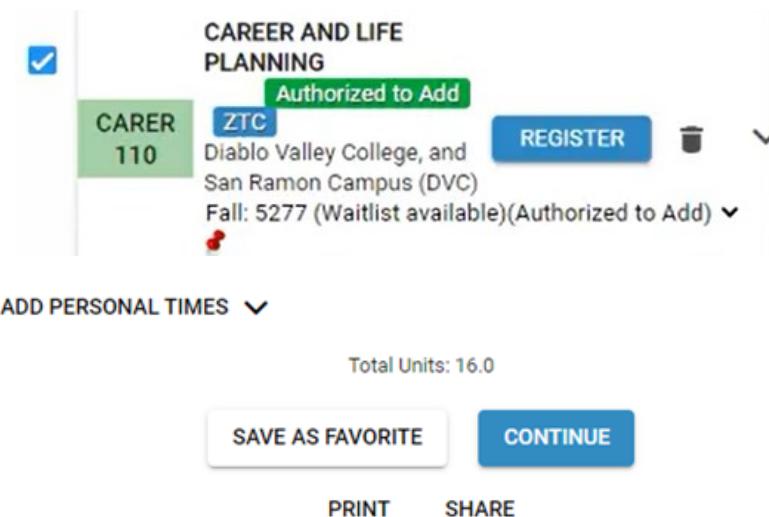
TURN OVER

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7. If you do not see the class, To add classes, use the general search field. You can search by course (CARER 110), course title, instructor name, section number, or keyword.



8. Once you see your course and the section you are registering for, you will see “Authorized to Add” in a green box. Click on “Register,” then at the bottom of the page, click “Continue.”



9. Then click “Submit Changes” to finalize your registration.

