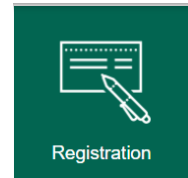


# How Do I Register Using the Late Add Process?

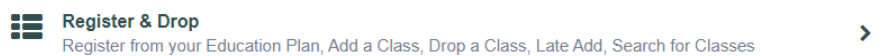
**Adding courses after instruction begins:** Students who wish to add a course after classes have started, should first check with the instructor. If space is available, the instructor will provide authorization for you to register into the class through the Student Planning tool. You will receive a 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.**



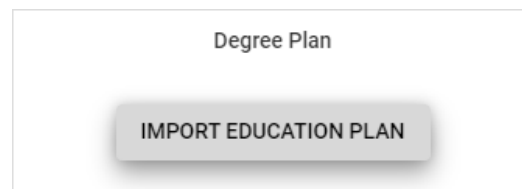
**2. Click on the "Registration" tile**

**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".**

Import from: MY EDUCATION PLAN(1)



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

COMSC 260	ASSEMBLY LANG PROG/COMP ORG Diablo Valley College Try all sections (6)	Registered	🗑️	⌵
MATH 142	ELEM STATISTICS/PROBABILITY Diablo Valley College, and San Ramon Campus (DVC) Try all sections (23)	Registered	🗑️	⌵
MATH 195	DISCRETE MATHEMATICS Diablo Valley College, and San Ramon Campus (DVC) Try all sections (4)	Registered	🗑️	⌵
PHYS 230	HEAT AND ELECTRO-MAGNETISM Diablo Valley College Try all sections (4)	Registered	🗑️	⌵

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

SELECT COURSES <<

**Campuses:** Diablo Valley College x San Ramon Campus (DVC) x (2/5) Select...

Brentwood Campus (LMC)  Los Medanos College

Contra Costa College  San Ramon Campus (DVC)

Diablo Valley College

SELECT ALL    SELECT NONE    CLOSE

**Course Type:** All Select...

Fully online  Partially online

In person

SELECT ALL    SELECT NONE    CLOSE



**TURN OVER**

**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.**

Select Course  Advanced Search

**CARER 110**  
Career and Life Planning

**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.”**

**CAREER AND LIFE PLANNING**

**CARER 110** **ZTC** **Authorized to Add** **REGISTER**

Diablo Valley College, and San Ramon Campus (DVC)  
Fall: 5277 (Waitlist available)(Authorized to Add) ▼

ADD PERSONAL TIMES ▼

Total Units: 16.0

**SAVE AS FAVORITE** **CONTINUE**

PRINT SHARE

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

**CARER 110** Spring 2023: Mar 7 - May 19  
Career and Life Planning

**2023SP Section: 2817**

**Lecture** DVC  
Career and Life Planning Partially online  
Seats available:: 2 HSF\*291  
Waitlist: None T. Steffan  
Tue : 3:00 PM to 3:50 PM 3.0 Units

Note: Partially online course. Mandatory class meeting at the Pleasant Hill Campus on Tuesdays from 3:00 - 3:50PM. Based on changing COVID-19 guidelines, additional social distancing practices may be implemented, including possible conversion to 100% online.

**Enroll**

**← CANCEL** **SUBMIT CHANGES**