### How Do I Register Using Late Add Codes?

**Adding courses after instruction begins:** Students, who wish to add a course after classes have started, should first check with the instructor. Show your assessment results to Math and/or English instructors to prove you are eligible to take their course. If space is available, the instructor will give the student a unique four-digit late add code that will permit the student to register on InSite WebAdvisor. Late add codes expire at midnight on the deadline date to add the course. In-person registration will require the instructor’s signature and/or late add code on a Schedule Request Form and submission by the deadline date to add the course. Please refer to the spring/summer/fall important dates for admission deadlines.

1. Go to **www.dvc.edu**
2. Click on **InSite/WebAdvisor**
3. Click on **InSite Portal**
4. **Log in** to your InSite WebAdvisor account
5. Click on **WebAdvisor**
6. Click on **Registration**
7. Click on **Late Registration (Using Add Code)**

8. **Enter the Section Number, Late Add Code,** & select the Term

   **Click Submit**

9. **Under “Action,” select Register**

   **Click Submit**

Please print out a copy of your schedule for proof of registration.