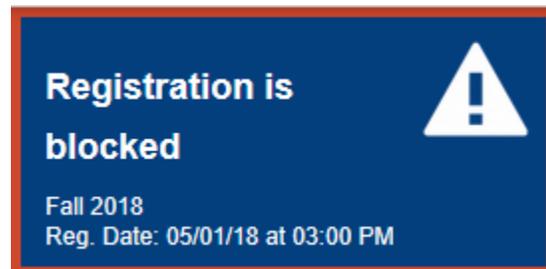


How Do I Lift An Academic Probation Hold?

Are you on Academic Probation Level I or II? You may see a restriction listed on your account preventing you from completing registration.

To lift the hold, you will need to complete the online Student Success Workshop, or meet with a counselor to discuss success strategies and educational planning. The purpose of this is to aid you in improving your academic GPA or academic progress, and improving your academic standing to good standing. This guide explains how to access the online Student Success Workshop.

1. Before you begin, make sure to have a calculator, a pen, and some paper.
2. Head to <http://m.4cd.edu> and login to your InSite account.
3. 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.
4. Return to the InSite home screen, and select the "Resources" tile.
5. Click on "Student Success Workshop".



← Probation Level II ×

Probation Level II

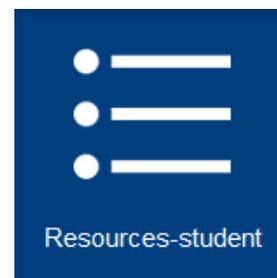
You have been placed on Probation Level II based on your academic record.

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

CCC students: View the information at: [CCC Academic Standing](#)

DVC students: Review the information and complete the Student Success workshop at: [DVC Academic Probation](#)
Contact the Counseling Center for more information at (925) 685-1230.

LMC students: You must complete a probation workshop. View details at: [LMC Counseling Services](#)
Contact the LMC Student Retention and Support Services office for more information at (925) 473-7483.



☰ **Student Success Workshop**
Complete your Student Success Workshop >



TURN OVER

How Do I Lift An Academic Probation Hold? ...continued

6. Follow the on screen prompts for information on how to navigate the workshop. You will see a link to get your unofficial transcript. Click on the link, followed by "District Academic History Transcript". Print this off if you can, or leave it open for easy reference. Return to the workshop screen.

Before we get started you will need the following:

- A copy of your current (click on the link) unofficial transcript
- A calculator
- A piece of paper to determine the GPA in an example you will be given.

 [District Academic History Transcript](#)

7. Read each page carefully. There are quizzes at the end of every section, 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.

Quiz

Answer the following section review questions: You must answer all the questions correctly in order to move on to the next section.

Do you have your unofficial transcript?

- A: Yes
- B: No
- C: Not yet

Do you have a calculator, a pen and a piece of paper?

- A: Yes
- B: No
- C: Not yet

Submit

8. Be sure to print the confirmation screen after the final test for your records. It can take up to 24 hours for the hold to be lifted from your account once you complete the workshop.

For any further questions about the Student Success Workshop, please contact Carissa Urbalejo at 925-969-2145. If you are unable to access the Student Success Workshop, contact the District IT Helpdesk at 925-229-6888.