How Do I Lift An Academic Probation Hold?

Are you on Academic Probation Level 1 or 2? You may see a restriction listed on your account preventing you from completing registration. For students with a Probation 1 hold, you will need to complete the 4CD Student Success Workshop. The purpose of this is to help you get back in good academic standing. If you have a Probation II hold, you will need to sign up for and attend the virtual Probation Workshop through starfish, or meet with a DVC Counselor.

1. Head to [http://m.4cd.edu](http://m.4cd.edu) and login to your InSite account.

2. 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.

3. If you are on a Probation 1 hold, you will complete the workshop in Canvas. You can access Canvas by clicking on the green Canvas tile on Insite. The workshop will already be assigned to you. If you have a Probation 2 hold, please visit the Academic Standing page for more information on the Virtual Probation II Workshop.

4. To start the Probation 1, 4CD Student Success Workshop in Canvas, read the instructions and click on the green get started button.
5. Follow the on screen prompts for information on how to navigate the workshop. You can click on the previous and next buttons to navigate. Also, you can use the menu on the left side of the screen.

6. Read each page carefully. There are quizzes at the end of every module, 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.

7. You can check your progress by clicking on the modules button in the left navigation menu.

8. Once you finish and pass the final quiz, and complete the workshop, it can take up to 24 hours for the hold to be lifted from your account. Please note, if you need to make any changes, such as dropping a class, please email admissions@dvc.edu until the hold is lifted.

For any further questions about the Student Success Workshop, please contact Carissa Craig at ccraig@dvc.edu. If you are unable to access the Student Success Workshop, contact the District IT Helpdesk at 925-229-6888 or by email at helpdesk@4cd.edu.