

How do I register using the late add process?

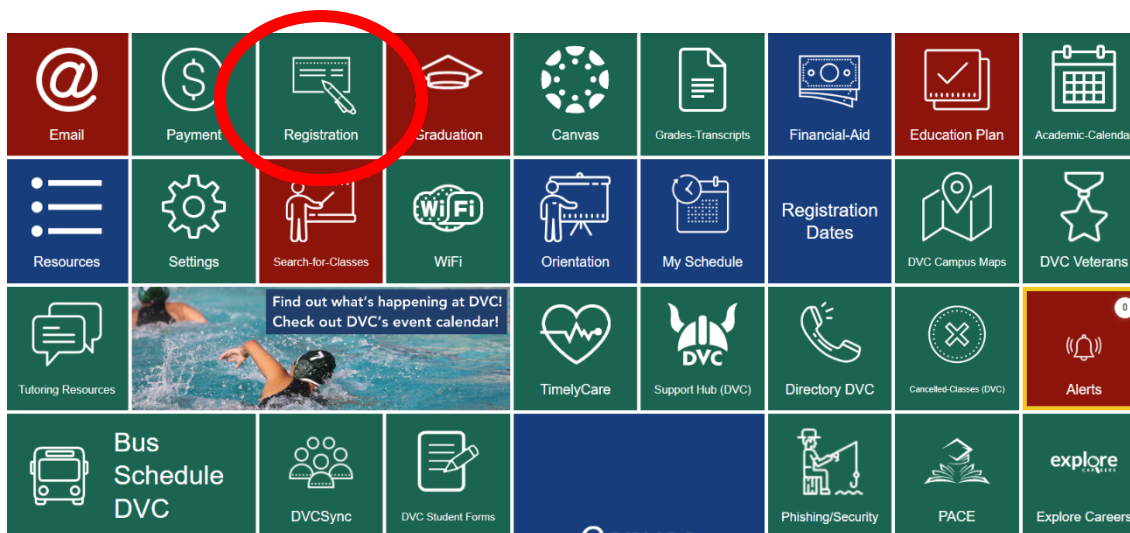
Step 1:

Go to <http://m.4cd.edu> (or the InSite app) and sign in using your DVC username and password.

Step 2:

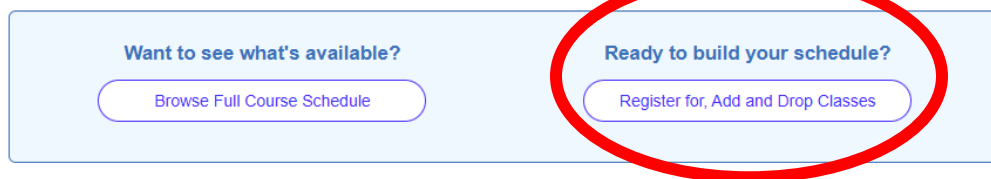
After logging into Insite, click on the green “Registration” tile.

Then click on the “Register for, Add and Drop Classes” button.

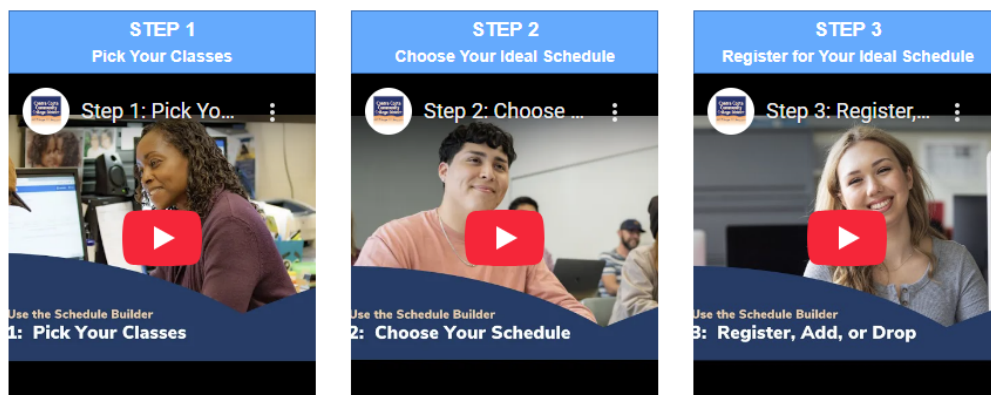


Register for, Add and Drop Classes

Whether you've mapped out an education plan with a counselor or just want to check out what courses look interesting, we've got tools to help! Use the buttons below to browse or build your schedule.



How to Use the Schedule Builder



WELCOME

Step 3:

Select the term you want to register for.

This software will help you find your optimal schedule.

Use **Advanced Search** on left to search for courses that meet CSU and UC General Education Requirements as well as Special programs.

Note:

Fall 2024 – Courses are available for registration ([Find your registration date](#)).

Spring 2025 – Courses are available for registration ([Find your registration date](#)).

Summer 2025 – Courses are available for Planning only

Select a term:

Spring 2025

Summer 2025

Step 4:

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

SELECT COURSES

Campuses: DVC - Pleasant Hill Campus x DVC - San Ramon Campus x (2/5) [Select...](#)

Course Type: All [Select...](#)

Session: All [Select...](#)

Select your desired course locations.

Select Course [Advanced Search](#)

Import from: **MY EDUCATION PLAN(1)**

You can also add the class to your schedule by using the general search bar. You can search by course, course title, instructor name, section number or keyword.

Select at least

Degree Plan

IMPORT EDUCATION PLAN (EMPTY)

Step 5:

Courses imported from your Education Plan or added using the search bar will then appear like this:

The screenshot shows the DVC course selection interface. On the left, a list of imported courses is displayed with their IDs and names: CHEM 108 (Introductory Chemistry), CARER 110 (Career and Life Planning), BIOSC 102 (Fundamentals of Bio Sci W/Lab), and ADJUS 120 (Intro to the Admin of Justice). On the right, a detailed view of a course is shown, including its title, description, sections, and a calendar view.

Step 6:

Click on the drop-down menu of the course to see the sections being offered.

The screenshot shows the DVC course selection interface. A red circle highlights the drop-down menu of the CARER 110 course. Below the list, a detailed view of the CARER 110 course is shown, including its title, description, sections, and a calendar view.

CAREER AND LIFE PLANNING
DVC - Pleasant Hill Campus, and DVC - San Ramon Campus
Try all sections (3) ▼

CHEM 108 **INTRODUCTORY CHEMISTRY**
DVC - Pleasant Hill Campus, and DVC - San Ramon Campus
Try all sections (6) ▼

BIOSC 102 **FUNDAMENTALS OF BIO SCI W/LAB** **ZTC**
DVC - Pleasant Hill Campus
Try all sections (2) ▼

ADJUS 120 **INTRO TO THE ADMIN OF JUSTICE** **ZTC**
DVC - Pleasant Hill Campus
Try all sections (2) ▼

CAREER AND LIFE PLANNING
DVC - Pleasant Hill Campus, and DVC - San Ramon Campus
Try all sections (3) ▼

Description: This course presents research strategies for effective career and major choice selection. Students will use a variety of techniques to find, retrieve, and evaluate career planning information as well as career assessments to identify their preferred work values, interests, skills and personality traits. Focus is placed on the exploration of labor market needs, educational and employment requirements, and career ladders within given professions resulting in an effective educational and job search plan. Employability and interpersonal skills such as communication, critical thinking, creative problem solving, time management, self-esteem and professional confidence, emotional intelligence, conflict resolution, and effective collaboration are also addressed. CSU, UC (credit limits may apply to UC-see counselor)

Requirements: None

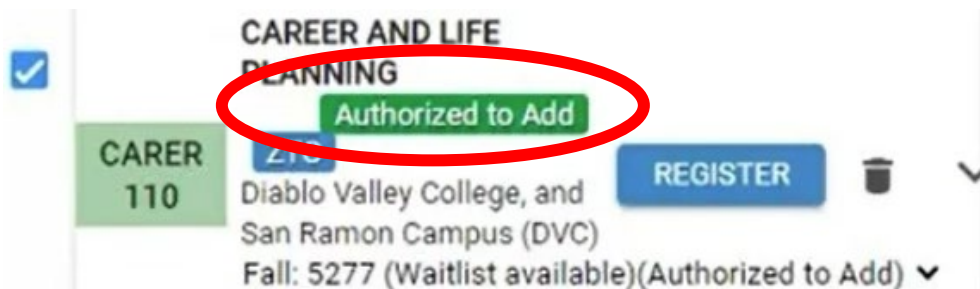
Campuses:
☒ DVC - Pleasant Hill Campus ☒ DVC - San Ramon Campus **Authorized to Add**

Classes:
☒ 2025SU-8: 5123 ☒ 2025SU-8: 5140 ☒ 2025SU-8: 9083 **ZTC**

Class Remarks:
5123: Note: Partially online course with required on-campus meetings Thursdays 5:00-7:05 PM (see room on schedule) with all other instruction provided online through the college learning management system Canvas. On the course start date, log into Canvas, www.dvc.edu/online, to locate course.
5140: Note: 100% online course - no scheduled meetings. Instruction will be provided through Canvas, DVC's online learning platform. On the class start date, log into Canvas at www.dvc.edu/online.
9083: Note: 100% online course - no scheduled meetings. Instruction will be provided through the college learning management system Canvas. On the course start date, log into Canvas, www.dvc.edu/online to begin.

Step 7:

Once you see your course and the section you are registering for, you will see a box above the class labeled "Authorized to Add".



Step 8:

Hover above the class until a red pin appears and then click on the red pin.

This will pin the class to your schedule.

CARER 110

CAREER AND LIFE PLANNING
DVC - Pleasant Hill Campus, and DVC - San Ramon Campus
Try all sections (3)

Description: This course presents research strategies for effective career and major choice selection. Students will use a variety of techniques to find, retrieve, and evaluate career planning information as well as career assessments to identify their preferred work values, interests, skills and personality traits. Focus is placed on the exploration of labor market needs, educational and employment requirements, and career ladders within given professions resulting in an effective educational and job search plan. Employability and interpersonal skills such as communication, critical thinking, creative problem solving, time management, self-esteem and professional confidence, emotional intelligence, conflict resolution, and effective collaboration are also addressed. CSU, UC (credit limits may apply to UC-see counselor)

Requirements: None

Campuses:
☒ DVC - Pleasant Hill Campus ☒ DVC - San Ramon Campus

Classes:

Authorized to Add

☒ 2025SU-8: 5123 ☒ 2025SU-8: 5140 ☒ 2025SU-8: 908

SELECT ALL

SELECT NONE

Class Remarks:
5123: Note: Partially online course with required on-campus meetings Thursdays 5:00-7:05 PM (see room on schedule) with all other instruction provided online through the college learning management system Canvas. On the course start date, log into Canvas, www.dvc.edu/canvas, to

Then click “Submit Changes” to finalize your registration.

Canvas, www.dvc.edu/online to locate course. CHEM 108 Summer 2025: Jun 16 - Jul 24 Session: Classes less than or equal to 8 weeks Introductory Chemistry Section: 4323 ZTC Lecture Seats available: 28 Waitlist: 0/5 Mon, Tue, Wed, Thu : 1:00 PM to 3:10 PM Laboratory ZTC Mon, Tue, Wed, Thu : 3:20 PM to 5:30 PM Note: Class meets on-campus as scheduled.	DVC - Pleasant Hill Campus In person PS*267 A. Bordbar 4.0 Units	Enroll
ADJUS 120 Summer 2025: Jun 16 - Jul 24 Session: Classes less than or equal to 8 weeks Intro to the Admin of Justice Section: 5103 Lecture Seats available: 33 Waitlist: 0/20 (unscheduled) Note: Online course. All instruction will be online. Go to www.dvc.edu/online for course access information.	DVC - Pleasant Hill Campus Fully online M. Morrissey 3.0 Units	Enroll