

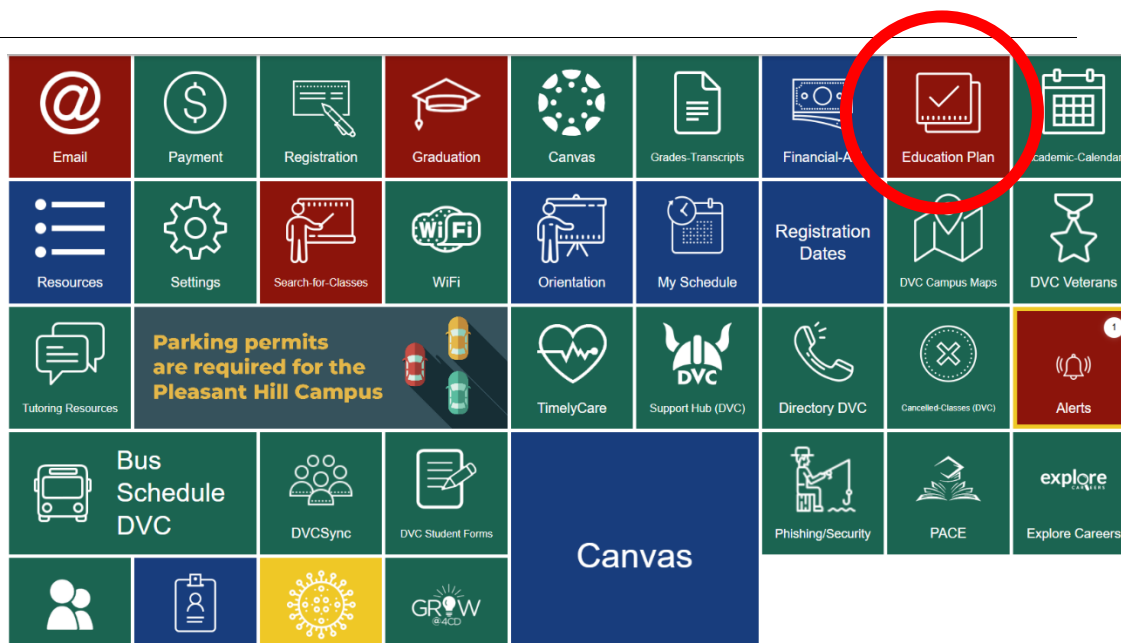
How do I register for classes online?

Step 1:

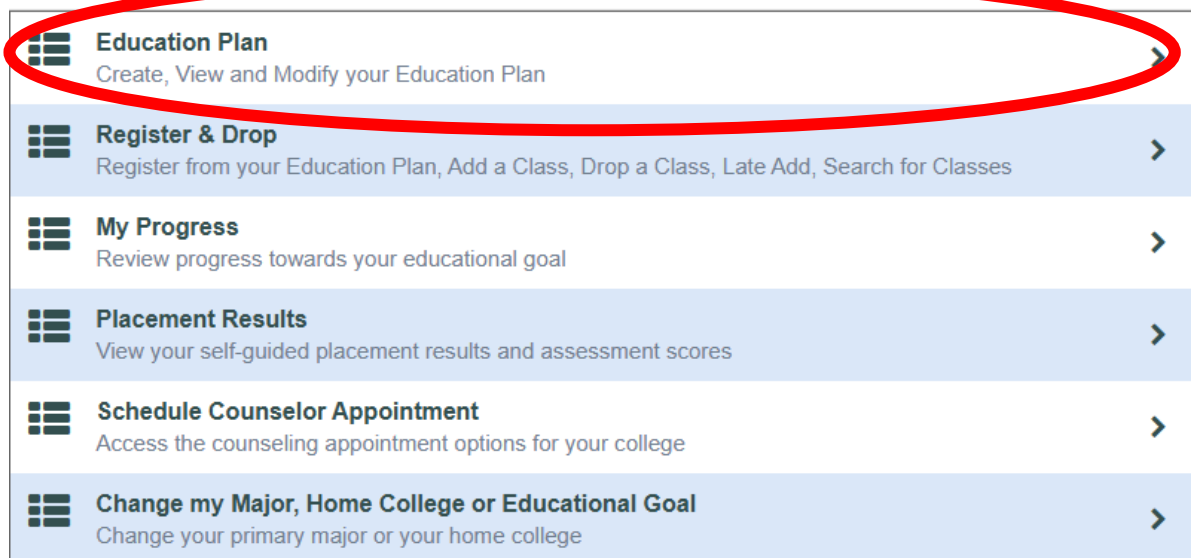
Go to <http://m.4cd.edu> (or use the Insite app) and sign in using your username and password.

Step 2:

Once you are logged into Insite, click on the "Education Plan" tile.



You will be able to access your education plan when the drop-down menu appears.



Step 3:

Click on the arrows to select which term you want to register for classes. You can click on the plus button if you want to add a term or the minus button if you want to remove a term to your Education Plan.

Schedule Timeline Advising Petitions & Waivers

< > Summer 2025 - +

Filter Sections Save to iCal

i No Courses Selected For This Term

Step 4:

To add classes to your Education Plan, use the search bar at the top right corner. You can search by course (ex: MATH-192), keyword, or course title. Be sure to include the dash mark if you are searching by course to help ensure that the proper courses are found.

Course search (i.e., BUS-294)...

Planned: 0 Credits **Enrolled:** 0 Credits **Waitlisted:** 0 Credits

Thu	Fri	Sat
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Additionally, you can filter your results by “Availability”, “Campus”, “Days of the Week”, “Instructors”, and “Instruction Type” using the side bar on the left of your search results.

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections
 ☐ Open Sections Only

Subjects

☐ Chemistry (17)
 ☐ Engineering (1)
 ☐ Horticulture (1)
 ☐ Interdisciplinary Studies (2)
 ☐ Physical Science (2)
 [Show All Subjects](#)

Locations

☒ DVC - Pleasant Hill Campus (27)
 ☒ DVC - San Ramon Campus (11)

Step 5:

Once you have found a course that you want to select, click on the button, “Add Course to Plan”, which is located on the top right corner, next to the course title.

ART-101 Intro to Two-Dimension Design (3 Credits) - DVC,SRC

This course presents the theories and applications of two-dimensional design and color in visual art and design. The formal, theoretical, cultural, contemporary, as well as historical elements of two-dimensional design will be explored. C-ID ARTS 100, CSU, UC

Requisites:

None

Locations:

DVC - Pleasant Hill Campus, DVC - San Ramon Campus

Add Course to Plan

[View Available Sections for ART-101](#)

Step 6:

After you click on the “Add Course to Plan” button, select the term that you want the course in. Then click the “Add Course to Plan” button at the bottom.

Course Details

ART-101 Intro to Two-Dimension Design

This course presents the theories and applications of two-dimensional design and color in visual art and design. The formal, theoretical, cultural, contemporary, as well as historical elements of two-dimensional design will be explored. C-ID ARTS 100, CSU, UC

Credits	3
Locations Offered	DVC - Pleasant Hill Campus, DVC - San Ramon Campus
Requisites	None
Term	Select a term... ▼

Close

Add Course to Plan

Step 7:

After you have added the course to your Education Plan, click the drop-down arrow below the course name to view the sections offered.

Filter Sections

Save to iCal

[ART-101: Intro to Two-Dimension Design](#)

View other sections

Step 8:

Click on the results arrows to scroll through various schedule options based on the courses that you selected.

[ART-101: Intro to Two-Dimension Design](#) ×

[View other sections](#)



ART-101-5175 Intro to Two-Dimension Design
Seats Available ⓘ : 28 / 28 / 0
Instructor: Lyons, T
Time:
Dates: 6/16/2025 - 7/24/2025
Location: DVC - Pleasant Hill Campus Off Campus Site ONLINE (Internet Instruction (ns))
Time:
Dates: 6/16/2025 - 7/24/2025
Location: DVC - Pleasant Hill Campus (Internet Instruction Lab (ns))

Step 9:

Click on the yellow-toned box with the dashed border of the section that you want to select. Course details and meeting information will then be displayed.

[ART-101: Intro to Two-Dimension Design](#) ×

[View other sections](#)



ART-101-5175 Intro to Two-Dimension Design
Seats Available ⓘ : 28 / 28 / 0
Instructor: Lyons, T
Time:
Dates: 6/16/2025 - 7/24/2025
Location: DVC - Pleasant Hill Campus Off Campus Site ONLINE (Internet Instruction (ns))
Time:
Dates: 6/16/2025 - 7/24/2025
Location: DVC - Pleasant Hill Campus (Internet Instruction Lab (ns))

Step 10:

Click on the “Add Section” button to add the specific section to your Education Plan.

Meeting Information	6/16/2025 - 7/24/2025 DVC - Pleasant Hill Campus, Off Campus Site ONLINE (Internet Instruction (ns)) 6/16/2025 - 7/24/2025 DVC - Pleasant Hill Campus, (Internet Instruction Lab (ns))
Dates	6/16/2025 - 7/24/2025
Seats Available	28 of 28 Total
Credits	3
Requisites	None
Course Description	This course presents the theories and applications of two-dimensional design and color in visual art and design. The formal, theoretical, cultural, contemporary, as well as historical elements of two-dimensional design will be explored. C-ID ARTS 100, CSU, UC
Additional Information	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.
Book Information	DVC Bookstore
Transfer Status	Transfers to both UC/CSU

Close

Add Section

Step 11:

Once you have finished adding the sections of the courses you want to register for, click the “Register” button in the top right corner.

Register

Planned: 17 Credits **Enrolled:** 0 Credits **Waitlisted:** 0 Credits

Additionally, a green banner that says “Registered” with a checkmark next to it will then appear to show that you have registered for your courses.

[ART-101-5175: Intro to Two-Dimension Design](#)



✓ **Registered**

Credits: 3 Credits
Grading: Graded
Instructor: Lyons, T
6/16/2025 to 7/24/2025
Seats Available: 28

▼ [Meeting Information](#)

